

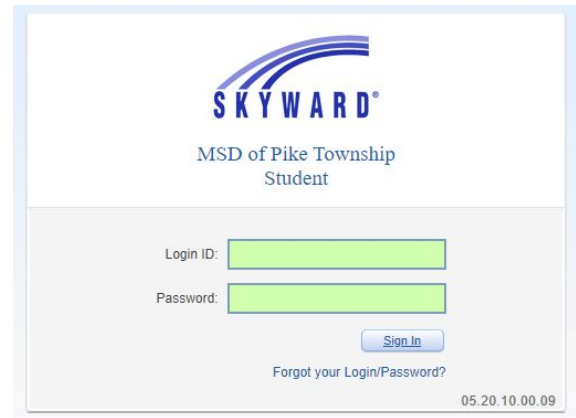


Parent-Teacher Conference Scheduler

Middle School and High School Students

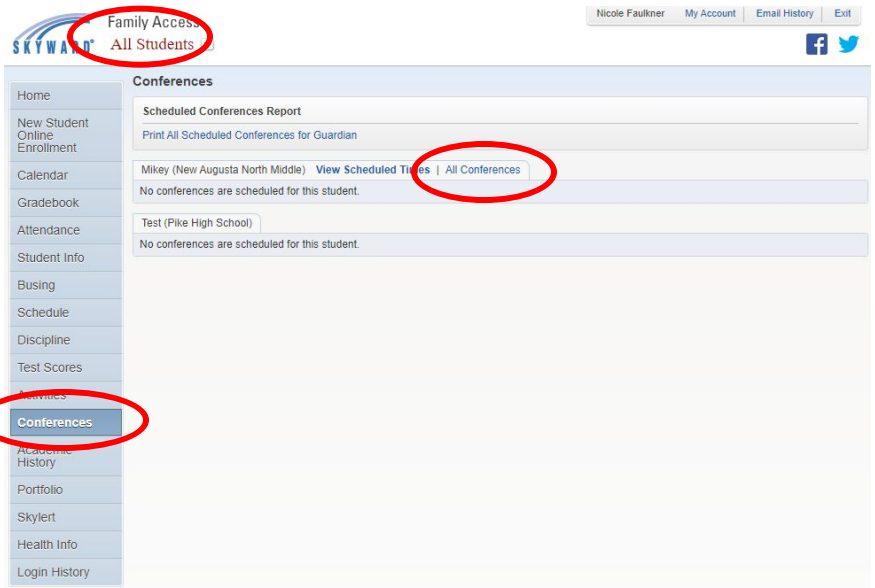
1. Sign into Skyward Family Access.

Note: Conference scheduling must be done from the parent account, not the student account.

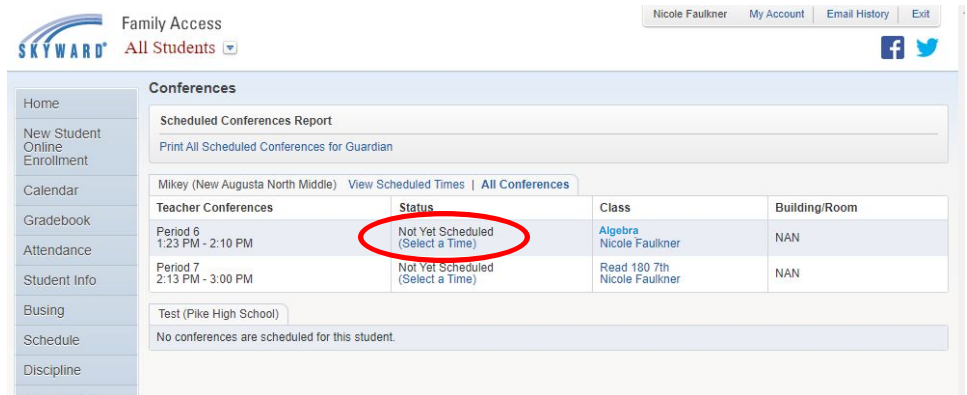


2. Click the **Conferences** tab on the left navigation bar.

Note: At the top, you can switch from viewing **All Students** at one time to each student individually.



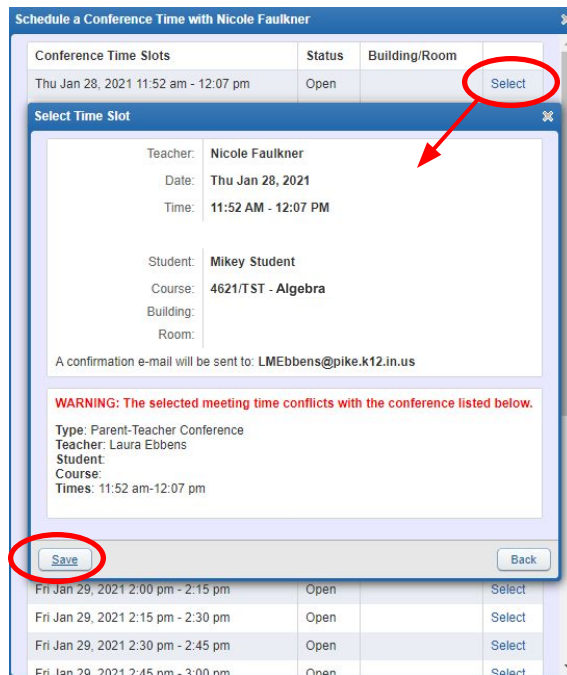
3. To schedule a conference, click **All Conferences**.



