

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.

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Conferences' highlighted. The main area shows a 'Scheduled Conferences Report' for a student named SARA ALLEN. A table lists 'Staff Conferences' with columns for 'Status', 'Topic', and 'Description'. One row shows 'Not Yet Scheduled (Select a Time)'. A modal window titled 'Schedule a Conference Time with SARA ALLEN' is open, displaying a table of 'Conference Time Slots' with columns for 'Title', 'Status', 'Building/Room', 'Openings', and 'Join'. A 'Join' button is highlighted. Another modal window titled 'Join Conference' is open, showing details for a 'General Staff Conference' on 'Tue Mar 24, 2020' from '5:00 PM - 5:30 PM'. At the bottom of this window, the 'Add Student & Self' button is highlighted.

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

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

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

The screenshot shows the Skyward Family Access interface. At the top, the user is identified as JULIE ARMSTRONG with links for My Account, Email History, and Exit. The page title is "Family Access All Students". A red box highlights the text: "After you have scheduled your appt. These are the steps to add notes if you need to".

The main content area is titled "Conferences" and includes a "Scheduled Conferences Report" section with a link to "Print All Scheduled Conferences for Guardian". A red box labeled "#1" points to the "Notes" column in the table below. A red box labeled "#2" points to the "Add Note" button in the "General Staff Conference Meeting Notes" section. A red box labeled "#3" points to the "Summary" field in the "Add Note" dialog box. A red box labeled "#4" points to the "Save" button in the "Add Note" dialog box. A red box labeled "#5" points to the "View Scheduled Times" link in the "Scheduled Staff Conferences" table.

The "Scheduled Staff Conferences" table has the following data:

Scheduled Staff Conferences	Status	Topic	Building/Room	Notes
INDIGO (BUTLER MIDDLE) View Scheduled Times	Scheduled (Modify Attendees)	General Staff Conference (Week 1) SARA ALLEN		

The "General Staff Conference Meeting Notes" section shows "No notes exist for this conference." and an "Add Note" button.

The "Add Note" dialog box contains the following fields:

- Date: 03/22/2020
- * Summary: (required field)
- Comments: (optional field)
- (*) Indicates a required field.
- Buttons: Save, Back

Annotations: "#1" points to the Notes column in the table. "#2" points to the Add Note button. "#3" points to the Summary field. "#4" points to the Save button. "#5" points to the View Scheduled Times link.