

Skyward Parent Teacher Conference - Parent Instructions

- I. Scheduling Parent Teacher Conference appointments

- II. Changing my Parent Teacher Conference appointment (rescheduling)

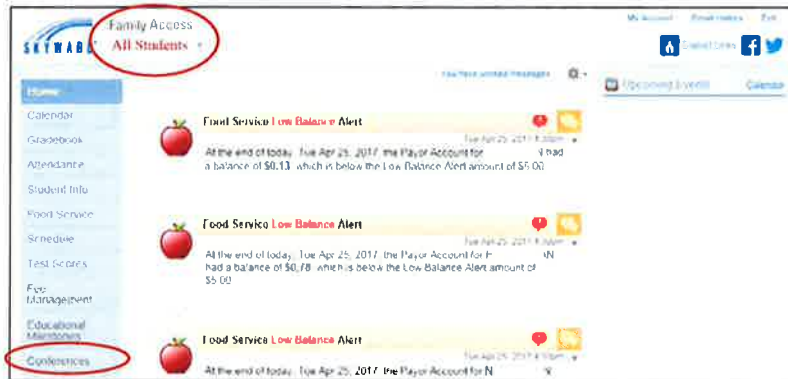
- III. Signing up for other Staff Conference appointments
(Special Education, Resource Teachers or Speech Teacher)

Skyward Parent Teacher Conference Parent Instructions

I. Scheduling Parent Teacher Conference appointments

Login to Skyward Family Access at <http://skystu.jordan.k12.ut.us>

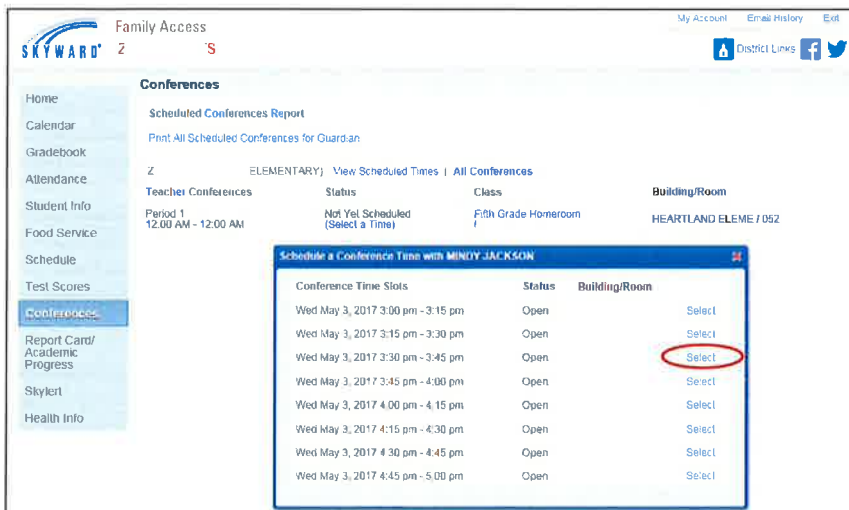
If you have more than one student in Jordan District Schools select **All Students**.
On the left side click the **Conferences** button.



Choose **All Conferences** next to the student's name you wish to schedule a conference for.
Click **Select a Time**.



Click **Select** by the desired appointment time.



Note:

- Only one appointment can be scheduled per teacher per student.

A window appears showing the appointment information. Click **Save**. You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

Select Time Slot

Teacher: N IN
Date: Wed May 3, 2017
Time: 4:00 PM - 4:15 PM

Student: z 'S
Course: 05HRM/052 - Fifth Grade Homeroom
Building:
Room:

A confirmation e-mail will be sent to: t l.com

Save Back

The Scheduled appointment shows on the **All Conferences** tab.

