

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 'Family Access Conferences' page. The left sidebar has a 'Conferences' tab highlighted with a red box and arrow #1. The main content area shows a table for 'ELLE (LONE PEAK ELEMENTARY)'. A red box and arrow #2 highlight the 'All Conferences' button in the table header. A red box and arrow #3 highlight the 'Not Yet Scheduled (Select a Time)' button in the table body. A red box and arrow #4 highlight the 'Select' button in a modal window titled 'Schedule a Conference Time with MICHELLE HAMILTON'. A red box and arrow #5 highlight the 'Save' button in the 'Select Time Slot' modal window.