

## **PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES**

\*\*\*\*CONFERENCES CANNOT BE SCHEDULED FROM MOBILE DEVICES\*\*\*\*

*Log in to Skyward with your "Parent" login and password.*

*Choose your student and click on "Teacher Conferences"*

The screenshot displays the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access". To the right of the logo is a dropdown menu currently set to "All Students". In the top right corner, there is a user profile for "Jessica Cook" with links for "My Account", "Contact Us", and "Email H". On the left side, there is a vertical navigation menu with the following items: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skylert, and Login History. The main content area shows "No messages were found." Two red arrows point from yellow callout boxes to the "All Students" dropdown and the "Teacher Conferences" menu item. The right side of the page features a "Upcoming Events" section with a list of events for the week of September 16, 2014, including a "Teacher Conference" and several "Absent" entries.

Event	Date	Status
Teacher Conference	Today, Tue Sep 16, 2014	4:50 PM - 5:00 PM
words from reading	Today, Tue Sep 16, 2014	
Absent	Today, Tue Sep 16, 2014	
Absent	Wed Sep 17, 2014	
Absent	Thu Sep 18, 2014	
Absent	Fri Sep 19, 2014	
Absent	Mon Sep 22, 2014	
Absent	Tue Sep 23, 2014	
Absent	Wed Sep 24, 2014	

*The Screen will now look like this:*

Family Access

SKYWARD

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.

Click here to make an appointment for Parent Teacher Conferences for this student.

*You will be scheduling your Parent Teacher Conference using one course.*

*You can choose your time slot by clicking on “All Conferences”. Then you will click on the “Select a Time” under the “Status” column.*

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled <a href="#">(Select a Time)</a>	Language Arts 4 <a href="#">View Details</a>	207 / 117

Click here to see the list of available times

*The screen will look like this*

**Schedule a Conference Time with Amy Flynn**

Conference Time Slots	Status	Building/Room	
Tue Sep 16, 2014 4:00 pm - 4:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:10 pm - 4:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:20 pm - 4:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:30 pm - 4:40 pm	Closed	207 / 103	
Tue Sep 16, 2014 4:40 pm - 4:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:50 pm - 5:00 pm	Open*	207 / 103	Select
Tue Sep 16, 2014 5:00 pm - 5:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:10 pm - 5:20 pm		207 / 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm		207 / 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm		207 / 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm		207 / 103	Select
Tue Sep 16, 2014 5:50 pm - 6:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:00 pm - 6:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:10 pm - 6:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:20 pm - 6:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:30 pm - 6:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:40 pm - 6:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:50 pm - 7:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:00 pm - 7:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:10 pm - 7:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:20 pm - 7:30 pm	Open	207 / 103	Select

**Choose the date and time you want and click on the "select" button for that date and time.**

***Choose the date and time slot you want. A smaller information box will appear confirming the date and date and time.***

**Select Time Slot**

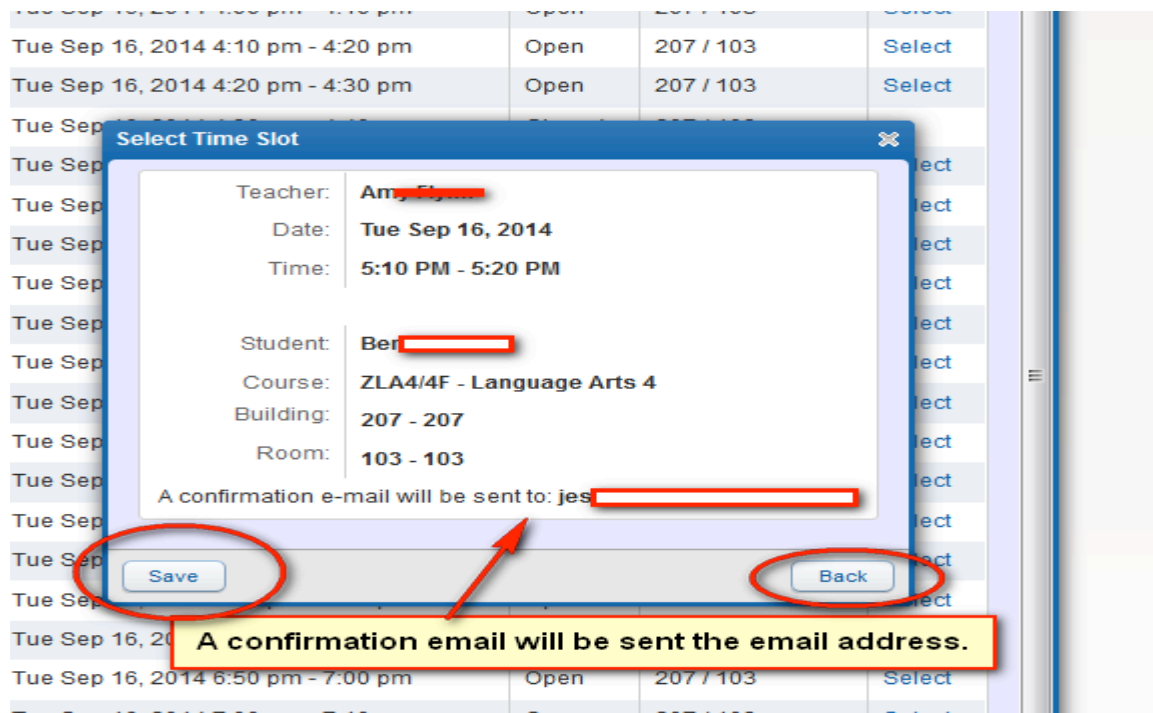
Teacher: Em [redacted]  
 Date: Wed Feb 4, 2015  
 Time: 3:45 PM - 4:00 PM

