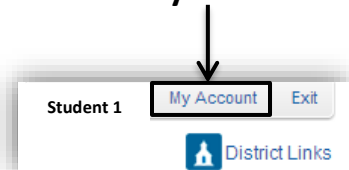


Parent/Guardian Instructions: Skyward Conference Scheduler

IMPORTANT:

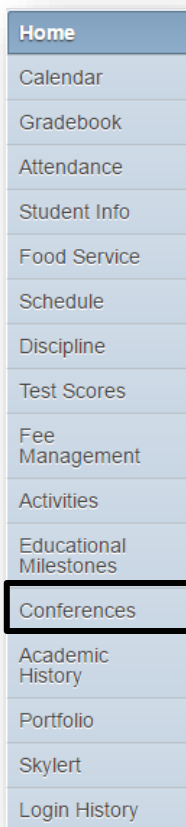
STEP
1

Once you login to Skyward Parent Access & BEFORE scheduling appointments, PLEASE verify the email address we have on file for you. IN THE UPPER RIGHT CORNER OF THE SCREEN, click on 'My Account.'



This will open the 'Account Settings' screen. Verify your Email Address. If it is incorrect – simply enter the new address in the 'Email' box and click 'Save.' Now Proceed to Scheduling.

STEP
2



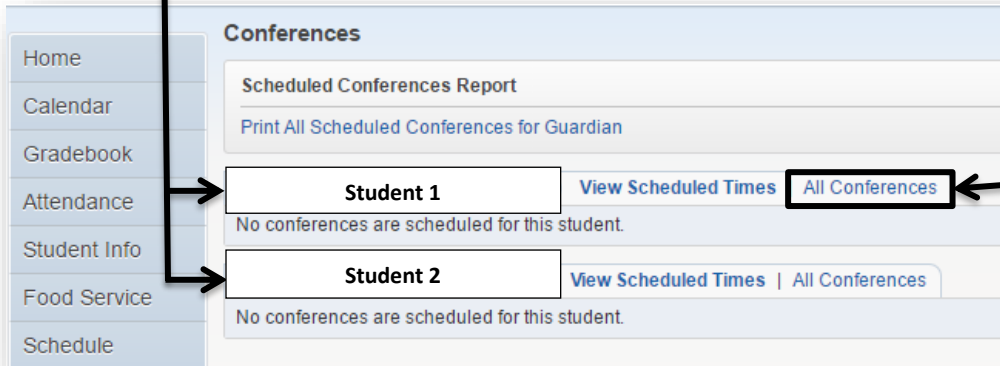
Log in to Skyward Family Access and click on **Conferences**.

For families with more than one student, proceed with Steps 3-4. Step 6 will show you how to schedule other students.

