

Skyward Parent Teacher Conference - Parent Instructions (Secondary)

- I. Scheduling Parent Teacher Conference appointments

- II. Changing my Parent Teacher Conference appointment (rescheduling)

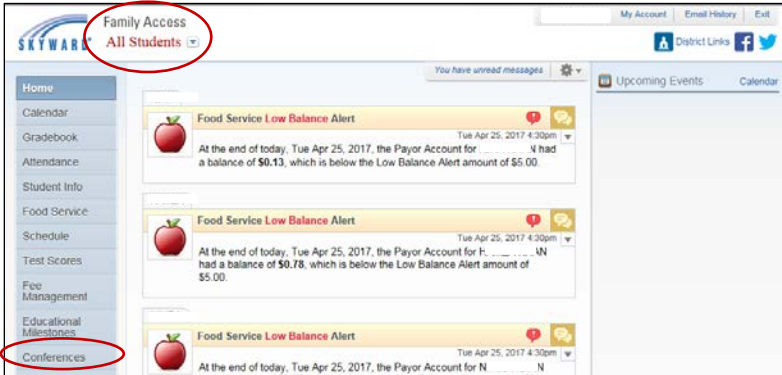
- III. Signing up for other Staff Conference appointments
(Special Education, Resource Teachers or Speech Teacher)

Skyward Parent Teacher Conference Parent Instructions

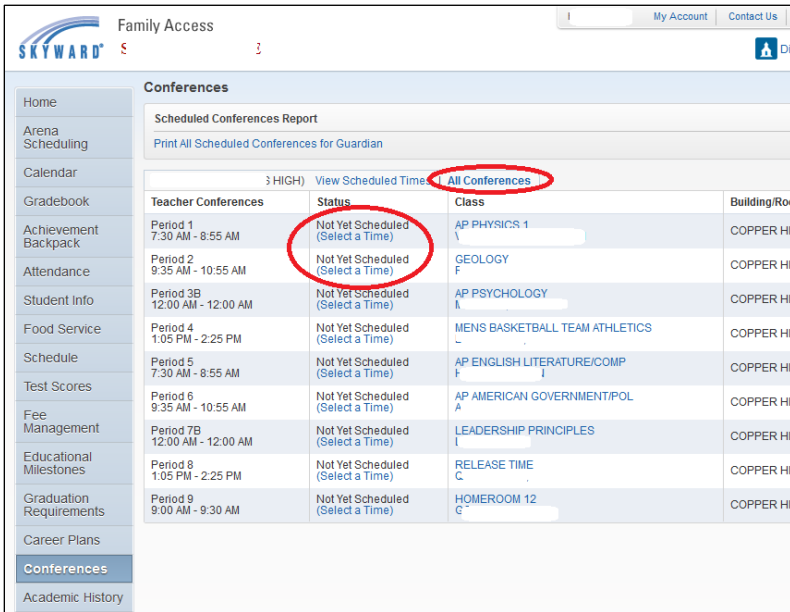
I. Scheduling Parent Teacher Conference appointments

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** for the specific class you want to schedule a conference for.



Click **Select** by the desired appointment time.

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Conferences' selected. The main area displays a 'Scheduled Conferences Report' for 'ADAMSON, SCOTT'. A pop-up window titled 'Schedule a Conference Time with ADAMSON, SCOTT' is open, showing a table of 'Conference Time Slots' for Thursday, Jan 25, 2018. The table has columns for 'Time', 'Status', and 'Building/Room'. The 'Select' button for the 11:40 AM - 11:55 AM slot is circled in red.

