

# Parent/Guardian Instructions:

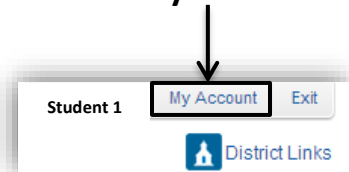
## Skyward Conference Scheduler

**IMPORTANT: All conferences will be held on the Zoom platform**

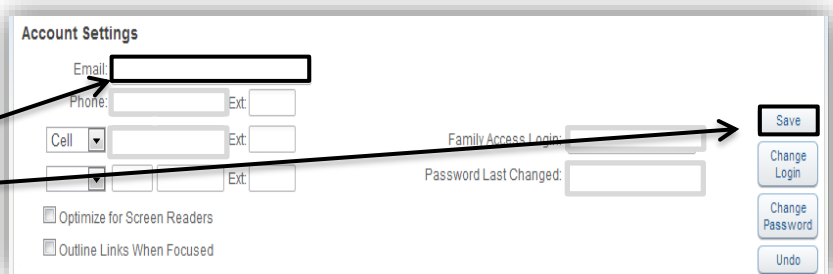
**STEP 1**

Once you login to Skyward Parent Access & BEFORE scheduling appointments, PLEASE verify the email address we have on file for you. IN THE UPPER RIGHT CORNER OF THE SCREEN, click on 'My Account.'

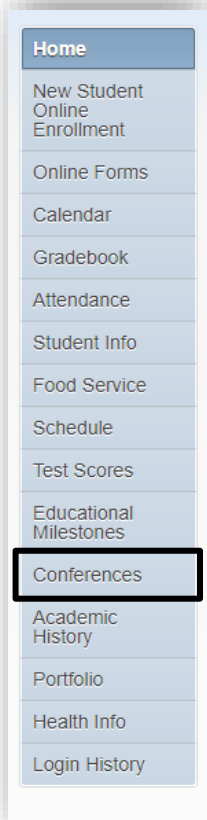
Need help? Call 360-313-4400 (8:00 AM - 3:00 PM)



This will open the 'Account Settings' screen. Verify your Email Address. If it is incorrect – simply enter the new address in the 'Email' box and click 'Save.' Now Proceed to Scheduling.



**STEP 2**



Log in to Skyward Family Access and click on **Conferences**.

For families with more than one student, proceed with Steps 3-4. Step 6 will show you how to schedule other students.

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**STEP  
3**

If you have more than one student, all students will show up on this page.

The screenshot shows the 'Conferences' section of the Skyward interface. On the left is a navigation menu with items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, and Schedule. The main content area is titled 'Conferences' and includes a 'Scheduled Conferences Report' and a link to 'Print All Scheduled Conferences for Guardian'. Below this, there are two student entries: 'Student 1' and 'Student 2'. Each entry has a 'View Scheduled Times' link and an 'All Conferences' link. The text 'No conferences are scheduled for this student.' is displayed under each student's name.

To see a list of all available teachers and their open appointment times, Click on **All Conferences**. If a teacher is NOT listed, then they will not be in attendance for Parent/Teacher Conferences.

**STEP  
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Click on 'Select a Time' to show the open time slots available for a teacher. You will do this for each teacher you want to schedule an appointment with.

The screenshot shows the 'Conferences' section for 'Student 1'. A table lists teacher conferences with columns for 'Teacher Conferences', 'Status', 'Class', and 'Building/Room'. The 'Status' column contains the text 'Not Yet Scheduled (Select a Time)', which is highlighted with a box and an arrow pointing to it from the instruction above. The 'Class' column lists various subjects and teachers. Below the table, there is a section for 'Student 2' with the text 'No conferences are scheduled for this student.' and a 'View Scheduled Times | All Conferences' link.

Teacher Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	General Business CAREY VANDENBERG	100 / Bus Classroom
Period 3 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	Spanish 2 ADRIANE SOLOMON	100 / ForLang
Period 4 10:32 AM - 11:20 AM	Not Yet Scheduled (Select a Time)	Physical Education - So JAMES HELLRUNG	100 / Eagle Gym
Period 5 11:27 AM - 12:15 PM	Not Yet Scheduled (Select a Time)	Chemistry DONALD BROWN	100 / Chemistry
Period 7 1:17 PM - 2:05 PM	Not Yet Scheduled (Select a Time)	Geometry ELISABETH BRODERICK	100 / Math
Period 8 2:12 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	Sophomore English ELAINE MCGRAW	100 / English

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STEP  
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A new screen appears listing all of the available time slots for that teacher. Please note the appointment times are in 15 minute increments. You will wait in the Zoom 'waiting room' until the scheduled time. The Zoom link will be sent by the teacher via email, prior to conferences.

The screenshot shows a web interface titled "Schedule a Conference Time with CAREY VANDENBERG". It features a table with columns for "Conference Time Slots", "Status", and "Building/Room". The table lists several 15-minute slots, some marked as "Open" and others as "Closed". A "Select" button is visible next to the 12:10 pm slot. A modal dialog box titled "Select Time Slot" is overlaid on the table, displaying the following information:

Teacher:	CAREY VANDENBERG
Date:	Thu Mar 2, 2017
Time:	12:10 PM - 12:20 PM
Student:	Student 1
Course:	BU110S/01 - General Business
Building:	100 - 100
Room:	GRILL - Grill

Below the form, it states "A confirmation e-mail will be sent to: Parents Email Address". At the bottom of the dialog are "Save" and "Back" buttons. A green arrow points from the "Save" button to the text box on the right, and a red arrow points from the "Back" button to the text box on the right.