Student: Jasc [redacted]  
 Course: ZATT5/51 - Attendance-5th Grade  
 Building: 125 - 125  
 Room:

A confirmation e-mail will be sent to: [uritaadriana@yahoo.com](mailto:uritaadriana@yahoo.com)

***If you are okay with this date and time, click on the "SAVE" button. If you want to choose another time click on the "BACK" button.***

\*\*\*\*\*If the "Select" button does not work for you, it may be your Browser that is blocking it. Google Chrome can be a problem at times. Firefox works the best.\*\*\*\*\*



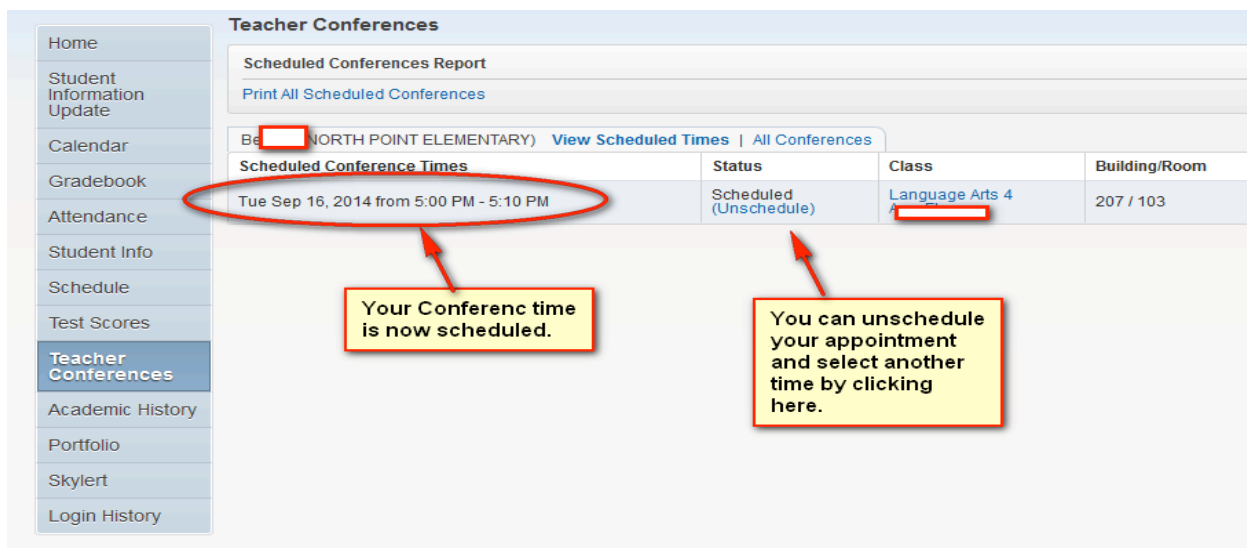
The screenshot shows a 'Select Time Slot' dialog box with the following information:

- Teacher: Am [redacted]
- Date: Tue Sep 16, 2014
- Time: 5:10 PM - 5:20 PM
- Student: Ber [redacted]
- Course: ZLA4/4F - Language Arts 4
- Building: 207 - 207
- Room: 103 - 103

A confirmation e-mail will be sent to: jes [redacted]

The 'Save' and 'Back' buttons are circled in red. A yellow callout box points to the email address field with the text: "A confirmation email will be sent the email address."

Your Parent Teacher conference is now scheduled.



The screenshot shows the 'Teacher Conferences' page with the following table:

Scheduled Conference Times	Status	Class	Building/Room
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Arts 4	207 / 103

A yellow callout box points to the time slot with the text: "Your Conferenc time is now scheduled."

Another yellow callout box points to the 'Unschedule' link with the text: "You can unschedule your appointment and select another time by clicking here."

You can now go back to the top of the screen to choose another one of your children to schedule their Parent Teacher conference. Click on the Drop down arrow at the top of the screen.

Family Access

SKYWARD

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Bel [redacted] (NORTH POINT ELEMENTARY) [View Scheduled](#)

Scheduled Conference Times

Tue Sep 16, 2014 from 5:00 PM - 5:10 PM

Home

Student Information Update

Calendar

Gradebook

Attendance

click here to change students.

All Conference Times you have scheduled will appear under "View Scheduled Times".

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Jas [redacted] [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Bu
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Attendance-5th Grade [redacted] Kinson	12:

You can also print your scheduled Conferences.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Bel [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

Scheduled Conference Times

Tue Sep 16, 2014 from 5:00 PM - 5:10 PM

Status

Scheduled (Unschedule)

Class

Language Art [redacted]

Home

Student Information Update

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Teacher Conferences

Academic History

Portfolio

Skylert

Login History

All of your children who have conferences scheduled should appear here with Conference times.

The Print out will look like this.

12/31/2013

<u>TIME</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>COURSE</u>	<u>STUDENT</u>
3:30 pm - 3:45 pm	175	101	Cheryl Naegle	Attend-5th Grde	Kade <input type="checkbox"/>
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace <input type="checkbox"/>

\*\*\*\*\* End of report \*\*\*\*\*

*The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.*

December 2013							
Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next Month
	1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordin (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (A) Coordinate Plan: (A) Coordinate Plan: (N)	7
	8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	12 Practice 1 &2 (A)	13 WTW wk#13 HM (A) WTW wk#13 Jo: (A) WTW wk#13 Te:	14
	15	16	17 Calculating Volur (A)	18	19	20	21
	22	23 No School	24 No School	25 No School	26 No School	27 No School	28
	29	30 No School	31 No School TC: 3:30 pm- 3:45 pm TC: 3:45 pm- 4:00 pm				