Conference Time Slots	Status	Building/Room	Action
Thu Jan 25, 2018 10:00 am - 10:15 am	Open		Select
Thu Jan 25, 2018 10:20 am - 10:35 am	Open		Select
Thu Jan 25, 2018 10:40 am - 10:55 am	Open		Select
Thu Jan 25, 2018 11:00 am - 11:15 am	Open		Select
Thu Jan 25, 2018 11:20 am - 11:35 am	Open		Select
Thu Jan 25, 2018 11:40 am - 11:55 am	Open		Select
Thu Jan 25, 2018 12:00 pm - 12:15 pm	Open		Select
Thu Jan 25, 2018 12:20 pm - 12:35 pm	Open		Select
Thu Jan 25, 2018 12:40 pm - 12:55 pm	Open		Select
Thu Jan 25, 2018 1:00 pm - 1:15 pm	Open		Select
Thu Jan 25, 2018 1:20 pm - 1:35 pm	Open		Select

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 'Select Time Slot' dialog box shows the following information:

- Teacher: S
- Date: Thu Jan 25, 2018
- Time: 11:40 AM - 11:55 AM
- Student: E
- Course: 61240/02 - AP AMERICAN GOVERNMENT/POL
- Building: [Redacted]
- Room: [Redacted]
- A confirmation e-mail will be sent to: [Redacted].com

The 'Save' button at the bottom left is circled in red.

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

The 'All Conferences' tab displays the following table:

Teacher Conferences	Status	Class	Building/Room
Period 1 7:30 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	AP PHYSICS 1	COPPER HILLS H
Period 2 9:35 AM - 10:55 AM	Not Yet Scheduled (Select a Time)	GEOLOGY	COPPER HILLS H
Period 3B 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	AP PSYCHOLOGY	COPPER HILLS H
Period 4 1:05 PM - 2:25 PM	Not Yet Scheduled (Select a Time)	MENS BASKETBALL TEAM ATHLETICS	COPPER HILLS H
Period 5 7:30 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	AP ENGLISH LITERATURE/COMP	COPPER HILLS H
Period 6 9:35 AM - 10:55 AM	Scheduled Thu Jan 25, 2018 from 11:40 AM - 11:55 AM	AP AMERICAN GOVERNMENT/POL	COPPER HILLS H
Period 7B 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	LEADERSHIP PRINCIPLES	COPPER HILLS H

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.

Family Access

My Account | Contact Us | Email History | Exit

District Links

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Career Plans

Conferences

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

View Scheduled Times | All Conferences

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Jan 25, 2018 from 10:40 AM - 10:55 AM	Scheduled (Unschedule)	AP PSYCHOLOGY		
Thu Jan 25, 2018 from 11:00 AM - 11:15 AM	Scheduled (Unschedule)	GEOLOGY		
Thu Jan 25, 2018 from 11:20 AM - 11:35 AM	Scheduled (Unschedule)	AP PHYSICS 1		
Thu Jan 25, 2018 from 11:40 AM - 11:55 AM	Scheduled (Unschedule)	AP AMERICAN GOVERNMENT/POL		
Thu Jan 25, 2018 from 12:20 PM - 12:35 PM	Scheduled (Unschedule)	(MENS BASKETBALL TEAM ATHLETICS)		
Thu Jan 25, 2018 from 12:40 PM - 12:55 PM	Scheduled (Unschedule)	AP ENGLISH LITERATURE/COMP		

After an appointment has been **Unscheduled**, then you can go into the **All Conferences** tab and select a new time.