Click 'Select' to schedule a time.

When you have selected your time, a confirmation screen appears.

If this is the **correct** time, click the **Save** button to schedule your conference.

If this is **not** the correct time, click on the **Back** button to choose another time.

**NOTE:** Once you have **Saved** your scheduled time, you will receive a confirmation email. This is the email address you just verified in the first step.

## IMPORTANT

If you try to schedule a time that you have **already** booked, you will get this message. If you click YES, it **WILL** double book your times. **Make sure you click Back.**

The screenshot shows the "Select Time Slot" dialog box with the following information:

Teacher:	RICHARD KUREK
Date:	Mon Sep 23, 2019
Time:	10:00 AM - 10:15 AM
Student:	Student 1
Course:	SS220S/05 - US Government & Politics - AP
Building:	
Room:	

Below the form, a red warning message is displayed: "WARNING: The selected meeting time conflicts with the conference listed below." The details of the conflicting conference are:

Type:	Parent-Teacher Conference
Teacher:	DIANE MCCREARY
Student:	CARL SANDBURG
Course:	4945/02 - Algebra 2
Times:	10:00 am-10:15 am

At the bottom of the dialog are "Save" and "Back" buttons. A black arrow points from the "Back" button to the text box above.

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**STEP**  
**6**

Click on **View Scheduled Times** for the student you just made appointments for so you can easily see what time slots you have already booked.

Click on **All Conferences** for the next student you need to schedule conference appointments.

Follow steps 3, 4 and 5 to schedule appointments for Student 2.

**Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

**Student 1** [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 1:40 PM - 1:50 PM	Scheduled (Unschedule)	Spanish 2 ADRIANE SOLOMON	100 / commons	
Thu Mar 2, 2017 from 2:40 PM - 2:50 PM	Scheduled (Unschedule)	Physical Education - So JAMES HELLRUNG	100 / commons	

**Student 2** [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Scheduled Thu Mar 2, 2017 from 3:50 PM - 4:00 PM	Astronomy SPIRO MERKOURIS	100 / Science
Period 3 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	Advanced Algebra MARY SIGNORELLI	100 / Math
Period 5 11:27 AM - 12:15 PM	Not Yet Scheduled (Select a Time)	American Literature ANNA MCBRIDE	100 / English
Period 8 2:12 PM - 3:00 PM	Scheduled Thu Mar 2, 2017 from 6:10 PM - 6:20 PM	Strength & Conditioning JAMES MORSOVILLO	100 / Fitness Center

**STEP**  
**7**

To print a copy of your conference schedule, click on **Print All Scheduled Conferences**.

**Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

**Student 1** [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 2, 2017 from 1:40 PM - 1:50 PM	Scheduled (Unschedule)	Spanish 2 ADRIANE SOLOMON	100 / commons	
Thu Mar 2, 2017 from 2:40 PM - 2:50 PM	Scheduled	Physical Education - So JAMES HELLRUNG	100 / commons	

JUSTIN (Carl Sandburg High School) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1	Scheduled	Astronomy SPIRO MERKOURIS	100 / Science
Period 3	Not Yet Scheduled (a Time)	Advanced Algebra MARY SIGNORELLI	100 / Math
Period 5	Not Yet Scheduled (a Time)	American Literature ANNA MCBRIDE	100 / English

**Print Options**

Sort:  By Date  
 By Student  
 Display Past Conferences

[Print](#)

A Print Options screen appears. Mark the **By Date** option and then click the **Print** button.

# Parent/Guardian Instructions: Skyward Conference Scheduler

## Example of a Conference Schedule

1sconf04.p 08-4 05.17.02.00.02		Consolidated HS District 230 Parent Conference Report		02/24/17	Page:1 11:26 AM	
Student 1						
03/02/2017						
TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STAT ENT
12:10 pm - 12:20 pm	100	Grill	CAREY VANDENBERG	General BU (100)	Student 1	SCHED 100
1:10 pm - 1:20 pm	100	commons	ADRIANE SOLOMON	Spanish 2 (100)		SCHED 100
1:30 pm - 1:40 pm	100	Eagle Gym	SPIRO MERKOURIS	Astronomy (100)		SCHED 100
4:40 pm - 4:50 pm	100	commons	JAMES MORSOVILLO	Strnth/Cond (100)	Student 2	SCHED 100

**STEP  
8**

## Delete a Conference Appointment

Click on **View Scheduled Times.**

Click on '**Unschedule**' next to the appointment you want to delete.

**NOTE:**

**If you want to CHANGE an appointment time, you are not able to view available time slots for a teacher until you have unscheduled your appointment.**

Student 1		View Scheduled Times   All Conferences			
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes	
Thu Mar 2, 2017 from 12:30 PM - 12:40 PM	Scheduled (Unschedule)	General Business CAREY VANDENBERG	100 / Grill		

**Deselect Time Slot**

Teacher: CAREY VANDENBERG

Date: Thu Mar 2, 2017

Time: 12:40 PM - 12:50 PM

Student: **Student 1**

Course: BU110S/01 - General Business

Building: 100 - 100

Room: GRILL - Grill

A confirmation e-mail will be sent to **Parents Email**

Save Back

You will see the following confirmation screen. Click on the '**Save**' button to delete the appointment.