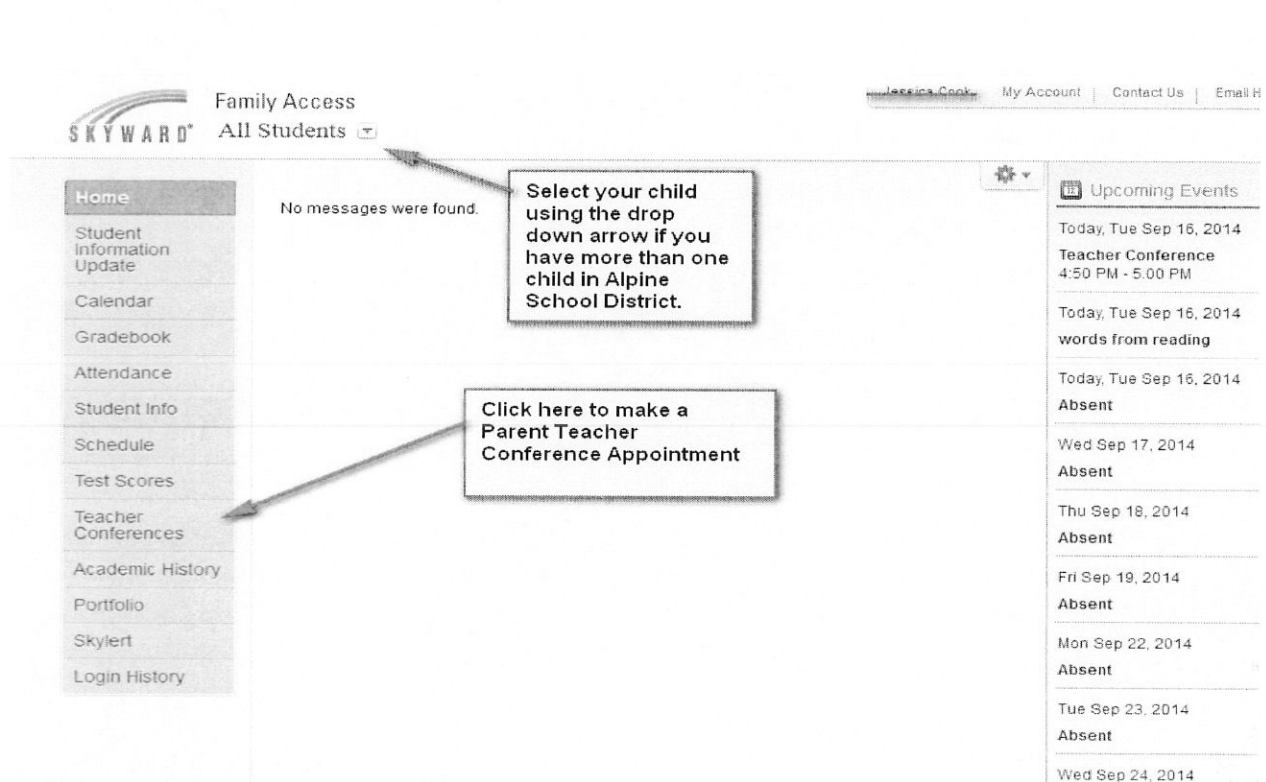


## **PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES**

\*\*\*\*\*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 displays the Skyward Family Access interface. At the top, it shows the Skyward logo, the text "Family Access", and a dropdown menu for "All Students". A callout box points to this dropdown menu with the text: "Select your child using the drop down arrow if you have more than one child in Alpine School District." Below the navigation menu, there is a message that says "No messages were found." Another callout box points to the "Teacher Conferences" link in the navigation menu with the text: "Click here to make a Parent Teacher Conference Appointment". On the right side of the interface, there is a section titled "Upcoming Events" which lists several events, including a "Teacher Conference" on Tuesday, September 16, 2014, from 4:50 PM to 5:00 PM, and several "Absent" events for the same date and subsequent days.

Family Access  
All Students ▾

My Account | Contact Us | Email H

Home  
Student Information Update  
Calendar  
Gradebook  
Attendance  
Student Info  
Schedule  
Test Scores  
Teacher Conferences  
Academic History  
Portfolio  
Skylert  
Login History

No messages were found.

Select your child using the drop down arrow if you have more than one child in Alpine School District.