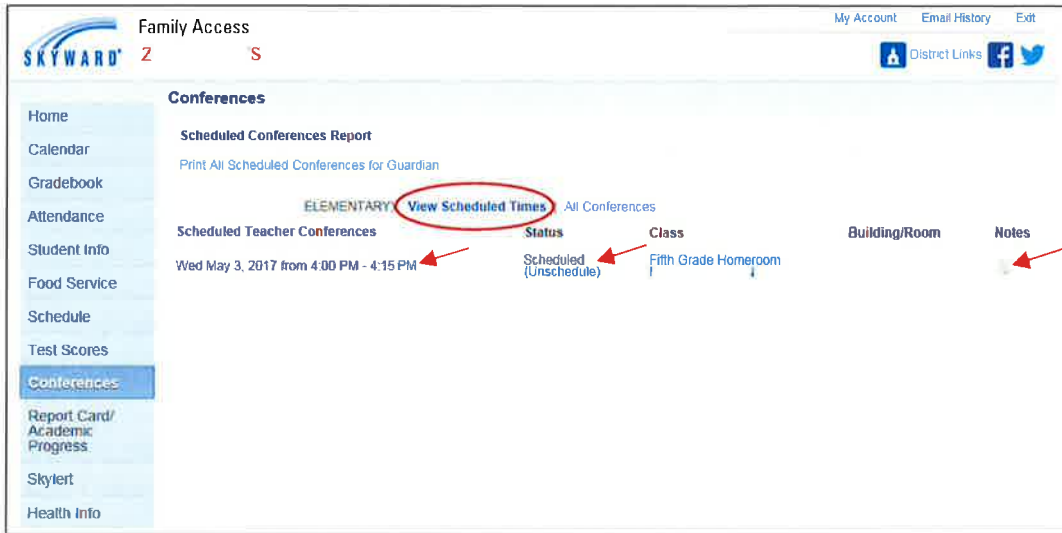
ELEMENTARY | View Scheduled Times | All Conferences

| Teacher Conferences | Status | Class | Building/Room |
|---------------------------------|---|----------------------|-----------------------|
| Period 1 12:00 AM - 12:00 AM | Scheduled Wed May 3, 2017 from 4:00 PM - 4:15 PM | Fifth Grade Homeroom | HEARTLAND ELEME / 052 |

II. Changing my Parent Teacher Conference appointment (rescheduling)

On the **View Scheduled Times** tab, you are able to:

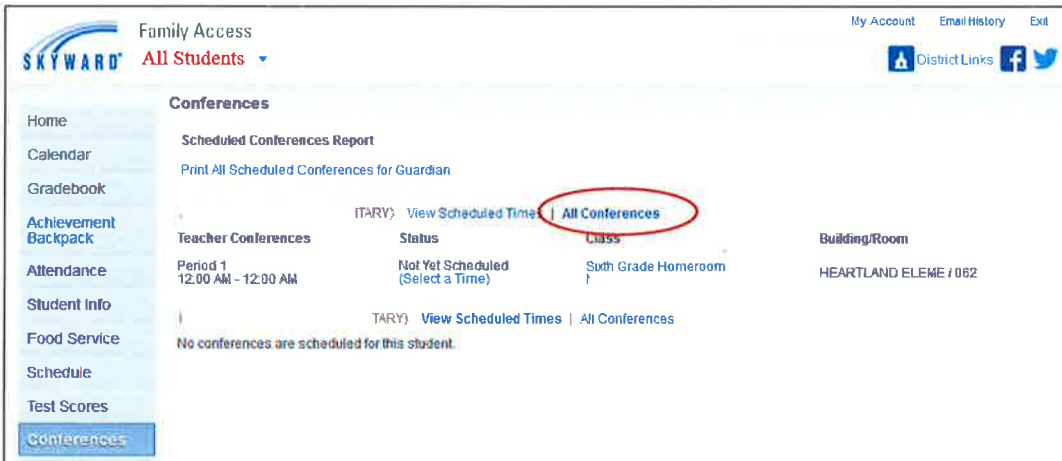
View the conference date and time, **Unschedule** a scheduled appointment or add a **Note** to the teacher.



