Skyward Parent Teacher Conference - Parent Instructions

- I. Scheduling Parent Teacher Conference appointments
- II. Changing my Parent Teacher Conference appointment (rescheduling)
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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**.



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

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Homo	Conferences								
Calendar	Scheduled Conferences	Scheduled Conferences Report							
Gradebook	T THE AIR OCHEGAIEG COME	ences for c	uaruari						
Attendance	Z ELE	MENTARY	View Scheduled Times A	II Conference	es				
Student Info	Period 1		Status Not Yet Scheduled	Class Fifth Grade	e Homero	om	Building/Room	EME (052	
Food Service	12:00 AM - 12:00 AM		(Select a Time)	1			HEARTEAND EL	EME / 032	
Schedule		Schedul	e a Conference Time with MI	NDY JACKS	N			×	
Test Scores		Conf	erence Time Slots		Status	Building/Room	m		
Conferences		Wed	May 3, 2017 3:00 pm - 3:15 pr	n	Open		Select		
Report Card/		Wed	May 3, 2017 3:15 pm - 3:30 pr	n	Open		Select		
Academic Progress		Wed	May 3, 2017 3:30 pm - 3:45 pr	n	Open		Select	>	
Skylert		Wed	May 3, 2017 3:45 pm - 4:00 pr	n	Open		Select		
Licolth Info		Wed	May 3, 2017 4:00 pm - 4:15 pr	n	Open		Select		
riealur IIII0		Wed	May 3, 2017 4:15 pm - 4:30 pr	n	Open		Select		
		Wed	May 3, 2017 4:30 pm - 4:45 pr	n	Open		Select		
		Wed	May 3, 2017 4:45 pm - 5:00 pr	n	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 Scheduled appointment shows on the All Conferences tab.



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.

Fa	mily Access			My Account Email Hi	story Exit
SKYWARD° Z	'S			🚹 District Lir	iks 🚹 🏏
Home	Conferences				
Calendar	Scheduled Conferences Report				
Gradebook	Philit All Scheduled Cohletences for Guardian				
Attendance	Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Student Info	Wed May 3, 2017 from 4:00 PM - 4:15 PM	Scheduled (Unschedule)	Fifth Grade Homeroom		
Food Service					
Test Scores					
Conferences					
Report Card/ Academic Progress					
Skylert					
Health Info					

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

SKYWARD' A	mily Access Il Students 💌		; My Account Email History Exit						
Uses	Conferences								
Home	Scheduled Conferences Report								
Calendar	Print All Scheduled Conferences for Guardian								
Gradebook									
Achievement	ITARY) View Scheduled Time All Conferences								
Backpack	Teacher Conferences	Status	Class	Building/Room					
Attendance	Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Sixth Grade Homeroom	HEARTLAND ELEME / 062					
Student Info	ATI I	RY) View Scheduled Times	All Conferences						
Food Service	No conferences are scheduled for this student.								
Schedule									
Test Scores									
Conferences									

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 homeroom 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.

F	amily Access			My Account Email History Ext					
SKYWARD'	All Students 💌			🚹 District Links 🌇 🏏					
	Conferences								
Home	Scheduled Conferences Rep	port							
Arena Scheduling	Print A8 Scheduled Conferen	Print All Scheduled Conferences for Guardian							
Calendar		Y) View Scheduled Time	s All Conferences						
Gradebook	Teacher Conferences	Status	Class	Building/Room					
Achievement Backpack	Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Soth Grade Homeroom	HEARTLAND ELEME / 062					
Attendance	Staff Conferences	Status	Topic	Description					
Student Info	t FF	Not Yet Scheduled (Select a Time)	Speech	Speech PTC					
Food Service		IMENTARY) View Scheduled T	imes All Conferences						
Schedule	No conferences are schedule	ed for this student.							
Test Scores	М.,	M IRY View Scheduled Times All Conferences							
Fee Management	No conferences are schedule	ed for this student.							
Educational Milestones									
Graduation Requirements									
Career Plans									
Conferences									

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

Schedule a Conference Time with NATHAN CLUFF 🗱									
	Conference Time Slots	Title	Status	Building/Room	Openings				
	Wed Oct 11, 2017 9:00 am - 9:15 am	Speech PTC	Open		1	Join			
	Wed Oct 11, 2017 9:15 am - 9:30 am	Speech PTC	Open		1	Join			
	Wed Oct 11, 2017 9:30 am - 9:45 am	Speech PTC	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).



On the View Scheduled Times tab, you are able to:

View the conference date and time, and Modify Attendees.

Scheduled Staff Conferences	Status	Торіс	Building/Room	Notes
Wed Oct 11, 2017 from 9:00 AM - 9:15 AM	Scheduled (Modify Attendees)	Speech PTC (Speech)		