



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.

The login page features the Skyward logo at the top, followed by the text "MSD of Pike Township Student". Below this, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom, there is a link for "Forgot your Login/Password?" and a timestamp "05.20.10.00.09".

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.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with "Family Access" and "All Students" (circled in red). Below this, a left navigation bar lists various options, with "Conferences" (circled in red) selected. The main content area displays "Conferences" with a "Scheduled Conferences Report" section. It includes a "Print All Scheduled Conferences for Guardian" link and a list of students. For "Mikey (New Augusta North Middle)", there is a link for "View Scheduled Times" and "All Conferences" (circled in red). Below this, it states "No conferences are scheduled for this student." for both Mikey and "Test (Pike High School)".

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

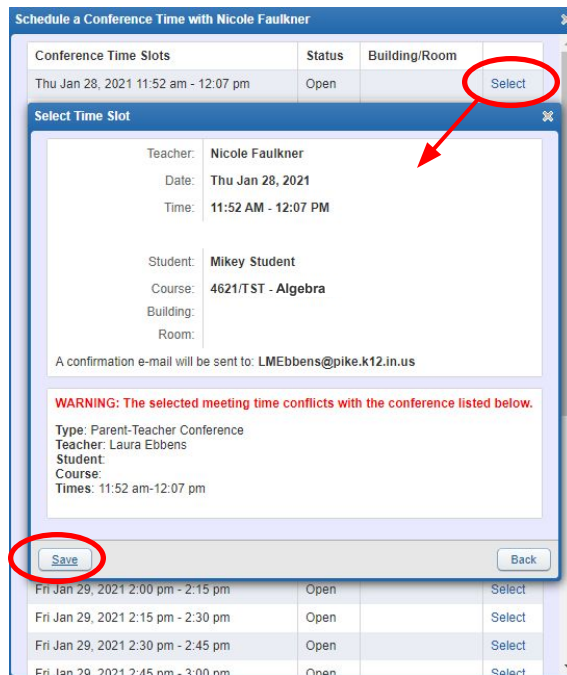
The screenshot shows the Skyward Family Access interface with the "All Conferences" table. The table has columns for "Teacher Conferences", "Status", "Class", and "Building/Room". The "Status" column contains "Not Yet Scheduled (Select a Time)" (circled in red) for two entries. The first entry is for "Period 6 1:23 PM - 2:10 PM" in the "Algebra" class with teacher "Nicole Faulkner". The second entry is for "Period 7 2:13 PM - 3:00 PM" in the "Read 180 7th" class with teacher "Nicole Faulkner". Both entries have a "Building/Room" of "NAN".

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

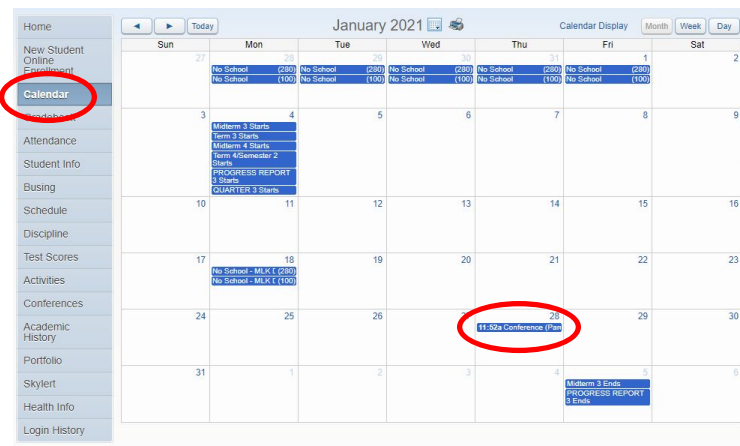
4. Under **each** class you wish to schedule a conference for, click **Select a Time**.

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. Visit MSDPike.org on conference day to access teachers' Zoom links.



