

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 **Select** next to that time (Status for that time slot must be open or select option will not appear)
 5. A window appears showing the appointment information, Click **Save**
 6. 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 the Skyward Family Access interface. At the top, there's a navigation bar with 'Family Access' and 'All Students' dropdown, and user information for APRIL HEADRICK. The main content area is titled 'Conferences' and shows a 'Scheduled Conferences Report' for ELLE (LONE PEAK ELEMENTARY) with 'No conferences are scheduled for this student.' Below this, a table shows 'Teacher Conferences' for HUDSON (LONE PEAK ELEMENTARY). The table has columns for Teacher Conferences, Status, Class, and Building/Room. One entry is 'Period 1 12:00 AM - 12:00 AM' with a status of 'Not Yet Scheduled (Select a Time)'. A callout #1 points to the 'Conferences' tab in the left sidebar. Callout #2 points to the 'All Conferences' link. Callout #3 points to the 'Not Yet Scheduled (Select a Time)' status. Callout #4 points to the 'Select' button in the 'Schedule a Conference Time with MICHELLE HAMILTON' modal. Callout #5 points to the 'Save' button in the 'Select Time Slot' modal.

Teacher Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Kindergarten Homeroom MICHELLE HAMILTON	LONE PEAK ELEME / KINDERGARTEN AM

Conference Time Slots	Status	Building/Room
Wed Jul 18, 2018 4:00 pm - 4:25 pm	Cancelled	
Wed Jul 18, 2018 4:30 pm - 4:55 pm	Completed	
Wed Jul 18, 2018 6:00 pm - 6:25 pm	Open	
Wed Jul 18, 2018 6:30 pm - 6:55 pm	Completed	

Teacher: MICHELLE HAMILTON
Date: Wed Jul 18, 2018
Time: 6:00 PM - 6:25 PM
Student: HUDSON M. HEADRICK
Course: 00HRM/002 - Kindergarten Homeroom
Building:
Room:
A confirmation e-mail will be sent to: aprilanne22@gmail.com