Family Access

My Account | Contact Us | Email History | Exit

District Links

Home

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Fee Management

Educational Milestones

Graduation Requirements

Career Plans

Conferences

Academic History

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

HIGH) View Scheduled Times | All Conferences

Teacher Conferences	Status	Class	Building/Room
Period 1 7:30 AM - 8:55 AM	Scheduled Thu Jan 25, 2018 from 11:20 AM - 11:35 AM	AP PHYSICS 1	COPPER HILLS HI / 2220
Period 2 9:35 AM - 10:55 AM	Not Yet Scheduled (Select a Time)	GEOLOGY	COPPER HILLS HI / 2106
Period 3B 12:00 AM - 12:00 AM	Scheduled Thu Jan 25, 2018 from 10:40 AM - 10:55 AM	AP PSYCHOLOGY	COPPER HILLS HI / 1728
Period 4 1:05 PM - 2:25 PM	Scheduled Thu Jan 25, 2018 from 12:20 PM - 12:35 PM	MENS BASKETBALL TEAM ATHLETICS	COPPER HILLS HI / gym
Period 5 7:30 AM - 8:55 AM	Scheduled Thu Jan 25, 2018 from 12:40 PM - 12:55 PM	AP ENGLISH LITERATURE/COMP	COPPER HILLS HI / 1825
Period 6 9:35 AM - 10:55 AM	Scheduled Thu Jan 25, 2018 from 11:40 AM - 11:55 AM	AP AMERICAN GOVERNMENT/POL	COPPER HILLS HI / 2613
Period 7B 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	LEADERSHIP PRINCIPLES	COPPER HILLS HI / 2903
Period 8 1:05 PM - 2:25 PM	Not Yet Scheduled (Select a Time)	RELEASE TIME	COPPER HILLS HI / SEM
Period 9 9:00 AM - 9:30 AM	Not Yet Scheduled (Select a Time)	HOMEROOM 12	COPPER HILLS HI / 1726

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

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

Teacher Conferences	Status	Class	Building/Room
Period 1 7:30 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	DRAWING 1	COPPER HILLS HI / 2812
Period 2 9:35 AM - 10:55 AM	Not Yet Scheduled (Select a Time)	VIDEO PRODUCTION 1	COPPER HILLS HI / MC-3
Period 3A 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	AP CALCULUS AB	COPPER HILLS HI / 1727
Period 4 1:00 PM - 2:25 PM	Not Yet Scheduled (Select a Time)	RELEASE TIME	COPPER HILLS HI / SEM
Period 5 7:30 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	AP ENGLISH LITERATURE/COMP	COPPER HILLS HI / 1825
Period 6 9:35 AM - 10:55 AM	Not Yet Scheduled (Select a Time)	AP AMERICAN GOVERNMENT/POL	COPPER HILLS HI / 2613
Period 7B 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	AP BIOLOGY	COPPER HILLS HI / 2719
Period 8 1:05 PM - 2:25 PM	Not Yet Scheduled (Select a Time)	FIN 1050/PERSONAL FINANCE	COPPER HILLS HI / 2802
Period 9 9:00 AM - 9:30 AM	Not Yet Scheduled (Select a Time)	HOMEROOM 12	COPPER HILLS HI / 1823
Staff Conferences	Status	Topic	Description
S	Not Yet Scheduled (Select a Time)	Resource	Conference with resource Teacher

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

Conference Time Slots	Title	Status	Building/Room	Openings	Join
Mon Jan 22, 2018 3:00 pm - 3:15 pm	General Staff Conference	Open		1	Join
Mon Jan 22, 2018 3:20 pm - 3:35 pm	General Staff Conference	Open		1	Join
Mon Jan 22, 2018 3:40 pm - 3:55 pm	General Staff Conference	Open		1	Join
Mon Jan 22, 2018 4:00 pm - 4:15 pm	General Staff Conference	Open		1	Join
Mon Jan 22, 2018 4:20 pm - 4:35 pm	General Staff Conference	Open		1	Join
Mon Jan 22, 2018 4:40 pm - 4:55 pm	General Staff Conference	Open		1	Join

A window will appear showing the appointment information.

Choose **Add Student Only** or **Add Student & Self** (if you will be attending with your student).

Title: General Staff Conference
 Organizer: I
 Date: Mon Jan 22, 2018
 Time: 3:20 PM - 3:35 PM
 Student: I
 Building:
 Room:
 Description:
 A confirmation e-mail will be sent to: r ist.net

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
Mon Jan 22, 2018 from 3:20 PM - 3:35 PM	Scheduled (Modify Attendees)	General Staff Conference (Resource)		