Parent/Guardian Instructions: Skyward Conference Scheduler

**STEP
3**

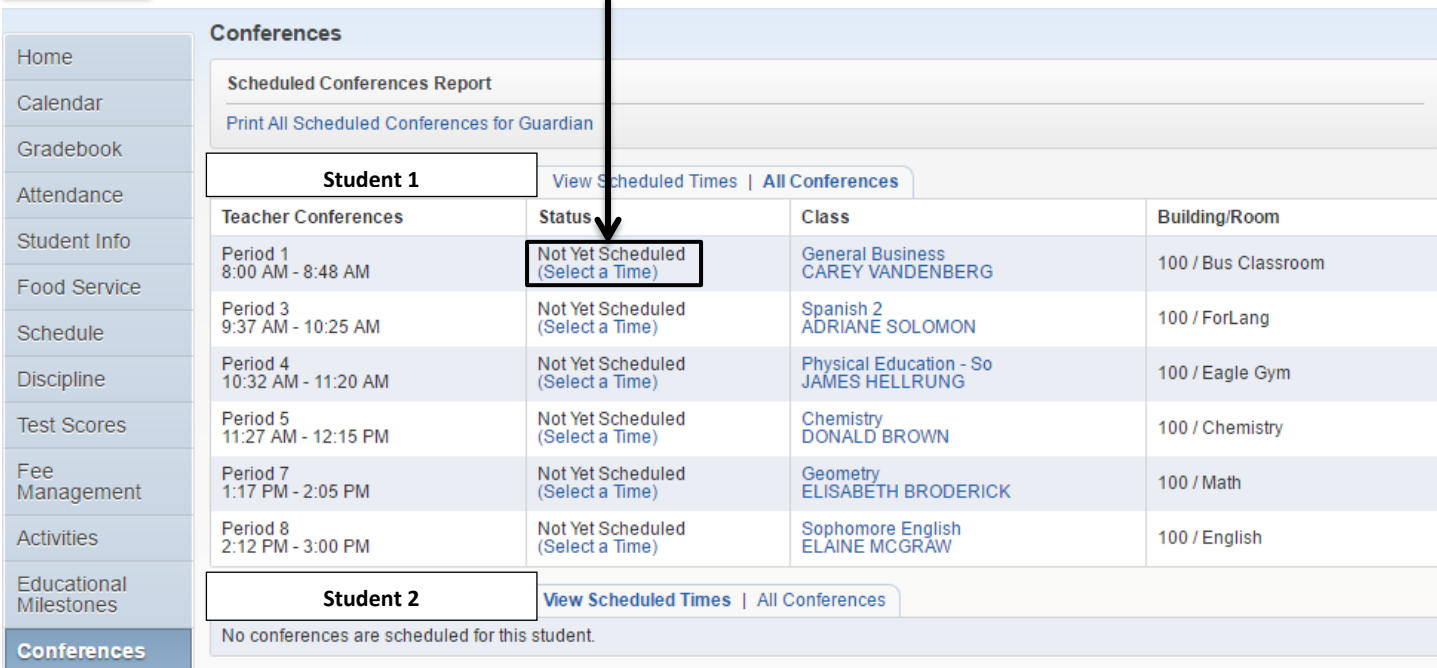
If you have more than one student, all students will show up on this page.



To see a list of all available teachers and their open appointment times, Click on **All Conferences**. If a teacher is NOT listed, then they will not be in attendance for Parent/Teacher Conferences.

**STEP
4**

Click on 'Select a Time' to show the open time slots available for a teacher. You will do this for each teacher you want to schedule an appointment with.



Parent/Guardian Instructions: Skyward Conference Scheduler

STEP
5

A new screen appears listing all of the available time slots for that teacher. Please note the appointment times are in 15 minute increments.

All conferences will be held via the teacher's Webex link in your student's Canvas account.

The screenshot shows a web interface titled "Schedule a Conference Time with CAREY VANDENBERG". It features a table with columns for "Conference Time Slots", "Status", and "Building/Room". The table lists several 15-minute slots, some marked as "Open" and others as "Closed". A "Select" button is visible next to the 12:10 pm slot. A modal dialog titled "Select Time Slot" is overlaid on the table, displaying the following information:

Teacher:	CAREY VANDENBERG
Date:	Thu Mar 2, 2017
Time:	12:10 PM - 12:20 PM
Student:	Student 1
Course:	BU110S/01 - General Business
Building:	100 - 100
Room:	GRILL - Grill

Below the table, it states "A confirmation e-mail will be sent to: Parents Email Address". At the bottom of the dialog are "Save" and "Back" buttons. A green arrow points from the "Save" button to the text box on the right, and a red arrow points from the "Back" button to the text box on the right.

Click 'Select' to schedule a time.

When you have selected your time, a confirmation screen appears.

If this is the **correct** time, click the **Save** button to schedule your conference.

If this is **not** the correct time, click on the **Back** button to choose another time.

NOTE: Once you have **Saved** your scheduled time, you will receive a confirmation email. This is the email address you just verified in the first step.

IMPORTANT

If you try to schedule a time that you have **already** booked, you will get this message. If you click YES, it **WILL** double book your times. **Make sure you click Back.**

The screenshot shows the "Select Time Slot" dialog with the following information:

Teacher:	RICHARD KUREK
Date:	Mon Sep 23, 2019
Time:	10:00 AM - 10:15 AM
Student:	Student 1
Course:	SS220S/05 - US Government & Politics - AP
Building:	
Room:	

Below the table, a red warning message is displayed: "WARNING: The selected meeting time conflicts with the conference listed below." The details of the conflicting conference are:

Type:	Parent-Teacher Conference
Teacher:	DIANE MCCREARY
Student:	CARL SANDBURG
Course:	4945/02 - Algebra 2
Times:	10:00 am-10:15 am

At the bottom of the dialog are "Save" and "Back" buttons. A black arrow points from the "Back" button to the text box above.

