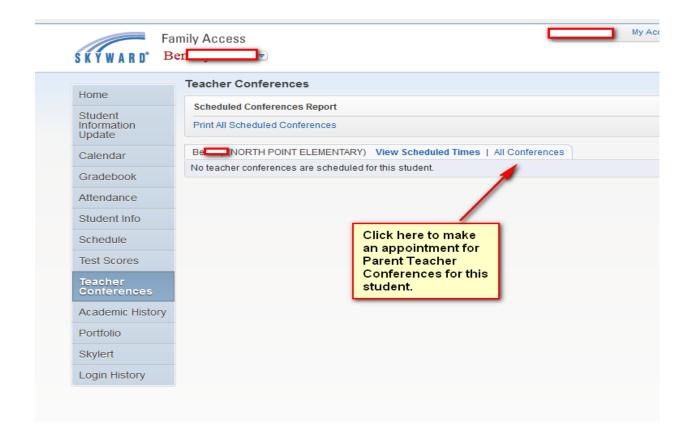# PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

Log in to Skyward with your "Parent" login and password.

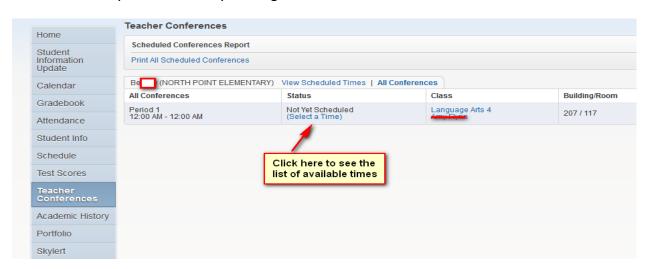Choose your student and click on "Teacher Conferences"
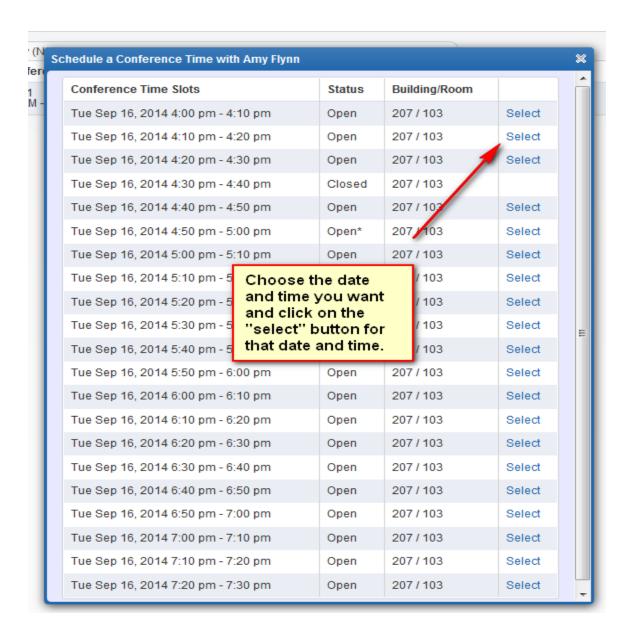

The Screen will now look like this:

You will be scheduling your Parent Teacher Conference using one course.
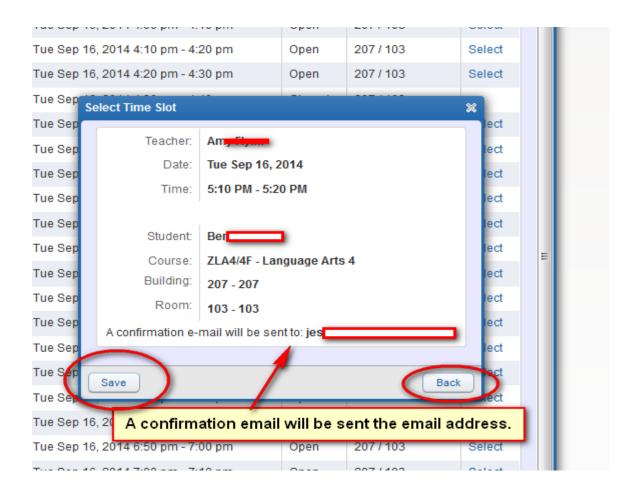
You can choose your time slot by clicking on "All Conferences".

