Conference Scheduler - Parent How - To

- 1. Log into Skyward Family Access. You must log in with the Parents credentials, not the students.
- 2. Choose the Conferences Tab on the left side of the screen.



3. Hit the All Conferences Tab to see available time slots.

Conferences	
Scheduled Conferences Repo	rt
Print All Scheduled Conferences	l for Guardian
what wanter Middle School)	Vew Scheduled Times All Confe
Teacher Conferences	Status
Period 0	Not Yet Scheduled
7:55 AM - 8:20 AM	(Select a Time)
Period 1	Not Yet Scheduled
8:24 AM - 9:11 AM	(Select a Time)
Period 2	Not Yet Scheduled
9:15 AM - 10:02 AM	(Select a Time)
Period 3	Not Yet Scheduled
10:05 AM - 10:53 AM	(Select a Time)
Period 4	Not Yet Scheduled
10:59 AM - 11:28 AM	(Select a Time)
Period 5	Not Yet Scheduled
11:31 AM - 12:03 PM	(Select a Time)
Period 7	Not Yet Scheduled
12:41 PM - 1:28 PM	(Select a Time)
Period 8	Not Yet Scheduled
1:32 PM - 2:19 PM	(Select a Time)
Period 9	Not Yet Scheduled
2:23 PM - 3:10 PM	(Select a Time)

:onf	ferences	
Sch	eduled Conferences Report	
Prin	t All Scheduled Conferences for Guardian	
-2	(Mulvane Middle School) View Scheduled Times All Conferences	
No c	onferences are scheduled for this student.	

4. Chose Select a Time next to your Students Advisement Teacher (Period O) and then any other teacher you would like to visit with during conferences.

lect Time Slot 30		
Teacher:	Mandy Roderick	
Date:	Mon Oct 17, 2022	
Time:	5:00 PM - 5:10 PM	
Student		
Course:	G \$5500/22 - Advisement	
Method:	In-Person	
Location:	Bld: Middle	
A confirmation e-r	nail will be sent to	
Save	Back	

5. You will now hit Save.

6. If you hit View

Scheduled Times, you will be able to see all of your scheduled Conferences.

Conferences Scheduled Conferences Report Print All Scheduled Conferences for Guardian (Mulvane Middle School) View Scheduled Times | All Conferences No conferences are scheduled for this student.

7. You can use the same steps to change a conference time online.

8. You will receive a confirmation email from the district regarding the time you have selected for Parent Teacher Conferences. It will send to the email you have one file on Skyward.

If you have any questions or need assistance signing up for conferences, please contact Mandy Kasparek, MKasparek@usd263.org or Melissa Schanz, MSchanz@usd263.org.