

## PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

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

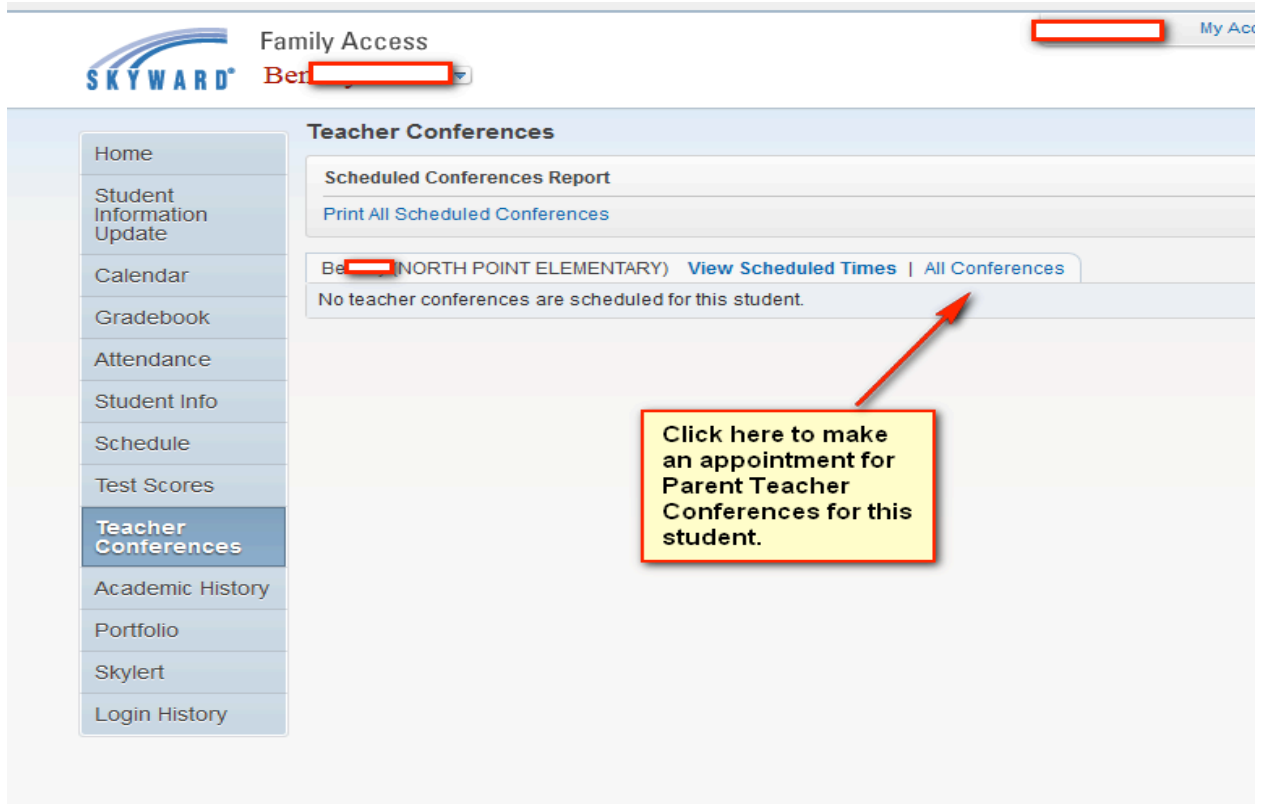
Log in to Skyward with your "Parent" login and password.

Choose your student and click on "Teacher Conferences"



The screenshot displays the Skyward Family Access web interface. At the top left is the Skyward logo. To its right, the text "Family Access" is shown above a dropdown menu currently displaying "All Students". A red arrow points from a yellow callout box to this dropdown menu. The callout box contains the text: "Select your child using the drop down arrow if you have more than one child in Alpine School District." In the top right corner, there are links for "My Account", "Contact Us", and "Email H". On the left side, a vertical navigation menu lists various options: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skylert, and Login History. A red arrow points from a second yellow callout box to the "Teacher Conferences" link. This callout box contains the text: "Click here to make a Parent Teacher Conference Appointment". The main content area shows "No messages were found." On the right side, there is a "Upcoming Events" section with a calendar icon, listing events for various dates in September 2014, including a "Teacher Conference" on Tuesday, Sep 16, 2014, and several "Absent" entries.

The Screen will now look like this:



Family Access

SKYWARD

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

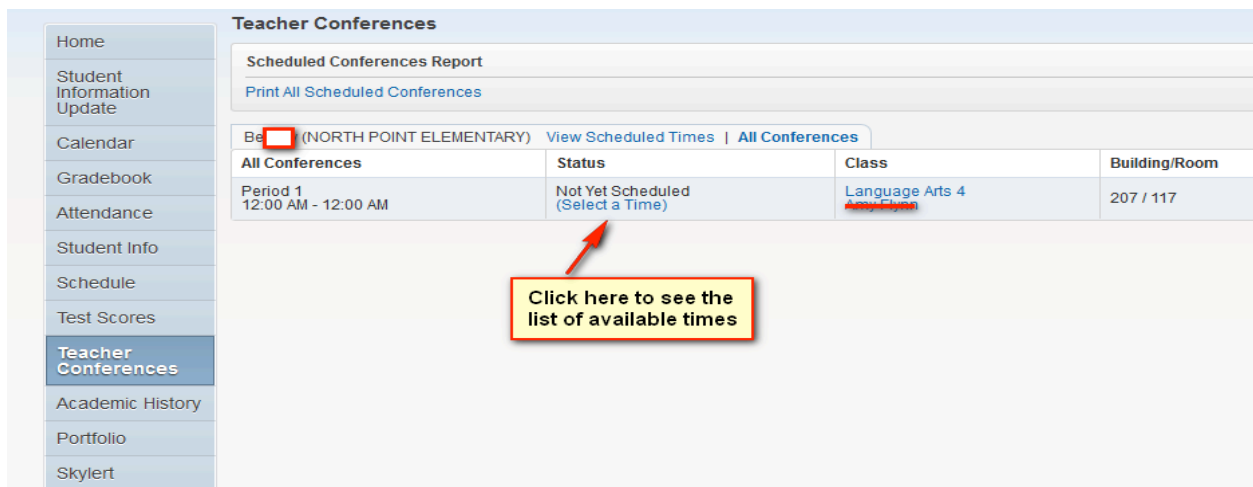
Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

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	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	Open	207 / 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm	Open	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)

Save Back

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

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

Buttons for 'Save' and 'Back' are circled in red. A red arrow points from the 'Save' button to a yellow callout box below the dialog.

**A confirmation email will be sent the email address.**

Your Parent Teacher conference is now scheduled.

The screenshot shows the 'Teacher Conferences' page with a table of scheduled conferences:

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

Annotations include:

- A red circle around the time slot 'Tue Sep 16, 2014 from 5:00 PM - 5:10 PM' with a callout: **Your Conferenc time is now scheduled.**
- A red arrow pointing from the 'Unschedule' link in the status column to a callout: **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

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

Scheduled Conference Times	Status	Class
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Art [redacted]

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

The Print out will look like this.

1sconf04.p 05-2 05.13.10.00.00		Alpine School District Parent Conference Report			12/31/13
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="text"/>
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace <input type="text"/>
***** 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.

Previous Month		December 2013						Next Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordii (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						