

# Parent/Guardian Instructions: Skyward Conference Scheduler

## IMPORTANT:

**Step  
1**

Home  
2013-2014  
Online  
Verification  
Calendar  
Gradebook  
Attendance  
Student Info  
Schedule  
Discipline  
Fee  
Management  
Activities  
Educational  
Milestones  
**Teacher  
Conferences**  
Academic History  
Portfolio  
Login History  
Back to Prior  
Family Access

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

For families with more than one student,  
proceed with Steps 3-4.  
Step 5 will show you how to schedule additional students.

**STEP  
2**

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

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

<b>Student 1</b>	<a href="#">View Scheduled Times</a>   <b>All Conferences</b>
No teacher conferences are scheduled for this student.	
<b>Student 2</b>	<a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>
No teacher conferences are scheduled for this student.	

To see a list of all  
available teachers and  
their open conference  
times,  
Click on **All Conferences**.

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**STEP  
3**

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 a conference with.

**Teacher Conferences**

Scheduled Conferences Report  
Print All Scheduled Conferences

**Student 1** View Scheduled Times | All Conferences

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	J/S PE Boys S1 SCOTT PETERS	100 / Eagle Gym
Period 2 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	AP Computer Science GREGORY CICHORACKI	100 / Bus Classroom
Period 3 10:32 AM - 11:20 AM	Not Yet Scheduled (Select a Time)	College Prep Writing S1 KATHRYN GUELCHER	100 / English
Period 5 12:22 PM - 1:10 PM	Not Yet Scheduled (Select a Time)	Probability & Statistics S1 JENNIFER PETERSON	100 / Math
Period 6 1:17 PM - 2:05 PM	Not Yet Scheduled (Select a Time)	Honors Physics ANN MCGUIRE-LAWLER	100 / Physics
Period 7 2:12 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	AP Macro Economics FREDERIC PERONTO	100 / SocSt

**Student 2** View Scheduled Times | All Conferences

No teacher conferences are scheduled for this student.

**A new screen appears listing all of the available time slots for that teacher or team.**

**STEP  
4**

Please note, the conference times for Palos East and West are 20 minute increments and for Palos South, they are 5 minute increments. **Conferences on Monday, Nov. 22 are in-person. Conferences on Tuesday, Nov. 23 are remote via Zoom.**

**Schedule a Conference Time with GREGORY CICHORACKI**

Conference Time Slots	Status	Building/Room	
Thu Oct 17, 2013 12:10 pm - 12:20 pm	Open	100 / Eagle Gym	Select
Thu Oct 17, 2013 12:20 pm - 12:30 pm	Open	100 / Eagle Gym	Select
Thu Oct 17, 2013 12:30 pm - 12:40 pm	Open	100 / Eagle Gym	Select
Thu Oct 17, 2013 12:40 pm - 12:50 pm	Open	100 / Eagle Gym	Select

**Select Time Slot**

Teacher: GREGORY CICHORACKI

Date: Thu Oct 17, 2013

Time: 12:10 PM - 12:20 PM

Student:

Course: 4143/01 - AP Computer Science

Building: 100 - 100

Room: EAGLE - Eagle Gym

A confirmation e-mail will be sent to:

Save Back

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 the **Back** button to choose another time.

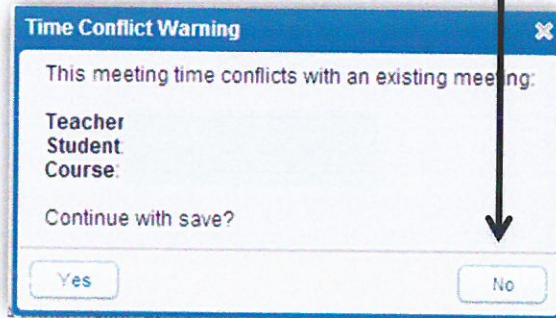


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**NOTE:** Once you have **Saved** your scheduled time, you will receive a confirmation email. This is the email address you just verified in the first step.

## IMPORTANT

If you try to schedule a time that you have **already** booked, you will receive the warning message below.  
If you click YES, it **WILL** double book your times.  
**Make sure you click NO.**



### STEP 5

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

Click on **All Conferences** to schedule conferences for a second student.

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

Teacher Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences</a>			
<b>Student 1</b> <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>			
Scheduled Conference Times	Status	Class	Building/Room
Thu Oct 17, 2013 from 12:00 PM - 12:10 PM	Scheduled (Unschedule)	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 PM - 12:30 PM	Scheduled (Unschedule)	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 PM - 12:50 PM	Scheduled (Unschedule)	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym
<b>Student 2</b> <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>			
All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	French 1 LAURA SCHMUCK	100 / World Languages
Period 2 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	Fr PE Girls S1 LESLIE FASEL	100 / Gold Gym
Period 3 10:32 AM - 11:20 AM	Not Yet Scheduled (Select a Time)	Biology JAMIE OSMANSKI	100 / Bio Lab
Period 6 1:17 PM - 2:05 PM	Not Yet Scheduled (Select a Time)	World History RICHARD SPENCER	100 / SocSt
Period 7 2:12 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	Algebra JEFFREY KWIOLOSE	100 / Math

# Parent/Guardian Instructions: Skyward Conference Scheduler

## STEP 6

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

**Teacher Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

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

Scheduled Conference	Class	Building/Room
Thu Oct 17, 2013 from 12:00 pm - 12:10 pm	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 pm - 12:30 pm	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 pm - 12:50 pm	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym

**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.

## Example of a Conference Schedule

10/17/2013						
TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STATUS
12:00 pm - 12:10 pm	100	commons	SCOTT PETERS	J/S PE Boys S1	Student 1	Scheduled
12:20 pm - 12:30 pm	100	Eagle Gym	GREGORY CICHORACKI	AP Comp Sci		Scheduled
12:30 pm - 12:40 pm	100	commons	LAURA SCHMUCK	French 1	Student 1	Scheduled
12:40 pm - 12:50 pm	100	Eagle Gym	KATHRYN GUELCHER	CollPrepWritngS1	Student 2	Scheduled
1:00 pm - 1:10 pm	100	commons	LESLIE FASEL	Fr PE Girls S1	Student 2	Scheduled

# Parent/Guardian Instructions: Skyward Conference Scheduler

## To Delete a Conference Appointment

**STEP**  
**7**

Click on **View Scheduled Times**.

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

**NOTE:**

**You are not able to view available time slots for a teacher until you have unscheduled your conference.**

Student 1    > View Scheduled Times | All Conferences

Scheduled Conference Times	Status	Class	Building/Room
Thu Oct 17, 2013 from 12:00 PM - 12:10 PM	Scheduled (Unschedule)	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 PM - 12:30 PM	Scheduled (Unschedule)	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 PM - 12:50 PM	Scheduled (Unschedule)	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym

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

**Deselect Time Slot**

Teacher: SCOTT PETERS  
Date: Thu Oct 17, 2013  
Time: 12:00 PM - 12:10 PM

Student: **Student 1**  
Course: 5115/06 - J/S PE Boys S1  
Building: 100 - 100  
Room: COMM - commons

A confirmation e-mail will be sent to: