

## **Skyward Parent Teacher Conference - Parent Instructions**

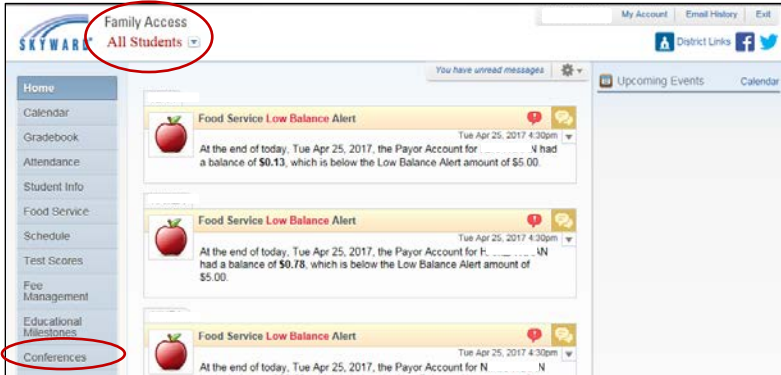
- I. Scheduling Parent Teacher Conference appointments
  
- II. Changing my Parent Teacher Conference appointment (rescheduling)
  
- III. Signing up for other Staff Conference appointments  
(Special Education, Resource Teachers, Speech Teacher or PCCR)

# Skyward Parent Teacher Conference Parent Instructions

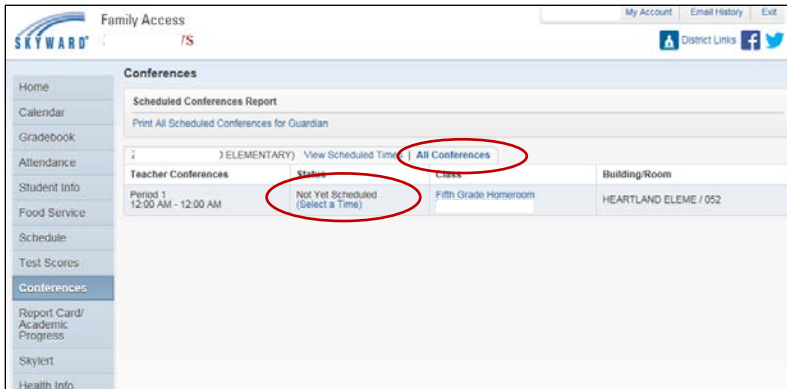
## I. Scheduling Parent Teacher Conference appointments

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

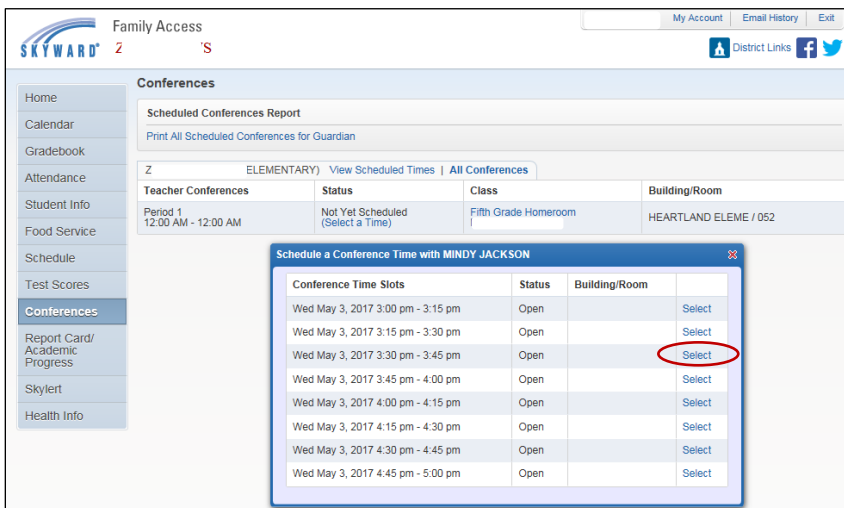
If you have more than one student in Jordan District Schools select **All Students**.  
On the left side click the **Conferences** button.



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:
- Room:

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

Buttons: Save (circled in red), Back

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

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 "Family Access", "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 with a "Print All Scheduled Conferences for Guardian" link. Below this, there are tabs for "ELEMENTARY", "View Scheduled Times" (circled in red), and "All Conferences". A table displays a scheduled conference:

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

Red arrows point to the date and time, the "Unschedule" link, and the "Notes" column.

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. The top navigation bar includes "Family Access", "All Students", "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 with a "Print All Scheduled Conferences for Guardian" link. Below this, there are tabs for "ELEM (TARY)", "View Scheduled Times", and "All Conferences" (circled in red). A table displays an unscheduled conference:

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

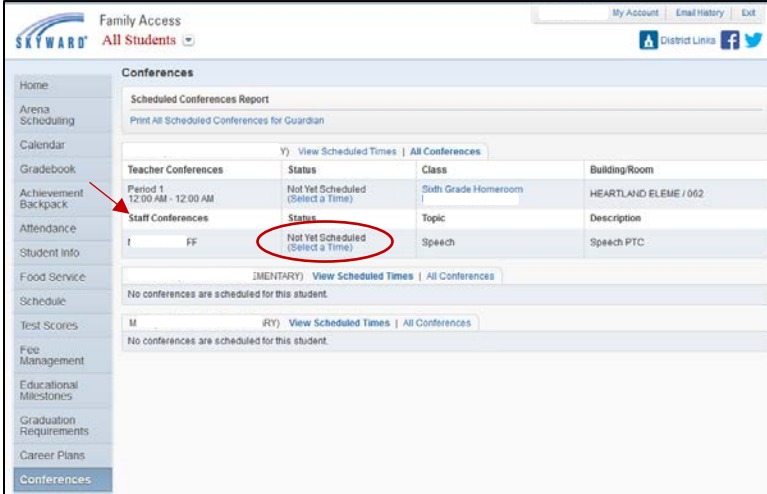
Below the table, there is a message: "No conferences are scheduled for this student."

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

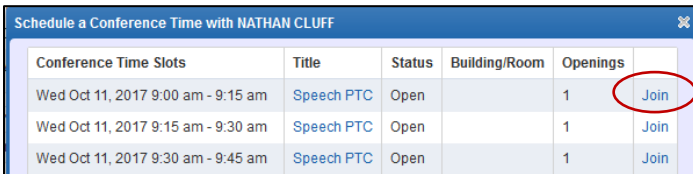
A Staff Conference is a conference set up to meet with a teacher other than your student’s homeroom teacher.

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.

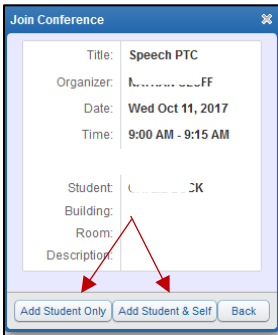


Click **Join** by the desired group appointment time.



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)		