



Using Skyward to Schedule your conferences with teachers



- Home
- Calendar**
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Test Scores
- Fee Management
- Educational Milestones
- Teacher Conferences
- Academic History
- Reports/Portfolio
- Skylert
- School Directory
- Login History

September 2014

Calendar Options Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 No School (001)	2	3 CP p. 49-50 (A+) escuchar (F) Vocab FC 3 (A+) Teen sleep article (A+) Teen sleep article (A+)	4 prueba contextos (B+) la lectura contexto: (A+)	5 expresiones del di: (A+) Daily Warmups 8/2 (A+) H2 (A+) T1 (A-) Vocab 3 quiz (A) Absent	6
7	8 presentaciones (A+) Ancient Egypt Proj (A+)	9 5.B (A+)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Once you login go to the menu bar on the left and click on **Teacher Conferences.**

1.

At this point, you should see a screen like the screen shown below.
Click on **All conferences**

The screenshot shows a web application interface for 'Teacher Conferences'. On the left is a vertical navigation menu with the following items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Fee Management, Educational Milestones, **Teacher Conferences** (highlighted), Academic History, Reports/Portfolio, Skylert, School Directory, and Login History. The main content area is titled 'Teacher Conferences' and contains a 'Scheduled Conferences Report' section with a 'Print All Scheduled Conferences' link. Below this is a navigation bar for 'Trenton (Metamora Twnshp High School)' with links for 'View Scheduled Times' and 'All Conferences'. A message below the navigation bar states: 'No teacher conferences are scheduled for this student.' A red arrow points from the text above to the 'All Conferences' link.

1.

This screen will now appear. This is your student’s schedule and their teachers. Under the column that says status you can click on select a time. Click on select a time for each teacher you desire to conference with.

All Conferences	Status	Class	Building/Room
Period 2 9:05 AM - 9:50 AM	Not Yet Scheduled (Select a Time)	Hon Intro Engineering DesignS1 Brian Stoecker	MTHS / Drafting BS/JB
Period 3 9:55 AM - 10:40 AM	Not Yet Scheduled (Select a Time)	World History S1 Eric Sliger	MTHS / S Studies ES
Period 5A 11:35 AM - 11:55 AM	Not Yet Scheduled (Select a Time)	Spanish II S1 Julie Saathoff	MTHS / Spanish Julie S
Period 6 12:50 PM - 1:35 PM	Not Yet Scheduled (Select a Time)	Hon Chemistry I S1 Dave Toniny	MTHS / Physic/Chem DT
Period 7 1:40 PM - 2:25 PM	Not Yet Scheduled (Select a Time)	Hon Geometry S1 Elizabeth Gualandri	MTHS / Math EG

2.

This box appears which tells you the times open for that teacher. Find the time you like and click on select. A square box appears that tells you the beginning and ending time for that conference as well as the teacher who is slotted for that time. If this conference time is correct, click **Save Selection** and you will be taken back to the previous screen where you can move on to select your next teacher and time slot. You will continue this process until you are done setting up all the appointments you wish to make.

Conference Time Slots	Status	Building/Room	
Thu Oct 23, 2014 5:00 pm - 5:10 pm	Open		Select
Thu Oct 23, 2014 5:10 pm - 5:20 pm	Open		Select
Thu Oct 23, 2014 5:20 pm - 5:30 pm	Open		Select
Thu Oct 23, 2014 5:30 pm - 5:40 pm	Open		Select
Thu Oct 23, 2014 5:40 pm - 5:50 pm	Open		Select
Thu Oct 23, 2014 5:50 pm - 6:00 pm	Open		Select
Thu Oct 23, 2014 6:00 pm - 6:10 pm	Open		Select
Thu Oct 23, 2014 6:10 pm - 6:20 pm	Open		Select
Thu Oct 23, 2014 6:20 pm - 6:30 pm	Open		Select
Thu Oct 23, 2014 6:30 pm - 6:40 pm	Open		Select
Thu Oct 23, 2014 6:40 pm - 6:50 pm	Open		Select
Thu Oct 23, 2014 6:50 pm - 7:00 pm	Open		Select
Thu Oct 23, 2014 7:00 pm - 7:10 pm	Open		Select
Thu Oct 23, 2014 7:10 pm - 7:20 pm	Open		Select
Thu Oct 23, 2014 7:20 pm - 7:30 pm	Open		Select
Thu Oct 23, 2014 7:30 pm - 7:40 pm	Open		Select
Thu Oct 23, 2014 7:40 pm - 7:50 pm	Open		Select
Thu Oct 23, 2014 7:50 pm - 8:00 pm	Open		Select
Thu Oct 23, 2014 8:00 pm - 8:10 pm	Open		Select
Thu Oct 23, 2014 8:10 pm - 8:20 pm	Open		Select
Thu Oct 23, 2014 8:20 pm - 8:30 pm	Open		Select

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Final Step

When you are done scheduling all of your conferences.

You can view all your scheduled conference by clicking here.

Or you can print off your schedule by clicking here.

The screenshot displays the 'Teacher Conferences' interface. On the left is a vertical sidebar with menu items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Fee Management, Educational Milestones, **Teacher Conferences**, Academic History, and Reports/Portfolio. The main content area has a header 'Teacher Conferences' and a sub-header 'Scheduled Conferences Report'. Below the sub-header is a link 'Print All Scheduled Conferences'. Further down, a student entry for 'Trenton (Metamora Twnshp High School)' is shown with a dropdown menu containing 'View Scheduled Times' and 'All Conferences'. A message below the student entry states 'No teacher conferences are scheduled for this student.' Two red arrows originate from the text above: one points to the 'Print All Scheduled Conferences' link, and the other points to the 'View Scheduled Times' link in the dropdown menu.

We hope this tutorial satisfactorily answers any questions you have about setting up your parent/teacher conferences. If you have more than one child at our high school, you will go up to the box where the student 's name is located, use the drop down for each student and follow the same directions.