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		103	Select
Tue Sep 16, 2014 5:20 pm - 5		103	Select
Tue Sep 16, 2014 5:30 pm - 5		103	Select
Tue Sep 16, 2014 5:40 pm - 5		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.
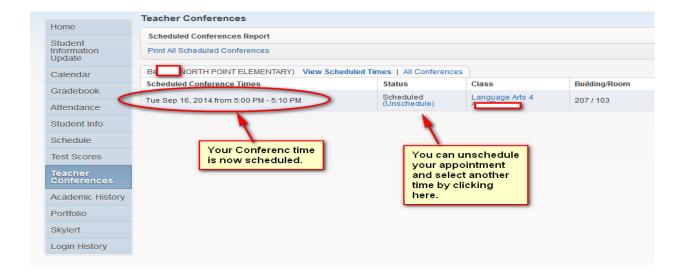
Choose the time slot you want. A smaller information box will appear. If you are okay with this date and time, click on the "save" button. If you want to choose another time click on the "back" button.

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

Select Time Slot   ✖

Teacher: Amy Fly....

Date: **Tue Sep 16, 2014**

Time: **5:10 PM - 5:20 PM**

Student: **Ben**

Course: **ZLA4/4F - Language Arts 4**

Building: **207 - 207**

Room: **103 - 103**

A confirmation e-mail will be sent to: jes

Save   Back

A confirmation email will be sent the email address.

Tue Sep 16, 2014 6:50 pm - 7:00 pm   Open   207 / 103   Select

Your Parent Teacher conference is now scheduled.

Teacher Conferences

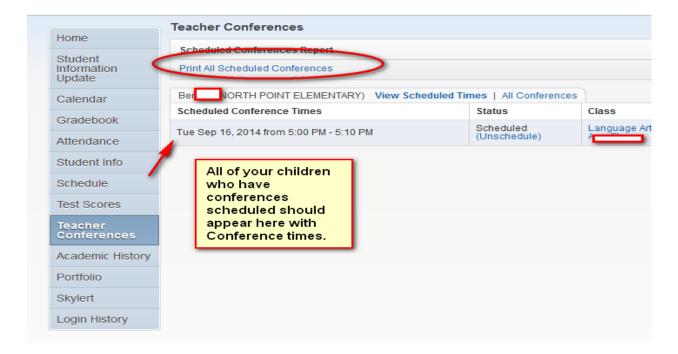|			
Home			
Student Information Update	**Scheduled Conferences Report**		
	Print All Scheduled Conferences		
Calendar	Be____ (NORTH POINT ELEMENTARY) View Scheduled Times	All Conferences		
Gradebook	**Scheduled Conference Times**	Status	Class	Building/Room
Attendance	Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Arts 4	207 / 103
Student Info				
Schedule				
Test Scores	**Your Conferenc time is now scheduled.**			
Teacher Conferences		**You can unschedule your appointment and select another time by clicking here.**		
Academic History				
Portfolio				
Skylert				
Login History				

You can choose another one of your children and schedule their Parent Teacher conference at this time by clicking on the Drop down arrow at the top of the screen.
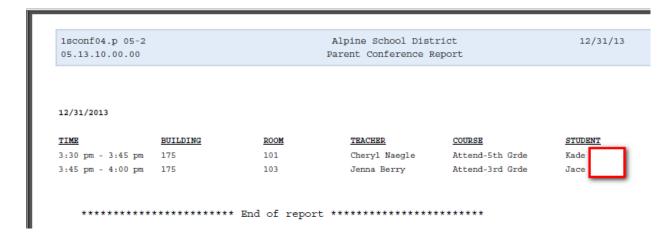

All Conference Times you have scheduled will appear under "Selected Conference Times" .

You can also print your scheduled Conferences.

The Print out will look like this.

```
1sconf04.p 05-2                    Alpine School District                12/31/13
05.13.10.00.00                     Parent Conference Report


12/31/2013

TIME                 BUILDING        ROOM         TEACHER         COURSE          STUDENT
3:30 pm - 3:45 pm    175             101          Cheryl Naegle   Attend-5th Grde  Kade
3:45 pm - 4:00 pm    175             103          Jenna Berry     Attend-3rd Grde  Jace


        ************************ 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.

	December 2013					
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 Coordi (A)	**6** Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (A) Coordinate Plane (A) Coordinate Plane (N)	7
8	9	**10** pg. 951-954 (A-)	**11** Pg. 957-960 (B+)	**12** Practice 1 &2 (A)	**13** WTW wk#13 HW (A) WTW wk#13 Jou (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				