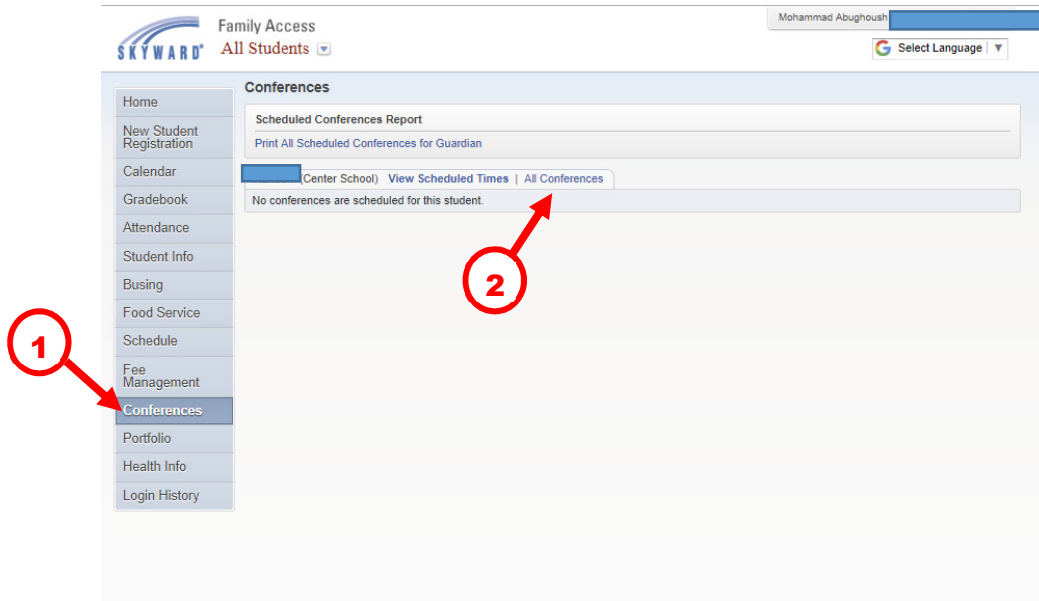


Scheduling Parent Teacher Conference Sign-Up

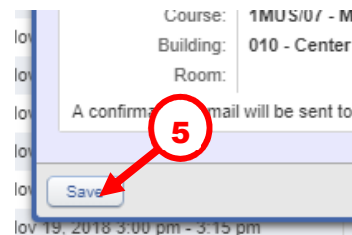
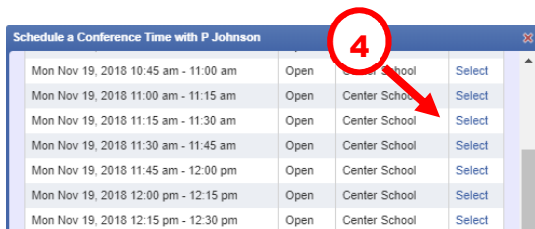
1. Log into Skyward and click on **Conferences Tab**.
2. Click **All Conferences**.



