

Indicaciones para Conferencia con los Padres – Skyward

Ingresa a su Acceso Skyward Family Access

Si tiene más de 1 alumno en las escuelas del Distrito Escolar Canyons, elija *All Students*

1. En el lado izquierdo haga clic en la pestaña de *Conferences*

Anotación:

- Sólo se puede programar una cita por cada maestro por alumno
 - Si los tutores mantienen csas separadas, éstos deben ingresar por separado para programar tiempos individuales para sus conferencias con sus estudiantes
 - Si usted tiene más de un estudiante, el Sistema le permitirá programarlas a la misma hora con dos maestros diferentes, sin embargo, aparecerá una advertencia debido a que esto le creará una doble cita.
2. Clic **All Conferences** junto al nombre del alumno para el que desea programar una conferencia
 3. Clic **Select a Time**
 4. Elija la hora que desea, haga clic en **Select** junto a esa hora (El estatus para el espacio de esa hora debe estar abierto o la opción seleccionada no aparecerá)
 5. Aparecerá una ventana mostrando la información de la cita, Clic en **Save**
 6. Usted recibirá un correo electrónico de confirmación y también recibirá un email recordatorio cinco días antes y dos días después de su cita programada.

The screenshot shows the Skyward Family Access web interface. The browser address bar displays the URL: <https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfteacherconferences001.w>. The page title is "Family Access Conferences".

At the top, there is a navigation bar with "Family Access" and "All Students" (highlighted with a red box and callout #1). Other options include "My Account", "Email History", "Exit", "Select Language", and "District Links".

The main content area is titled "Conferences" and includes a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences for Guardian" link. Below this, it shows the user's profile: "ELLE (LONE PEAK ELEMENTARY)" with the note "No conferences are scheduled for this student." and "HUDSON (LONE PEAK ELEMENTARY)" with a "View Scheduled Times" link and an "All Conferences" button (highlighted with a red box and callout #2).

A table of "Teacher Conferences" is displayed for Hudson. The first row shows "Period 1 12:00 AM - 12:00 AM" with a status of "Not Yet Scheduled (Select a Time)" (highlighted with a red box and callout #3), a class of "Kindergarten Homeroom" (teacher: MICHELLE HAMILTON), and a building/room of "LONE PEAK ELEME / KINDERGARTEN AM".

A modal window titled "Schedule a Conference Time with MICHELLE HAMILTON" is open, showing a table of "Conference Time Slots":

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	

The "Open" slot is highlighted with a red box and callout #4, and a "Select" button is visible next to it.

A second modal window titled "Select Time Slot" is open, showing the following details:

- 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: (empty)
- Room: (empty)
- A confirmation e-mail will be sent to: perianne22@gmail.com

The "Save" button at the bottom of this window is highlighted with a red box and callout #5.