

# Parent Conference Instructions – Skyward

Login to your Skyward Family Access

If you have more than 1 student in Canyons School District Schools, choose All Students

1. On the left side click the Conferences tab

**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
  - If you have more than one student, the system will allow you to schedule them at the same time with two different teachers, however a warning will appear because this will double book you.
2. Click **All Conferences** next to the student's name you wish to schedule a conference for
  3. Click **Select a Time**
  4. Choose the time you want and click **Join** next to that time (Status for that time slot must be open or Join option will not appear)
  5. A window appears showing the appointment information, Click **Add Student & Self**
  6. You will receive a confirmation e-mail. You will also receive a reminder e-mail three days before and one day before your scheduled appointment.

Family Access

https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfteacherconferences001.w

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### Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

(BUTLER MIDDLE) [View Scheduled Times](#) **All Conferences**

Staff Conferences	Status	Topic	Description
(Redacted)	Not Yet Scheduled (Select a Time)	Week 1	3/24/2020 thru 3/27/2020

#### Schedule a Conference Time with SARA ALLEN

Conference Time Slots	Title	Status	Building/Room	Openings	Join
Tue Mar 24, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Tue Mar 24, 2020 5:30 pm - 6:00 pm	General Staff Conference	Closed		0	
Wed Mar 25, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Wed Mar 25, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join
Thu Mar 26, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Thu Mar 26, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join
Fri Mar 27, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Fri Mar 27, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join

#### Join Conference

Title: **General Staff Conference**

Organizer: (Redacted)

Date: **Tue Mar 24, 2020**

Time: **5:00 PM - 5:30 PM**

Student: (Redacted)

Building:

Room:

Description:

A confirmation e-mail will be sent to: (Redacted)@gmail.com

[Add Student Only](#) **Add Student & Self** [Back](#)

Once appointment time is scheduled, you may add a notes if needed.

The screenshot shows the Skyward Family Access interface for a user named JULIE ARMSTRONG. The page is titled "Conferences" and displays a "Scheduled Conferences Report" for "INDIGO (BUTLER MIDDLE)". A table lists a "General Staff Conference (Week 1)" on "Tue Mar 24, 2020 from 5:00 PM - 5:30 PM". A "Notes" section for this conference is currently empty, with an "Add Note" button. An "Add Note" modal window is open, showing a date of "03/22/2020", a required "Summary" field, and an optional "Comments" field. A "Save" button is at the bottom of the modal.

After you have scheduled your appt. These are the steps to add notes if you need to

This is your scheduled time

#1

Status	Topic	Building/Room	Notes
Scheduled (Modify Attendees)	General Staff Conference (Week 1) SARA ALLEN		

#2

Add Note

No notes exist for this conference.

#3

Date: 03/22/2020

\* Summary: [Text Field]

Comments: [Text Area]

Comments are optional

(\* ) Indicates a required field.

#4

Save

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