

PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

*****CONFERENCES CANNOT BE SCHEDULED FROM MOBILE DEVICES*****

Log in to Skyward with your “Parent” login and password.

Choose your student and click on “Teacher Conferences”

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access". To the right of this is a dropdown menu currently set to "All Students". A red arrow points from a yellow callout box to this dropdown menu. The callout box contains the text: "Select your child using the drop down arrow if you have more than one child in Alpine School District." Below the dropdown menu is a navigation sidebar with the following items: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skylert, and Login History. A red arrow points from another yellow callout box to the "Teacher Conferences" item. This callout box contains the text: "Click here to make a Parent Teacher Conference Appointment". The main content area of the page displays "No messages were found." On the right side of the page, there is a section titled "Upcoming Events" with a list of events: "Today, Tue Sep 16, 2014 Teacher Conference 4:50 PM - 5:00 PM", "Today, Tue Sep 16, 2014 words from reading", "Today, Tue Sep 16, 2014 Absent", "Wed Sep 17, 2014 Absent", "Thu Sep 18, 2014 Absent", "Fri Sep 19, 2014 Absent", "Mon Sep 22, 2014 Absent", "Tue Sep 23, 2014 Absent", and "Wed Sep 24, 2014".

The Screen will now look like this:

Family Access

SKYWARD

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.

Click here to make an appointment for Parent Teacher Conferences for this student.

You will be scheduling your Parent Teacher Conference using one course.

You can choose your time slot by clicking on “All Conferences”. Then you will click on the “Select a Time” under the “Status” column.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Language Arts 4 View Class	207 / 117

Click here to see the list of available times

The screen will look like this

Schedule a Conference Time with Amy Flynn

Conference Time Slots	Status	Building/Room	
Tue Sep 16, 2014 4:00 pm - 4:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:10 pm - 4:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:20 pm - 4:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:30 pm - 4:40 pm	Closed	207 / 103	
Tue Sep 16, 2014 4:40 pm - 4:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:50 pm - 5:00 pm	Open*	207 / 103	Select
Tue Sep 16, 2014 5:00 pm - 5:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:10 pm - 5:20 pm		207 / 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm		207 / 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm		207 / 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm		207 / 103	Select
Tue Sep 16, 2014 5:50 pm - 6:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:00 pm - 6:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:10 pm - 6:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:20 pm - 6:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:30 pm - 6:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:40 pm - 6:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:50 pm - 7:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:00 pm - 7:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:10 pm - 7:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:20 pm - 7:30 pm	Open	207 / 103	Select

Choose the date and time you want and click on the "select" button for that date and time.

Choose the date and time slot you want. A smaller information box will appear confirming the date and date and time.

Select Time Slot

Teacher: Em [redacted]
 Date: Wed Feb 4, 2015
 Time: 3:45 PM - 4:00 PM

Student: Jasc [redacted]
 Course: ZATT5/51 - Attendance-5th Grade
 Building: 125 - 125
 Room:

A confirmation e-mail will be sent to: uritaadriana@yahoo.com

If you are okay with this date and time, click on the "SAVE" button. If you want to choose another time click on the "BACK" button.

*****If the "Select" button does not work for you, it may be your Browser that is blocking it. Google Chrome can be a problem at times. Firefox works the best.*****

The screenshot shows a 'Select Time Slot' dialog box overlaid on a table of available time slots. The dialog box contains the following information:

- Teacher: Amy Flynn
- Date: Tue Sep 16, 2014
- Time: 5:10 PM - 5:20 PM
- Student: Bernice
- Course: ZLA4/4F - Language Arts 4
- Building: 207 - 207
- Room: 103 - 103

Below the information, it states: "A confirmation e-mail will be sent to: jessica". At the bottom of the dialog are "Save" and "Back" buttons. A red box highlights the "Save" button, and a red arrow points from it to a yellow callout box that says "A confirmation email will be sent the email address." Another red box highlights the "Back" button.

Your Parent Teacher conference is now scheduled.

The screenshot shows a 'Teacher Conferences' page with a sidebar on the left and a main content area. The sidebar includes links for Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences (highlighted), Academic History, Portfolio, Skylert, and Login History. The main content area has a 'Scheduled Conferences Report' section with a 'Print All Scheduled Conferences' link. Below this is a table for 'Scheduled Conference Times' for 'Bernice (NORTH POINT ELEMENTARY)'. The table has columns for 'Scheduled Conference Times', 'Status', 'Class', and 'Building/Room'. One row is highlighted with a red oval and contains the following data:

Scheduled Conference Times	Status	Class	Building/Room
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Arts 4	207 / 103

Two yellow callout boxes with red arrows point to the table. The first callout box points to the time slot and says "Your Conferenc time is now scheduled." The second callout box points to the 'Unschedule' link in the status column and says "You can unschedule your appointment and select another time by clicking here."

You can now go back to the top of the screen to choose another one of your children to schedule their Parent Teacher conference. Click on the Drop down arrow at the top of the screen.

Family Access

SKYWARD

click here to change students.

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

Bel [redacted] (NORTH POINT ELEMENTARY) View Scheduled Times

Scheduled Conference Times

Tue Sep 16, 2014 from 5:00 PM - 5:10 PM

All Conference Times you have scheduled will appear under “View Scheduled Times” .

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

View Scheduled Times | All Conferences

All Conferences	Status	Class	Bu
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Attendance-5th Grade [redacted] Kinson	12:

You can also print your scheduled Conferences.

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

Bel [redacted] (NORTH POINT ELEMENTARY) View Scheduled Times | All Conferences

Scheduled Conference Times

Scheduled Conference Times	Status	Class
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Art [redacted]

All of your children who have conferences scheduled should appear here with Conference times.

The Print out will look like this.

1sconf04.p 05-2 05.13.10.00.00		Alpine School District Parent Conference Report			12/31/13
12/31/2013					
<u>TIME</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>COURSE</u>	<u>STUDENT</u>
3:30 pm - 3:45 pm	175	101	Cheryl Naegle	Attend-5th Grde	Kade
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace
***** End of report *****					

The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.

Previous Month		December 2013						Next Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordin (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (A) Coordinate Plan: (A) Coordinate Plan: (N)	7		
8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	12 Practice 1 & 2 (A)	13 WTW wk#13 HV (A) WTW wk#13 Joi (A) WTW wk#13 Te:	14		
15	16	17 Calculating Volur (A)	18	19	20	21		
22	23 No School	24 No School	25 No School	26 No School	27 No School	28		
29	30 No School	31 No School TC: 3:30 pm- 3:45 pm TC: 3:45 pm- 4:00 pm						