

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 web interface. The browser address bar displays the URL: <https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfteacherconferences001.w>. The user is logged in as APRIL HEADRICK. The left sidebar contains a menu with items: Home, Ethnicity/Race, Calendar, Attendance, Student Info, Food Service, Schedule, Fee Management, Activities, **Conferences** (highlighted with a red box and labeled #1), Student/Password, ReportCards, SAGE Results, Skylert, Health Info, and Login History. The main content area is titled "Conferences" and shows a "Scheduled Conferences Report" for ELLE (LONE PEAK ELEMENTARY). Below this, it lists "HUDSON (LONE PEAK ELEMENTARY)" with a "View Scheduled Times" link. A table shows "Teacher Conferences" with columns for Period, Status, Class, and Building/Room. The first row shows "Period 1 12:00 AM - 12:00 AM" with a status of "Not Yet Scheduled (Select a Time)" (labeled #3), Class "Kindergarten Homeroom", and Building/Room "LONE PEAK ELEME / KINDERGARTEN AM". A red box labeled #2 highlights the "All Conferences" link. A modal window titled "Schedule a Conference Time with MICHELLE HAMILTON" is open, showing a table of "Conference Time Slots" with columns for Date, Time, Status, and Building/Room. The table lists four slots: "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), and "Wed Jul 18, 2018 6:30 pm - 6:55 pm" (Completed). A red box labeled #4 highlights the "Select" button next to the "Open" slot. A second modal window titled "Select Time Slot" is open, showing details for the selected slot: 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: hortlanna22@gmail.com. A red box labeled #5 highlights the "Save" button at the bottom of this modal.