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

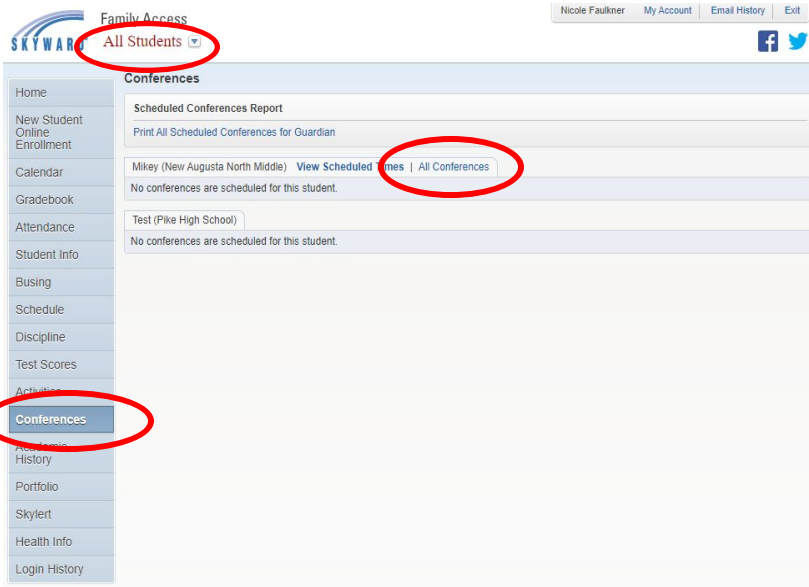
1. Ingrese a la Cuenta Familiar de Skyward.

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



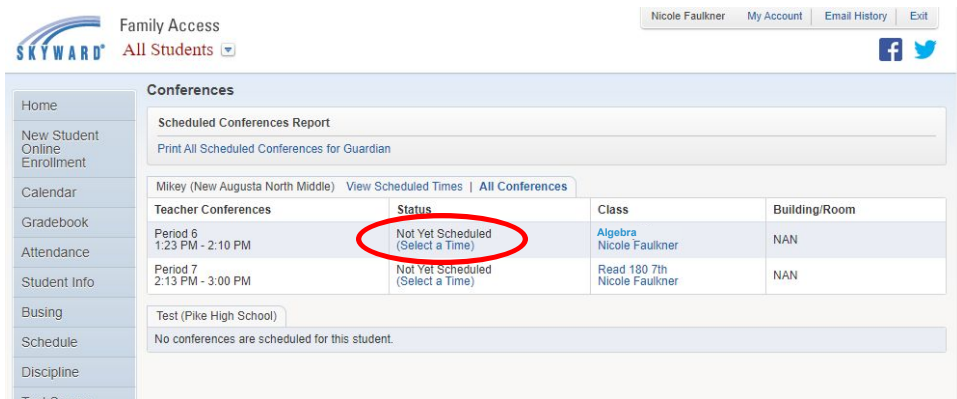
2. Clic en el botón de **Conferences** en la barra de navegación izquierda.

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



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

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



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.

Conference Time Slots	Status	Building/Room	
Thu Jan 28, 2021 11:52 am - 12:07 pm	Open		Select

Teacher: Nicole Faulkner
Date: Thu Jan 28, 2021
Time: 11:52 AM - 12:07 PM

Student: Mikey Student
Course: 4621/TST - Algebra
Building:
Room:

A confirmation e-mail will be sent to: LMEbbens@pike.k12.in.us

WARNING: The selected meeting time conflicts with the conference listed below.

Type: Parent-Teacher Conference
Teacher: Laura Ebbens
Student:
Course:
Times: 11:52 am-12:07 pm

Save Back

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

Home
New Student
Online Enrollment
Calendar
Attendance
Student Info
Busing
Schedule
Discipline
Test Scores
Activities
Conferences
Academic History
Portfolio
SkyAlert
Health Info
Login History

January 2021

Sun 27 Mon 28 Tue 29 Wed 30 Thu 31 Fri 1 Sat 2

11:52a Conference (Pat)

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. Visite MSDPike.org el día de la conferencia para acceder a los enlaces de Zoom de los maestros.