

Skyward Parent Teacher Conference - Parent Instructions

Scheduling Parent Teacher Conference appointments

II.

Changing my Parent Teacher Conference appointment (rescheduling)

III.

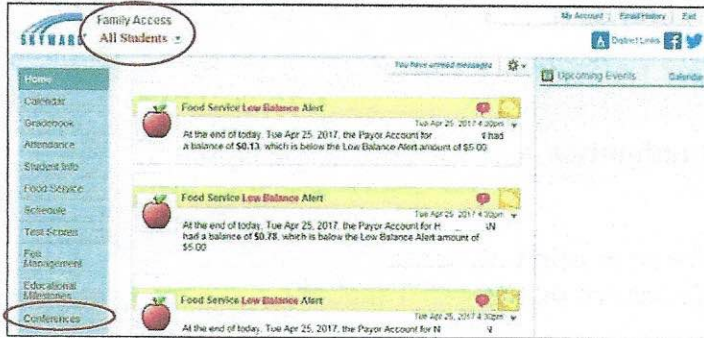
Signing up for other Staff Conference appointments (Special Education, Resource Teachers or Speech Teacher)

Skyward Parent Teacher Conference Parent Instructions

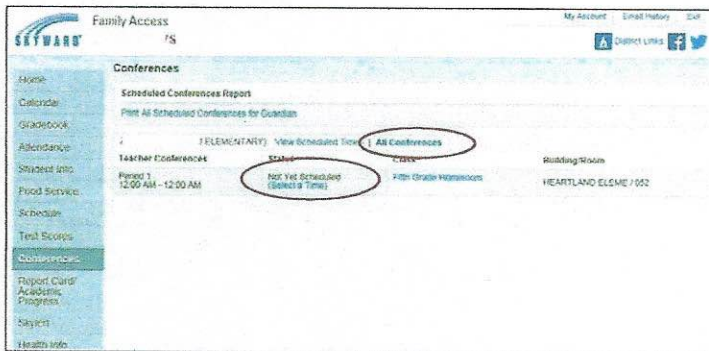
I. Scheduling Parent Teacher Conference appointments

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

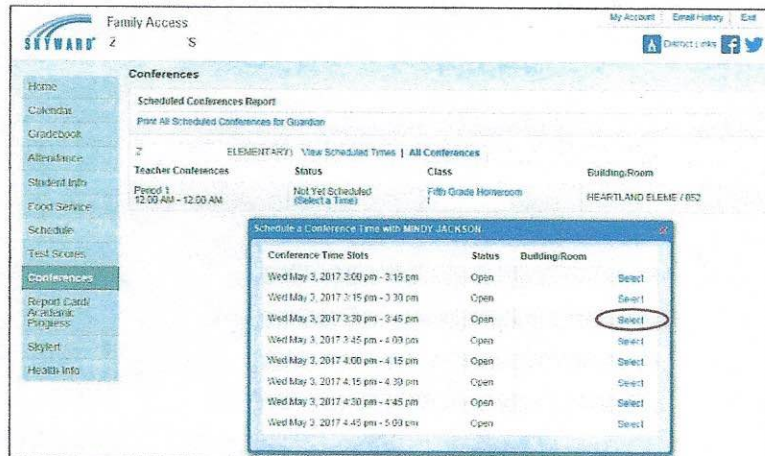
If you have more than one student in Jordan District Schools select **All Students**.
On the left side click the **Conferences** button.



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



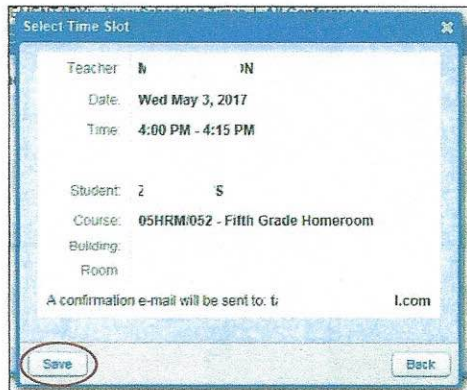
Click **Select** by the desired appointment time.



Note:

- Only one appointment can be scheduled per teacher per student.
- If guardians maintain separate households, they must login separately to schedule individual conference times for their 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.



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

- Teacher: N N
- Date: Wed May 3, 2017
- Time: 4:00 PM - 4:15 PM
- Student: Z S
- Course: 05HRM/052 - Fifth Grade Homeroom
- Building: (empty)
- Room: (empty)
- A confirmation e-mail will be sent to: t i.com

At the bottom, there are two buttons: 'Save' (circled in red) and 'Back'.

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



The screenshot shows the 'All Conferences' tab with the following data:

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

The 'Status' cell is circled in red.

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.

Family Access | My Account | Email History | Exit

SKYWARD Z S | District Links | Facebook | Twitter

Conferences

Scheduled Conferences Report
Print All Scheduled Conferences for Guardian

ELEMENTARY | **View Scheduled Times** | All Conferences

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.

Family Access | My Account | Email History | Exit

SKYWARD All Students | District Links | Facebook | Twitter

Conferences

Scheduled Conferences Report
Print All Scheduled Conferences for Guardian

(TARY) | View Scheduled Times | **All Conferences**

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 / 052

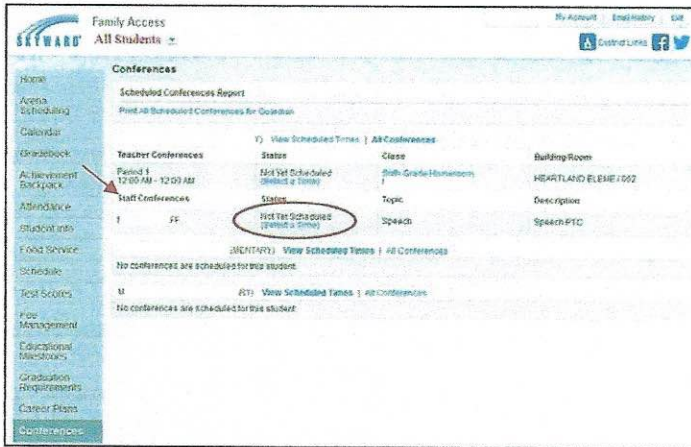
(TARY) | View Scheduled Times | All Conferences

No conferences are scheduled for this student.

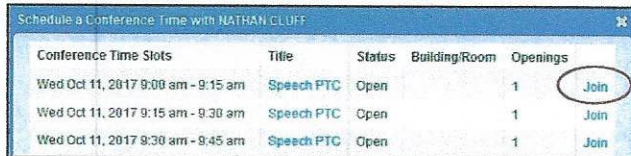
III. Signing up for other Staff Conference appointments (Special Education, Resource Teachers or Speech Teacher)

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.

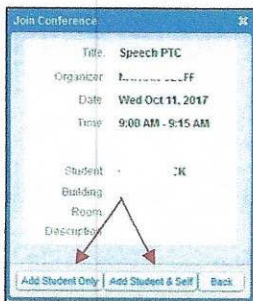


Click **Join** by the desired group appointment time.



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**.

