

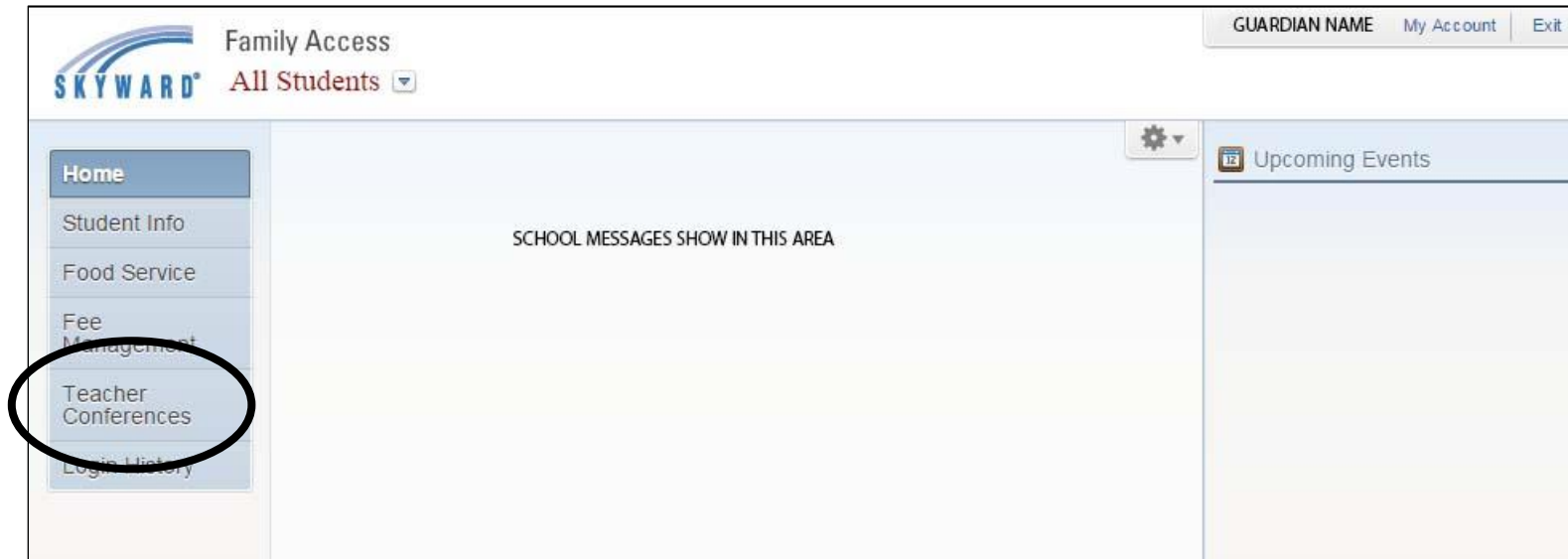
Parent/Teacher Conference Process using Skyward Family Access

1. Parents/Guardians login to Skyward Family Access.

If you do not remember your login information, on the main login screen for Skyward Family Access you can click the *Forgot your Login/Password?* link. It will ask you to enter in your email or login and a security word or number. It will then send you an email which will contain a link to reset your password.

The parent/guardian account must be used to setup parent/teacher conferences as student accounts do not have access to the area.

2. Click on the *Teacher Conferences* button which is located along the left side towards the bottom of the column



The parent/teacher conference process must be completed for each child separately as the selection of a date and time is specific to each student.

3. A new screen will appear with a message of 'No teacher conferences are scheduled for this student'. Once you have scheduled your conference the scheduled time will be displayed.

Click on the *All Conferences* link to view your child's scheduled homeroom class to select your conference time slot

Click on the *Select a Time* link below the words *Not Yet Scheduled* for your child's homeroom class

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with 'Family Access' and 'All Students' (with a dropdown arrow). On the right, there are links for 'GUARDIAN NAME', 'My Account', and 'Exit'. A left sidebar contains navigation links: 'Home', 'Student Info', 'Food Service', 'Fee Management', and 'Teacher Conferences' (which is highlighted). The main content area is titled 'Teacher Conferences' and contains a 'Scheduled Conferences Report' section with a 'Print All Scheduled Conferences' link. Below this is a table with columns: 'STUDENT'S NAME (SCHOOL NAME)', 'View Scheduled Time', 'All Conferences', 'Status', 'Class', and 'Building/Room'. The 'All Conferences' link is circled. The 'Status' column contains the text 'Not Yet Scheduled (Select a Time)', which is also circled. The 'Class' column contains 'HOMEROOM CLASS' and 'TEACHER'S NAME'. The 'Building/Room' column contains 'SCHOOL/ROOM NUMBER'. A 'Period 1' label is visible in the first row of the table.

