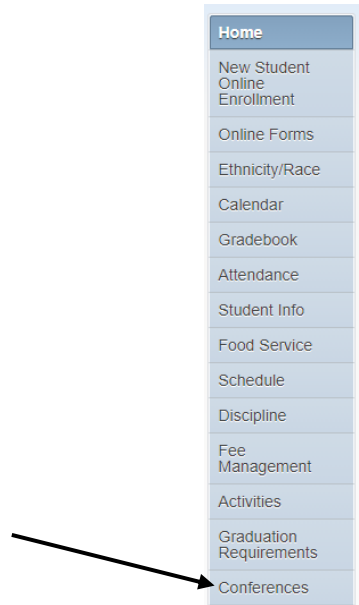


Parent/Teacher Conference Scheduling

Signing Up for Conferences

1. Open your web browser and go to www.shawanoschools.com.
2. Click the 'Skyward Student and Family' button located below the scrolling pictures.
3. Type your username and password for Family Access. (Do not use your child's user information.)
4. Select your student, by clicking your student's name from the dropdown list at the top of the page. (If you only have one student, Skyward defaults your view to your child.)
5. Click the 'Conferences' link located on the menu bar on the left-hand side of the page.



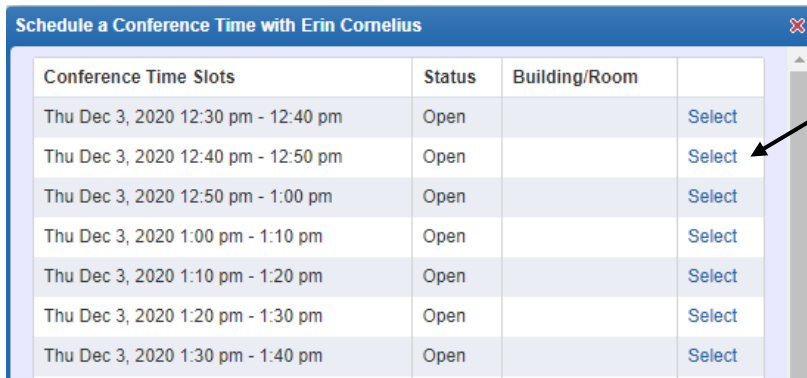
6. Click the 'All Conferences' link.
7. Click the 'Select a Time' link for the class you would like to attend a conference.

The screenshot shows the 'Conferences' page. On the left is a navigation menu with items: Home, New Student Online Enrollment, Online Forms, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, and Discipline. The main content area is titled 'Conferences' and contains a 'Scheduled Conferences Report' section with a link 'Print All Scheduled Conferences for Guardian'. Below this is a table with columns: Teacher Conferences, Status, and Class. The table lists six periods, each with a time slot, a status of 'Not Yet Scheduled (Select a Time)', and a class name. An arrow points to the 'All Conferences' link in the navigation bar, and another arrow points to the 'Select a Time' link in the 'Status' column of the second row.

Teacher Conferences	Status	Class
Period 1 8:00 AM - 9:28 AM	Not Yet Scheduled (Select a Time)	Functional English
Period 2 8:00 AM - 9:28 AM	Not Yet Scheduled (Select a Time)	Functional Math
Period 3 9:33 AM - 11:01 AM	Not Yet Scheduled (Select a Time)	S.T.E.P
Period 4 9:33 AM - 11:01 AM	Not Yet Scheduled (Select a Time)	Functional Tech Ed
Period 6 11:36 AM - 1:06 PM	Not Yet Scheduled (Select a Time)	Functional Living
Period 9 2:44 PM - 3:30 PM	Not Yet Scheduled (Select a Time)	Enhancement

Parent/Teacher Conference Scheduling

8. Scroll through the list of times and dates. When you find a time you like click 'Select'.



Conference Time Slots	Status	Building/Room	
Thu Dec 3, 2020 12:30 pm - 12:40 pm	Open		Select
Thu Dec 3, 2020 12:40 pm - 12:50 pm	Open		Select
Thu Dec 3, 2020 12:50 pm - 1:00 pm	Open		Select
Thu Dec 3, 2020 1:00 pm - 1:10 pm	Open		Select
Thu Dec 3, 2020 1:10 pm - 1:20 pm	Open		Select
Thu Dec 3, 2020 1:20 pm - 1:30 pm	Open		Select
Thu Dec 3, 2020 1:30 pm - 1:40 pm	Open		Select

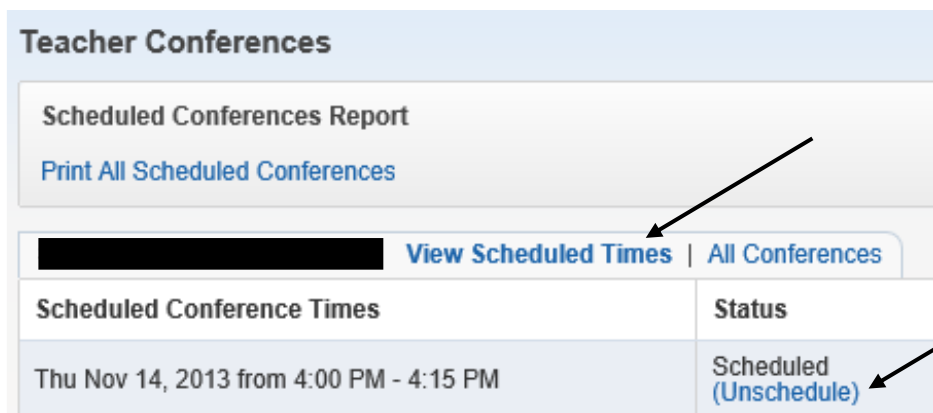
9. Click 'Save'. This will schedule the conference time. It will also post it on your child's calendar and send you an email.

10. If you have other classes that you want to attend for conferences, repeat Steps 7-9 for each class.

11. If you have another student to schedule for conferences, choose the child's name from the student dropdown list and repeat Steps 6-10. If you do not, then you have completed conference scheduling.

Deleting or Changing your Conferences Times

1. Repeat Steps 1-5 from above.
2. Click the 'View Scheduled Times' link.
3. For the class conference you want to delete or change, click 'Unschedule'.



Teacher Conferences	
Scheduled Conferences Report	
Print All Scheduled Conferences	
[Redacted]	View Scheduled Times All Conferences
Scheduled Conference Times	Status
Thu Nov 14, 2013 from 4:00 PM - 4:15 PM	Scheduled (Unschedule)

4. Click 'Save'. This will remove your scheduled conference and send you an email cancellation. Then you may choose another time slot for conferences if desired. Just repeat Steps 6-9 from above.