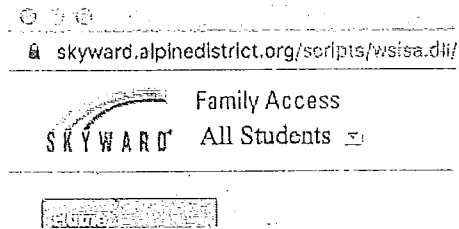
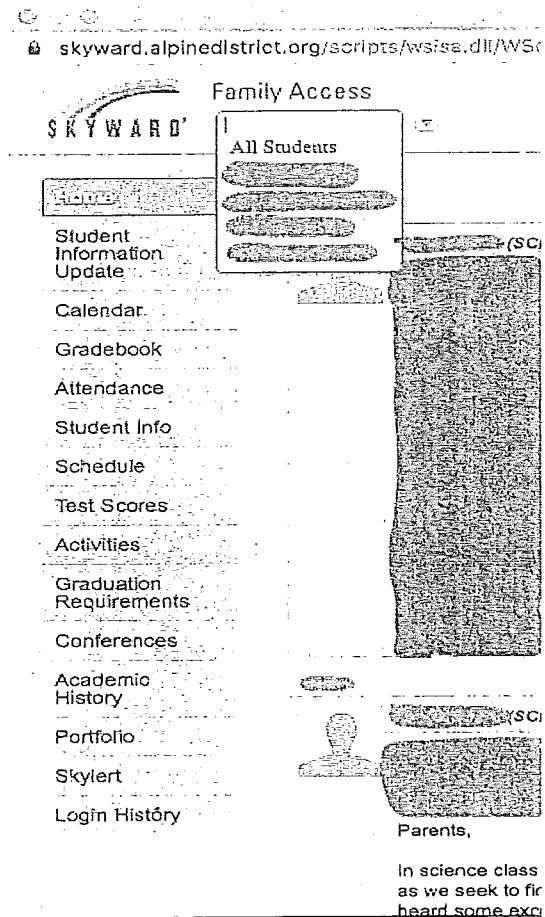


SETTING UP SEP'S

1. Log into Skyward. The top of your page should look like this:



2. Click the Arrow by "All Students" and choose your child's name.



3. On the left, There is "HOME", "STUDENT INFORMATION UPDATE", "CALENDAR". ETC. Go down towards the bottom to "CONFERENCES".

skyward.alpinedistrict.org/scripts/v

Family Access

SKYWARD

HOME

- Student Information Update
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Activities
- Graduation Requirements

CONFERENCE

- Academic History
- Portfolio
- Skylert
- Login History

4. Click on "Conferences". It will open to this:

Conferences

Home

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Calendar (Elementary) View Scheduled Times | All Conferences

No conferences are scheduled for this student.

HOME

- Student Information Update
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Activities
- Graduation Requirements

CONFERENCE

- Academic History
- Portfolio
- Skylert
- Login History

5. Click "ALL CONFERENCES".

6. It will open to this.

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Elementary) View Scheduled Times All Conferences			
Teacher Conferences	Status	Class	Building/Room
Period 7	Not Yet Scheduled (Select a Time)	Art 5	112 / 120

IT DOES NOT matter what the course is set to. Every school has a different way of doing attendance. In this example the course is set to "ART 5", but it doesn't mean this conference is only about art. It is simply a class to pick from for a complete class roster.

7. Click "SELECT A TIME".

This will open.

Conference Time Slots	Status	Building/Room
Thu Oct 10, 2019 3:40 pm - 3:50 pm	Closed	
Thu Oct 10, 2019 3:50 pm - 4:00 pm	Closed	
Thu Oct 10, 2019 4:00 pm - 4:10 pm	Open	Select
Thu Oct 10, 2019 4:10 pm - 4:20 pm	Open	Select
Thu Oct 10, 2019 4:20 pm - 4:30 pm	Closed	
Thu Oct 10, 2019 4:30 pm - 4:40 pm	Closed	
Thu Oct 10, 2019 4:40 pm - 4:50 pm	Closed	
Thu Oct 10, 2019 4:50 pm - 5:00 pm	Closed	
Thu Oct 10, 2019 5:00 pm - 5:10 pm	Open	Select
Thu Oct 10, 2019 5:10 pm - 5:20 pm	Open	Select
Thu Oct 10, 2019 6:10 pm - 6:20 pm	Closed	
Thu Oct 10, 2019 6:20 pm - 6:30 pm	Closed	
Thu Oct 10, 2019 6:30 pm - 6:40 pm	Closed	
Thu Oct 10, 2019 6:40 pm - 6:50 pm	Open	Select
Thu Oct 10, 2019 6:50 pm - 7:00 pm	Open	Select
Thu Oct 10, 2019 7:00 pm - 7:10 pm	Open	Select
Thu Oct 10, 2019 7:10 pm - 7:20 pm	Closed	
Thu Oct 10, 2019 7:20 pm - 7:30 pm	Open	Select
Thu Oct 10, 2019 7:30 pm - 7:40 pm	Closed	
Thu Oct 10, 2019 7:40 pm - 7:50 pm	Open	Select
Fri Oct 11, 2019 3:40 pm - 3:50 pm	Closed	
Fri Oct 11, 2019 3:50 pm - 4:00 pm	Closed	

8. Closed times have already been scheduled by a parent. Choose an open time and click the blue "SELECT" on the right.

This next box will pop up.

Teacher: [Redacted]
Date: Thu Oct 10, 2019
Time: 4:10 PM - 4:20 PM
Student: [Redacted]
Course: ZArt5/53 - Art 5
Building:
Room:
A confirmation e-mail will be sent to: [Redacted]@gmail.com
Save Back

9. Click on "SAVE".

Then you will see this box.

If you have an email address set on skyward, you will also receive a confirmation email.

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

[Redacted] (Elementary) View Scheduled Times | All Conferences

Teacher Conferences	Status	Class	Building/Room
Period 7	Scheduled Thu Oct 10, 2019 from 4:10 PM - 4:20 PM	Art 5	112 / 120

10. Your SEP conference is set! If you have more than 1 child to schedule for go back to your home page and follow the steps again.