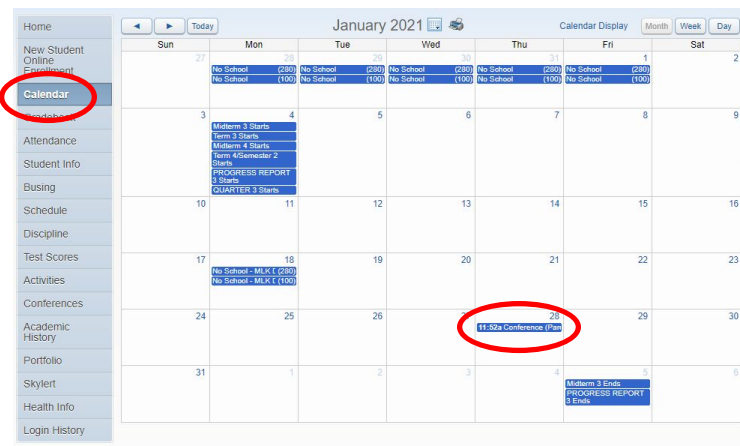
4. Under **each** class you wish to schedule a conference for, click **Select a Time**.

5. Once you've found a time that works for you, click **Select**. Then click **Save** on the pop-up box.

Note: There is a warning alert if you try to schedule 2 conferences for the same time slot.



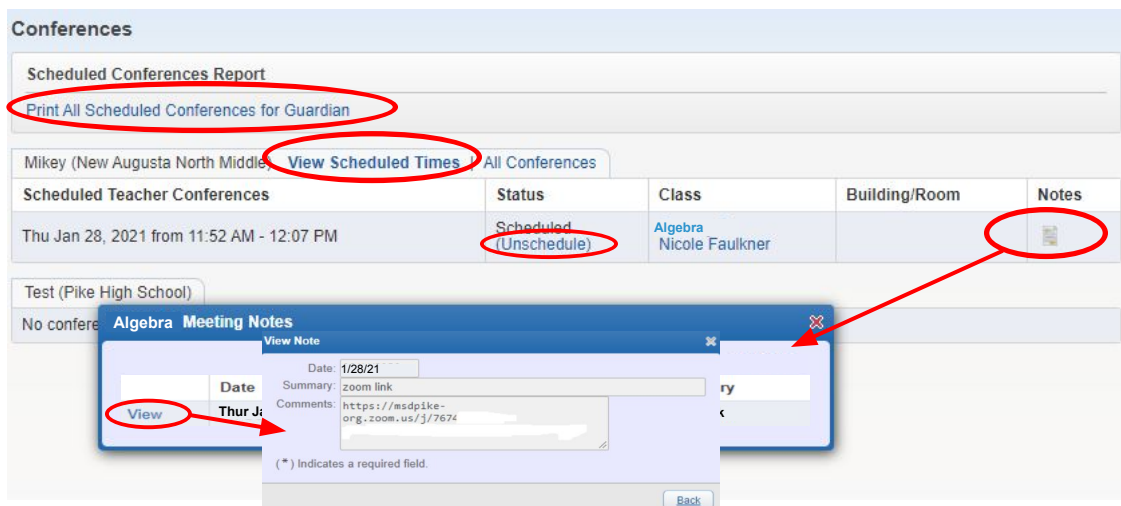
6. Scheduled conferences will automatically show up in your Skyward calendar. You will also receive a confirmation email.



7. When you're happy with your conference schedule, go to the top of the screen to **Print All Scheduled Conferences**. This will print a page with all dates and times.

8. If you need to reschedule, click the **View Scheduled Times** tab and change the status to **Unschedule**. Then you can select a different time.

9. Click the **Notes** icon and then **View** to see information from the teacher including how to access your conference and the Zoom link. (You may need to copy and paste the link into your browser.)





Programador de Conferencia entre Padres/Maestros Estudiantes de Escuela Secundaria y Preparatoria

1. Ingrese a la Cuenta Familiar de Skyward.

Nota: La programación de conferencias debe hacerse de la cuenta del padre/madre, no de la cuenta del estudiante.

The image shows the Skyward login page for a student. At the top, it says "SKYWARD" with a logo and "MSD of Pike Township Student". Below that, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is located below the password field. At the bottom, there is a link that says "Forgot your Login/Password?" and a timestamp "05.20.10.00.09".