The screenshot shows the Skyward Family Access interface. The top navigation bar includes "My Account", "Email History", and "Exit". The left sidebar contains various menu items, with "Conferences" highlighted. The main content area is titled "Conferences" and includes a "Scheduled Conferences Report" section. Below this, there is a link to "Print All Scheduled Conferences for Guardian". The main table displays a list of conferences. The first row is for an "ELEMENTARY" conference on "Wed May 3, 2017 from 4:00 PM - 4:15 PM". The "View Scheduled Times" link is circled in red. The "Status" column shows "Scheduled (Unschedule)", the "Class" is "Fifth Grade Homeroom", and the "Building/Room" is blank. A "Notes" column is also present with a red arrow pointing to it.

| Scheduled Teacher Conferences | Status | Class | Building/Room | Notes |
|--|------------------------|----------------------|---------------|-------|
| Wed May 3, 2017 from 4:00 PM - 4:15 PM | Scheduled (Unschedule) | Fifth Grade Homeroom | | |

After an appointment has been **Unscheduled**, then you can go into the **All Conferences** tab and select a new time.



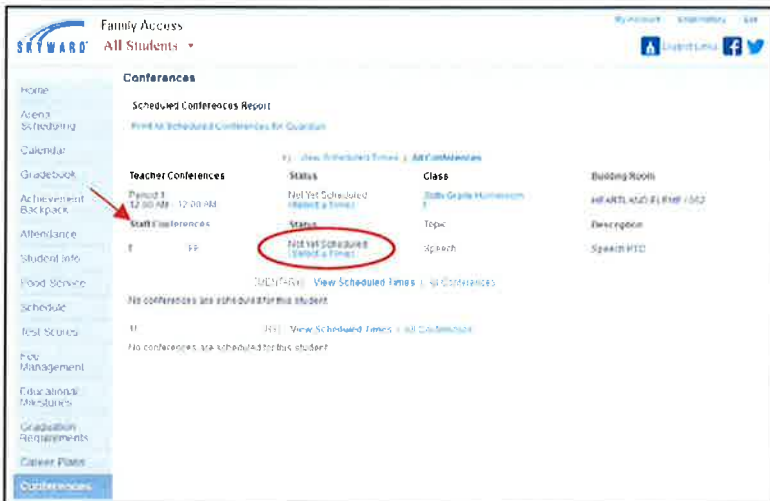
The screenshot shows the Skyward Family Access interface with the "All Students" dropdown menu open. The "Conferences" section is active, and the "All Conferences" tab is circled in red. The table below shows a conference for "Period 1" on "12:00 AM - 12:00 AM" with a status of "Not Yet Scheduled (Select a Time)" and a class of "Sixth Grade Homeroom". The building/room is "HEARTLAND ELEME / 062". Below the table, it states "No conferences are scheduled for this student."

| Teacher Conferences | Status | Class | Building/Room |
|---------------------------------|--------------------------------------|----------------------|-----------------------|
| Period 1 12:00 AM - 12:00 AM | Not Yet Scheduled (Select a Time) | Sixth Grade Homeroom | HEARTLAND ELEME / 062 |

III. Signing up for other Staff Conference appointments (Special Education, Resource Teachers or Speech Teacher)

A Staff Conference is a conference set up to meet with a teacher other than your student's homeroom teacher.

If you have been added to a group of students to meet with a teacher, you will see **Staff Conferences**. Click **Select a Time** in the Staff Conference area.



Click **Join** by the desired group appointment time.



A window will appear showing the appointment information.

Choose **Add Student Only** or **Add Student & Self** (if you will be attending with your student).



On the **View Scheduled Times** tab, you are able to:

View the conference date and time, and **Modify Attendees**.

| Scheduled Staff Conferences | Status | Topic | Building/Room | Notes |
|---|---------------------------------|------------------------|---------------|-------|
| Wed Oct 11, 2017 from 9:00 AM - 9:15 AM | Scheduled (Modify Attendees) | Speech PTC (Speech) | | |