4. Click the *Select* link for the conference date and time.

The screenshot shows a dialog box titled 'Schedule a Conference Time with TEACHER NAME'. It contains a table with the following data:

Conference Time Slots	Status	Building/Room	
Mon Mar 14, 2016 5:00 pm - 5:15 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 5:15 pm - 5:30 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 5:30 pm - 5:45 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 5:45 pm - 6:00 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 6:00 pm - 6:15 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 6:15 pm - 6:30 pm	Open	BLDG/ROOM NUM	Select
Mon Mar 14, 2016 6:30 pm - 6:45 pm	Open	BLDG/ROOM NUM	Select

The 'Select' link in the last row is circled.

5. A window will appear to confirm the date and time you selected. If the information that appears in the screen is the time and date you requested then click the *Save* button. If the information that appears on the screen is not the date and/or time you requested, then click the *Back* button.

If an email address is listed in Skyward a confirmation e-mail will be sent to that address.

6. Click on the *View Scheduled Times* link to view the time and date of your scheduled parent/teacher conference

Family Access

GUARDIAN NAME My Account Exit

SKYWARD All Students

Home

Student Info

Food Service

Fee Management

Teacher Conferences

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

STUDENT'S NAME (SCHOOL NAME) [View Scheduled Times](#) | All Conferences

Scheduled Conference Times	Status	Class	Building/Room	Notes
DATE AND TIME	Scheduled (Unschedule)	HOMEROOM CLASS TEACHER'S NAME	BLDG/ROOM NUM	

7. If you find that the time you selected will not work, you can click the *Unschedule* link which will remove your appointment and make that time available to other parents/guardians.

8. In the new screen that appears verify that the date and time are for the conference that you would like to cancel. If the information is for the conference you would like to cancel click the *Save* button. If the information is for a conference you want to keep click the *Back* button.

If an email address is listed in Skyward a confirmation e-mail will be sent to that address.

Deselect Time Slot

Teacher: TEACHER NAME

Date: DATE

Time: TIME

Student: STUDENT NAME

Course: HOMEROOM CLASS NAME

Building: BUILDING NUMBER

Room: ROOM NUMBER

Save Back

9. If you would like a report of your scheduled conference times click on the *Print All Scheduled Conferences* link.

Family Access
All Students

GUARDIAN NAME My Account Exit

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

STUDENT'S NAME (SCHOOL NAME) View Scheduled Times | All Conferences

Scheduled Conference Times	Status	Class	Building/Room	Notes
DATE ANDTIME	Scheduled (Unschedule)	HOMEROOM CLASS TEACHER'S NAME	BLDG/ROOM NUM	

STUDENT'S NAME (SCHOOL NAME) View Scheduled Times | All Conferences

Scheduled Conference Times	Status	Class	Building/Room	Notes
DATE ANDTIME	Scheduled (Unschedule)	HOMEROOM CLASS TEACHER'S NAME	BLDG/ROOM NUM	

10. A new window will appear to select the order of how you want the conference information to display on the report. Click either the By Date or By Student option and click the *Print* button.

Print Options

Sort: By Date
 By Student
 Display Past Conferences

Print

11. Another window will appear over the Parent Conferences Report window. In this new window please click the *View Report* button to see the report display on your screen.

Report Complete

Parent Conferences Report has finished processing.

View Report

Below is an example of what the report will look like –

Westmont CUSD 201							Page:1
Parent Conference Report							
CONFERENCE DATE							
<u>TIME</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>COURSE</u>	<u>STUDENT</u>	<u>STATUS</u>	
TIME	BUILDING NUM	ROOM	TEACHER NAME	CLASS NAME	STUDENT NAME	Scheduled	
TIME	BUILDING NUM	ROOM	TEACHER NAME	CLASS NAME	STUDENT NAME	Scheduled	
***** End of report *****							

12. If you would like to print out a paper copy of the report, print when viewing this report screen.

13. If you have multiple children, and would like to schedule additional conferences, click the *All Conferences* link next to each child's name to repeat the process. When you are done click the *Exit* link.