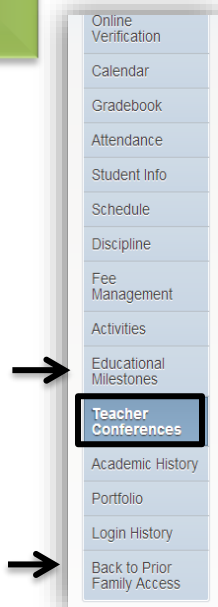


Parent/Guardian Instructions: Skyward Conference Scheduler

IMPORTANT:

Step
1

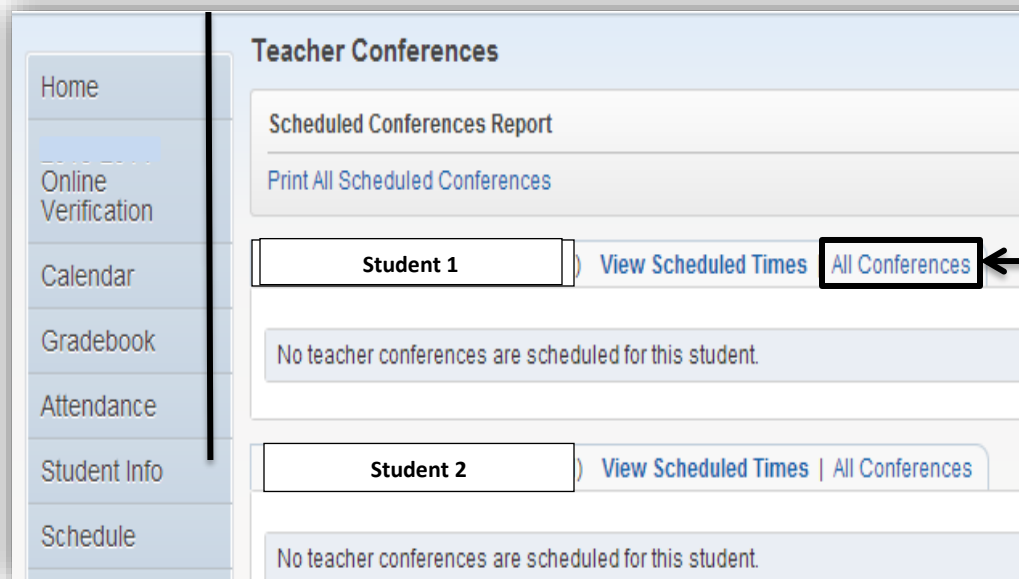


Log in to Skyward Family Access and click on **Teacher Conferences**.

For families with more than one student, proceed with Steps 3-4. Step 5 will show you how to schedule additional students.

STEP
2

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



To see a list of all available teachers and their open conference times, Click on **All Conferences**. At South, some teams schedule on as a team, only one teacher per team will appear because the conferences are conducted with the entire team. Some teams schedule individually.

Parent/Guardian Instructions:

Student 2

Conference Scheduler

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Teacher Conferences

Scheduled Conferences Report
[Print All Scheduled Conferences](#)

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

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	J/S PE Boys S1 SCOTT PETERS	100 / Eagle Gym
Period 2 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	AP Computer Science GREGORY CICHORACKI	100 / Bus Classroom
Period 3 10:32 AM - 11:20 AM	Not Yet Scheduled (Select a Time)	College Prep Writing S1 KATHRYN GUELCHER	100 / English
Period 5 12:22 PM - 1:10 PM	Not Yet Scheduled (Select a Time)	Probability & Statistics S1 JENNIFER PETERSON	100 / Math
Period 6 1:17 PM - 2:05 PM	Not Yet Scheduled (Select a Time)	Honors Physics ANN MCGUIRE-LAWLER	100 / Physics
Period 7 2:12 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	AP Macro Economics FREDERIC PERONTO	100 / SocSt

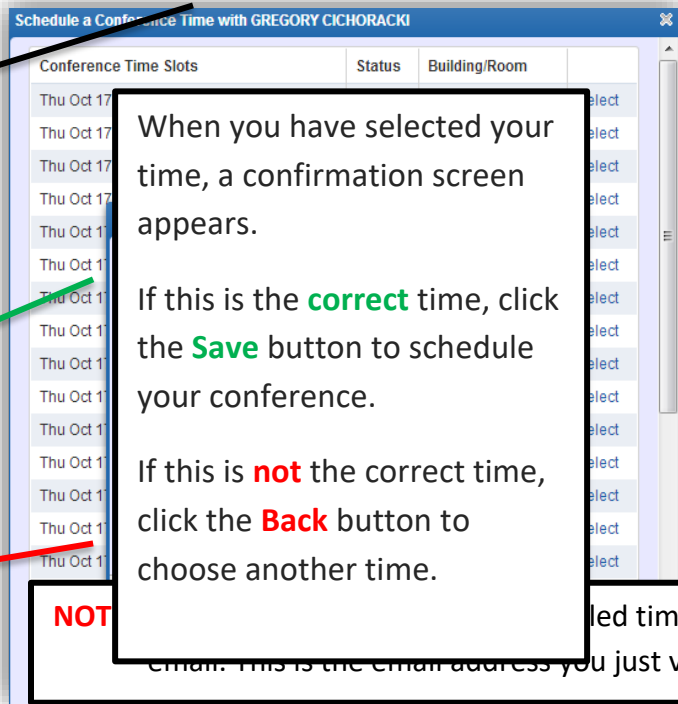
DEVIN (Carl Sandburg High School) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.