2. Clic en el botón de **Conferences** en la barra de navegación izquierda.

Nota: En la parte de arriba, puede cambiar para ver **Todos sus estudiantes a la vez** o cada estudiante individualmente.

The screenshot shows the Skyward Family Access interface. At the top, it says "Family Access" and "All Students" with a dropdown arrow. On the right, there are links for "Nicole Faulkner", "My Account", "Email History", and "Exit". Below the navigation bar, there is a "Conferences" section. In the left sidebar, the "Conferences" menu item is highlighted with a red circle. In the main content area, the "All Conferences" link is also highlighted with a red circle.

3. Para programar una conferencia, clic **All Conferences**.

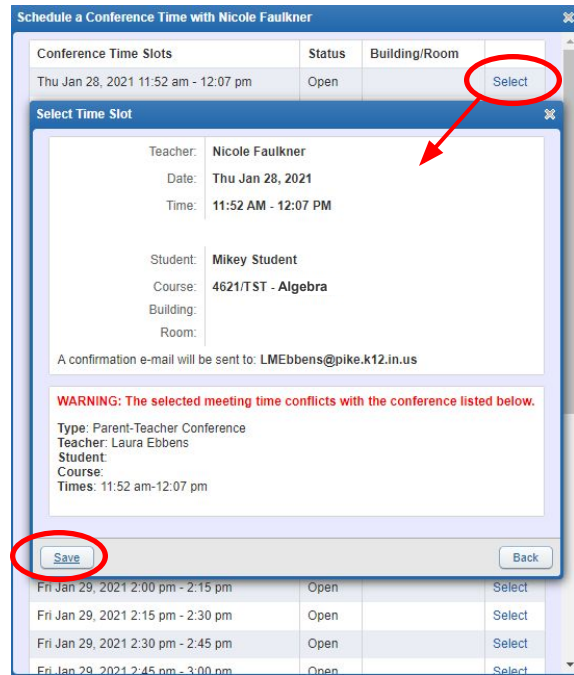
4. Bajo **cada** clase que usted desee programar una una conferencia, clic **Select a Time**.

The screenshot shows the Skyward Family Access interface with a table of conferences to be scheduled. The table has columns for "Teacher Conferences", "Status", "Class", and "Building/Room". The "Status" column contains "Not Yet Scheduled (Select a Time)" for two entries, which are highlighted with a red circle. The "Class" column contains "Algebra Nicole Faulkner" and "Read 180 7th Nicole Faulkner". The "Building/Room" column contains "NAN" for both entries.

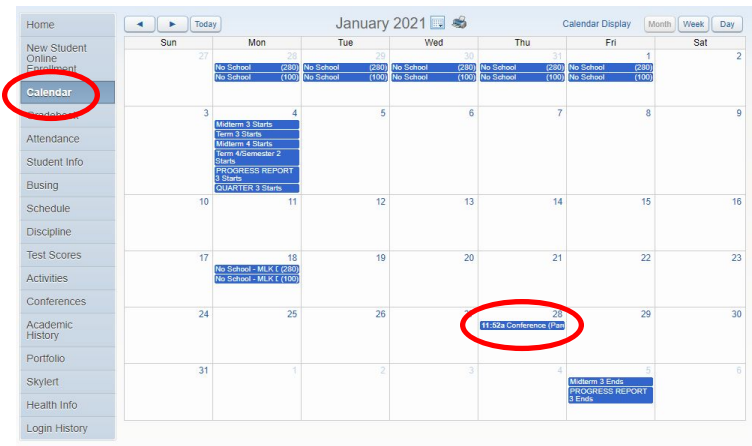
Teacher Conferences	Status	Class	Building/Room
Period 6 1:23 PM - 2:10 PM	Not Yet Scheduled (Select a Time)	Algebra Nicole Faulkner	NAN
Period 7 2:13 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	Read 180 7th Nicole Faulkner	NAN

5. Una vez que haya encontrado una hora que funcione para usted, clic **Select**. Después clic **Save** en el cuadro emergente.

Nota: Habrá una alerta de advertencia cuando trate de programar 2 conferencias a la misma hora.



6. Las conferencias programadas aparecerán automáticamente en su calendario de Skyward. También recibirá una confirmación en su correo electrónico.



7. Cuando esté satisfecho con sus conferencias programadas, vaya a la parte superior de la página para **Imprimir todas sus conferencias**. Esto le imprimirá una hoja con los días y las horas.

8. Si necesita reprogramar, clic en el botón **View Scheduled Times** y cambie el estado a **Unschedule**. Después podrá seleccionar otra hora.

9. Clic el icono de **Notes** y después **View** para ver la información de la maestra, incluyendo cómo acceder a la conferencia y el enlace a Zoom. (Puede que tenga que copiar y pegar el enlace en su buscador.)