3. Click **Select a Time** for the teacher you would like to have a conference with.

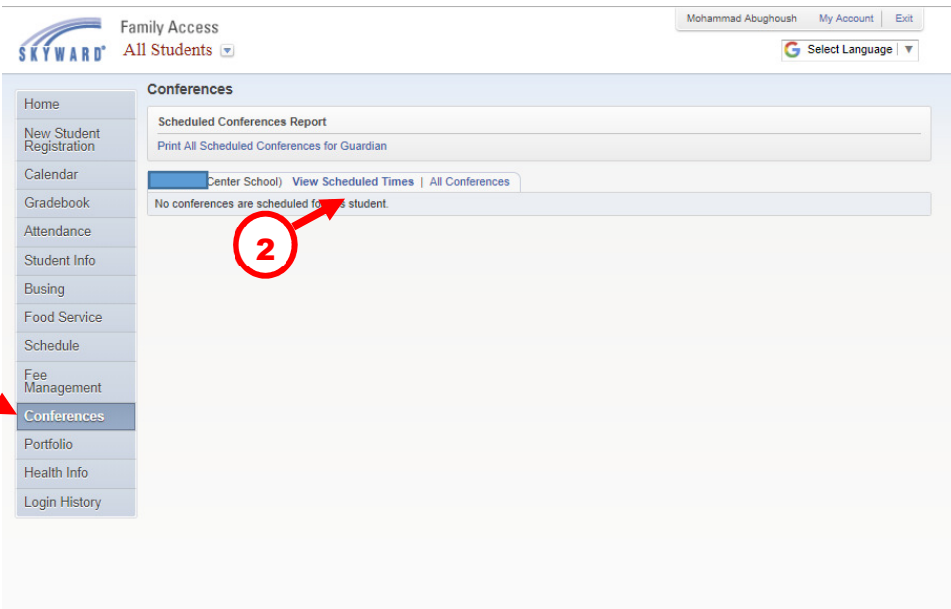
| Teacher Conferences | Status | Class | Building/Room |
|--------------------------------|--|------------------------------------|---------------------|
| Period 1 8:00 AM - 11:10 AM | Scheduled Mon Nov 19, 2018 from 11:00 AM - 11:15 AM | Art 2 C Jensen | Center School |
| Period 1 8:00 AM - 11:10 AM | Not Yet Scheduled (Select a Time) | Homeroom 2 N Hirschman | Center School / 114 |
| Period 1 8:00 AM - 11:10 AM | Not Yet Scheduled (Select a Time) | Music 2 P Johnson | Prairie School |
| Period 1 8:00 AM - 11:10 AM | Not Yet Scheduled (Select a Time) | Physical Education 2 E McIntyre | Center School |

4. **Select** the time you would like.
5. Click **Save** and you're done. Repeat for additional teachers as desired.



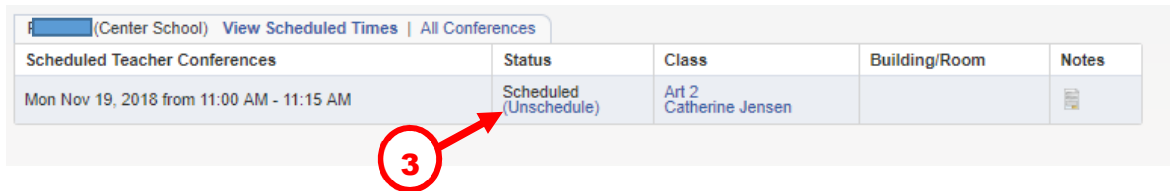
Re-Scheduling/Canceling Parent Teacher Conference

1. Log into Skyward and click on **Conferences Tab**.
2. Click **View Scheduled Times** (if necessary)



The screenshot shows the Skyward Family Access interface. On the left sidebar, the 'Conferences' tab is highlighted with a red circle and arrow labeled '1'. In the main content area, under the 'Conferences' section, the 'View Scheduled Times' link is highlighted with a red circle and arrow labeled '2'. The page title is 'Family Access' and the user is 'Mohammad Abughoush'. The page content shows a 'Scheduled Conferences Report' section with a 'Print All Scheduled Conferences for Guardian' button and a message: 'No conferences are scheduled for this student.'

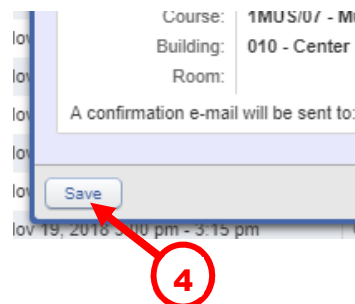
3. Click **Unschedule**



The screenshot shows a table titled 'Scheduled Teacher Conferences'. The table has columns for 'Status', 'Class', 'Building/Room', and 'Notes'. A red circle and arrow labeled '3' points to the '(Unschedule)' link in the 'Status' column of the first row.

| Scheduled Teacher Conferences | Status | Class | Building/Room | Notes |
|---|---------------------------|---------------------------|---------------|-------|
| Mon Nov 19, 2018 from 11:00 AM - 11:15 AM | Scheduled (Unschedule) | Art 2 Catherine Jensen | | |

4. Click **Save** and you are done. You may now sign up for another available time by clicking on the **All Conferences** tab.



The screenshot shows a confirmation dialog box with the following text: 'Course: 1MUS/07 - M...', 'Building: 010 - Center', 'Room:', and 'A confirmation e-mail will be sent to:'. A red circle and arrow labeled '4' points to the 'Save' button at the bottom of the dialog box.