Click **“Select”** to schedule a time.

Parent/Guardian Instructions: Skyward Conference Scheduler



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 the **Back** button to choose another time.

NOT

selected time, you will receive a confirmation

Email. This is the Email address you just verified in the first step.

Click '**Select**' to schedule a time.

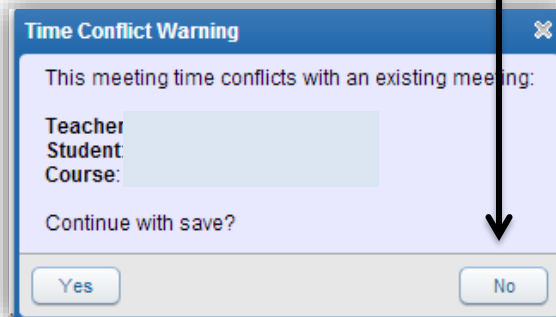
When you have selected your time, a confirmation screen appears.

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

If this is **not** the correct

IMPORTANT

If you try to schedule a time that you have **already** booked, you will receive the warning message below. If you click YES, it **WILL** double book your times. **Make sure you click NO.**



STEP
5

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

Parent/Guardian Instructions: Skyward Conference Scheduler

Click on **All Conferences** to schedule conferences for a second student.

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

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

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

Scheduled Conference Times	Status	Class	Building/Room
Thu Oct 17, 2013 from 12:00 PM - 12:10 PM	Scheduled (Unschedule)	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 PM - 12:30 PM	Scheduled (Unschedule)	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 PM - 12:50 PM	Scheduled (Unschedule)	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym

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

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:48 AM	Not Yet Scheduled (Select a Time)	French 1 LAURA SCHMUCK	100 / World Languages
Period 2 9:37 AM - 10:25 AM	Not Yet Scheduled (Select a Time)	Fr PE Girls S1 LESLIE FASEL	100 / Gold Gym
Period 3 10:32 AM - 11:20 AM	Not Yet Scheduled (Select a Time)	Biology JAMIE OSMANSKI	100 / Bio Lab
Period 6 1:17 PM - 2:05 PM	Not Yet Scheduled (Select a Time)	World History RICHARD SPENCER	100 / SocSt
Period 7 2:12 PM - 3:00 PM	Not Yet Scheduled (Select a Time)	Algebra JEFFREY KWULOSE	100 / Math

STEP
6

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

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

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

Scheduled Conference Times	Status	Class	Building/Room
Thu Oct 17, 2013 from 12:00 PM - 12:10 PM	Scheduled (Unschedule)	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 PM - 12:30 PM	Scheduled (Unschedule)	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 PM - 12:50 PM	Scheduled (Unschedule)	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym

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

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STATUS
12:00 pm - 12:10 pm	100	commons	SCOTT PETERS	J/S PE Boys S1	Student 1	Scheduled
12:20 pm - 12:30 pm	100	Eagle Gym	GREGORY CICHORACKI	AP Comp Sci	Student 1	Scheduled
12:30 pm - 12:40 pm	100	commons	LAURA SCHMUCK	French 1	Student 1	Scheduled
12:40 pm - 12:50 pm	100	Eagle Gym	KATHRYN GUELCHER	CollPrepWritgS1	Student 2	Scheduled
1:00 pm - 1:10 pm	100	commons	LESLIE FASEL	Fr PE Girls S1	Student 2	Scheduled

To Delete a Conference Appointment

STEP
7

Click on **View Scheduled Times**.

Click on 'Unschedule' next to the conference you want to delete.

NOTE:
You are not able to view available time slots for a teacher until you have unscheduled your conference.

Scheduled Conference Times	Status	Class	Building/Room
Thu Oct 17, 2013 from 12:00 PM - 12:10 PM	Scheduled (Unschedule)	J/S PE Boys S1 SCOTT PETERS	100 / commons
Thu Oct 17, 2013 from 12:20 PM - 12:30 PM	Scheduled (Unschedule)	AP Computer Science GREGORY CICHORACKI	100 / Eagle Gym
Thu Oct 17, 2013 from 12:40 PM - 12:50 PM	Scheduled (Unschedule)	College Prep Writing S1 KATHRYN GUELCHER	100 / Eagle Gym

Parent/Guardian Instructions: Skyward Conference Scheduler

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

Teacher:	SCOTT PETERS
Date:	Thu Oct 17, 2013
Time:	12:00 PM - 12:10 PM
Student:	Student 1
Course:	5115/06 - J/S PE Boys S1
Building:	100 - 100
Room:	COMM - commons
A confirmation e-mail will be sent to:	

Save Back