Click here to make a Parent Teacher Conference Appointment

Upcoming 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

Wed Sep 24, 2014

**The Screen will now look like this:**



- Home
- Student Information Update
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Teacher Conferences**
- Academic History
- Portfolio
- Skylert
- Login History

**Teacher Conferences**


Scheduled Conferences Report

Print All Scheduled Conferences

Bel [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.**

- Home
- Student Information Update
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Teacher Conferences**
- Academic History
- Portfolio
- Skylert

**Teacher Conferences**


Scheduled Conferences Report

Print All Scheduled Conferences

Bel [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 <del>Art</del>	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		/ 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm		/ 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm		/ 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm		/ 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.**

Feb 4, 2015 4:15 pm - 4:30 pm	Open	125	Select
Feb 4, 2015 4:30 pm - 4:45 pm			Select
Feb 4, 2015 4:45 pm - 5:00 pm			Select
Feb 4, 2015 5:00 pm - 5:15 pm			Select
Feb 4, 2015 5:15 pm - 5:30 pm			Select
Feb 4, 2015 5:30 pm - 5:45 pm			Select
Feb 4, 2015 5:45 pm - 6:00 pm			Select
Feb 4, 2015 6:00 pm - 6:15 pm			Select
Feb 4, 2015 6:15 pm - 6:30 pm			Select
Feb 4, 2015 6:30 pm - 6:45 pm			Select
Feb 4, 2015 6:45 pm - 7:00 pm			Select
Feb 4, 2015 7:00 pm - 7:15 pm			Select
Feb 4, 2015 7:15 pm - 7:30 pm			Select
Feb 4, 2015 7:30 pm - 7:45 pm			Select
Feb 4, 2015 7:45 pm - 8:00 pm			Select
Feb 4, 2015 8:00 pm - 8:15 pm			Select
Feb 4, 2015 8:15 pm - 8:30 pm			Select
Feb 4, 2015 8:30 pm - 8:45 pm			Select
Feb 4, 2015 8:45 pm - 9:00 pm			Select
Feb 4, 2015 9:00 pm - 9:15 pm			Select
Feb 4, 2015 9:15 pm - 9:30 pm			Select
Feb 4, 2015 9:30 pm - 9:45 pm			Select
Feb 4, 2015 9:45 pm - 10:00 pm			Select
Feb 4, 2015 10:00 pm - 10:15 pm			Select
Feb 4, 2015 10:15 pm - 10:30 pm			Select
Feb 4, 2015 10:30 pm - 10:45 pm			Select
Feb 4, 2015 10:45 pm - 11:00 pm			Select
Feb 4, 2015 11:00 pm - 11:15 pm			Select
Feb 4, 2015 11:15 pm - 11:30 pm			Select
Feb 4, 2015 11:30 pm - 11:45 pm			Select
Feb 4, 2015 11:45 pm - 12:00 am			Select
Feb 5, 2015 4:00 pm - 4:15 pm	Open	125	Select
Feb 5, 2015 4:15 pm - 4:30 pm	Open	125	Select

**Select Time Slot**

Teacher: Emi [input]

Date: Wed Feb 4, 2015

Time: 3:45 PM - 4:00 PM

Student: Jasc [input]

Course: ZATT5/51 - Attendance-5th Grade

Building: 125 - 125

Room:

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

Save Back

**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 with the following information:

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

Below the form, it says: "A confirmation e-mail will be sent to: jes [redacted]". The "Save" button is circled in red, and an arrow points from it to the email address field. The "Back" button is also circled in red. A text box at the bottom of the dialog says: "A confirmation email will be sent the email address."

**Your Parent Teacher conference is now scheduled.**

The screenshot shows the 'Teacher Conferences' page with a sidebar on the left containing links like 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 that, it says 'Be [redacted] NORTH POINT ELEMENTARY) View Scheduled Times | All Conferences'.

The 'Scheduled Conference Times' table is as follows:

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

The first row of the table is circled in red. Two callout boxes are present:

- One pointing to the time slot: "Your Conferenc time is now scheduled."
- Another pointing to the 'Unschedule' link: "You can unchedule 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.

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

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.

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 <input type="checkbox"/>
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace <input type="checkbox"/>
***** 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		<b>December 2013</b>					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 Coordii (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 HM (A) WTW wk#13 Jot (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						