Parent/Guardian Instructions: Skyward Conference Scheduler

STEP
6

Click on **View Scheduled Times** for the student you just made appointments for so you can easily see what time slots you have already booked.

Click on **All Conferences** for the next student you need to schedule conference appointments.

Follow steps 3, 4 and 5 to schedule appointments for Student 2.

Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Student 1 [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 1:40 PM - 1:50 PM	Scheduled (Unschedule)	Spanish 2 ADRIANE SOLOMON	100 / commons	
Thu Mar 2, 2017 from 2:40 PM - 2:50 PM	Scheduled (Unschedule)	Physical Education - So JAMES HELLRUNG	100 / commons	

Student 2 [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Scheduled Thu Mar 2, 2017 from 3:50 PM - 4:00 PM	Astronomy SPIRO MERKOURIS	100 / Science
Period 3 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	Advanced Algebra MARY SIGNORELLI	100 / Math
Period 5 11:27 AM - 12:15 PM	Not Yet Scheduled (Select a Time)	American Literature ANNA MCBRIDE	100 / English
Period 8 2:12 PM - 3:00 PM	Scheduled Thu Mar 2, 2017 from 6:10 PM - 6:20 PM	Strength & Conditioning JAMES MORSOVILLO	100 / Fitness Center

STEP
7

To print a copy of your conference schedule, click on **Print All Scheduled Conferences**.

Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Student 1 [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 1:40 PM - 1:50 PM	Scheduled (Unschedule)	Spanish 2 ADRIANE SOLOMON	100 / commons	
Thu Mar 2, 2017 from 2:40 PM - 2:50 PM	Scheduled	Physical Education - So JAMES HELLRUNG	100 / commons	

JUSTIN (Carl Sandburg High School) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1	Scheduled	Astronomy SPIRO MERKOURIS	100 / Science
Period 3	Not Yet Scheduled (a Time)	Advanced Algebra MARY SIGNORELLI	100 / Math
Period 5	Not Yet Scheduled (a Time)	American Literature ANNA MCBRIDE	100 / English

Print Options

Sort: By Date
 By Student
 Display Past Conferences

[Print](#)

A Print Options screen appears. Mark the **By Date** option and then click the **Print** button.

Parent/Guardian Instructions: Skyward Conference Scheduler

Example of a Conference Schedule

1sconf04.p 08-4 05.17.02.00.02		Consolidated HS District 230 Parent Conference Report		02/24/17	Page:1 11:26 AM		
Student 1							
03/02/2017							
TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STAT	ENT
12:10 pm - 12:20 pm	100	Grill	CAREY VANDENBERG	General BU (100)	Student 1	SCHED	100
1:10 pm - 1:20 pm	100	commons	ADRIANE SOLOMON	Spanish 2 (100)		SCHED	100
1:30 pm - 1:40 pm	100	Eagle Gym	SPIRO MERKOURIS	Astronomy (100)		SCHED	100
4:40 pm - 4:50 pm	100	commons	JAMES MORSOVILLO	Strnth/Cond (100)	Student 2	SCHED	100

**STEP
8**

Delete a Conference Appointment

Click on **View Scheduled Times.**

Click on '**Unschedule**' next to the appointment you want to delete.

NOTE:

If you want to CHANGE an appointment time, you are not able to view available time slots for a teacher until you have unscheduled your appointment.

Student 1		View Scheduled Times All Conferences		
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 12:30 PM - 12:40 PM	Scheduled (Unschedule)	General Business CAREY VANDENBERG	100 / Grill	

Deselect Time Slot

Teacher: CAREY VANDENBERG

Date: Thu Mar 2, 2017

Time: 12:40 PM - 12:50 PM

Student: **Student 1**

Course: BU110S/01 - General Business

Building: 100 - 100

Room: GRILL - Grill

A confirmation e-mail will be sent to **Parents Email**

Save Back

You will see the following confirmation screen. Click on the '**Save**' button to delete the appointment.