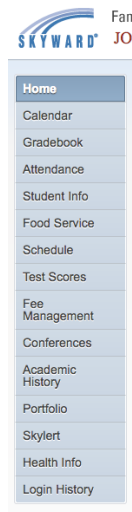


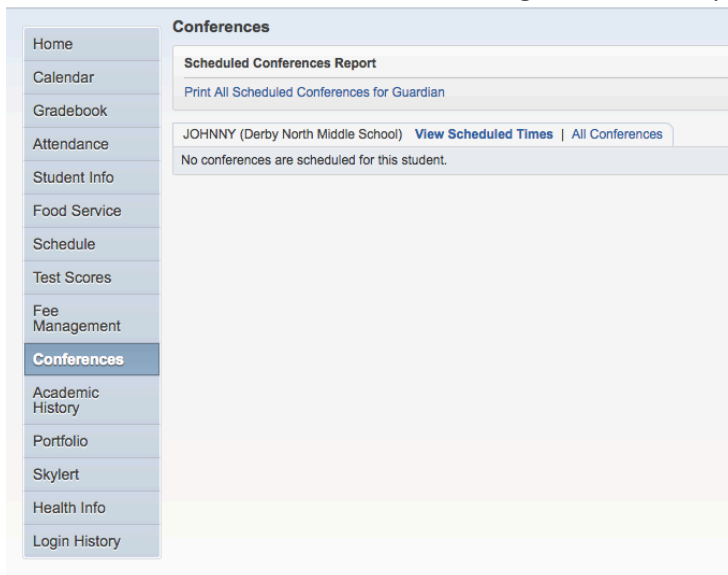
Conference Scheduler Screenshots

District link to video: <https://www.youtube.com/watch?v=zfdbsUivhfw&feature=youtu.be>

1. Log in to your Family Access account on Skyward
2. Choose the Conference tab on the left side of the page



3. Choose All Conferences tab on the right side of the page, to see available time slots.



4. Choose SELECT A TIME to schedule a conference with your child's homeroom teacher

Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

JOHNNY (Derby North Middle School) [View Scheduled Times](#) | [All Conferences](#)

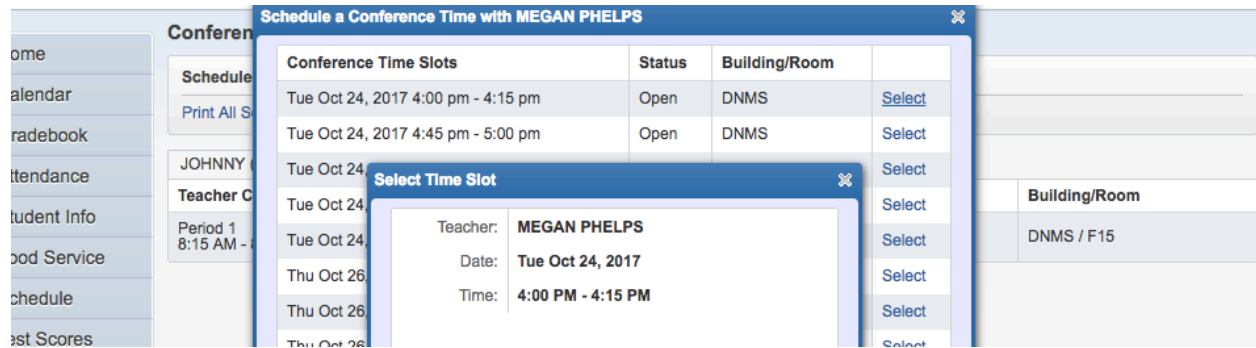
Teacher Conferences	Status	Class	Building/Room
Period 1 8:15 AM - 8:30 AM	Not Yet Scheduled (Select a Time)	HOMEROOM 7 MEGAN PHELPS	DNMS / F15

5. Click on the SELECT button next to the time you would like to schedule for Parent Teacher Conferences.

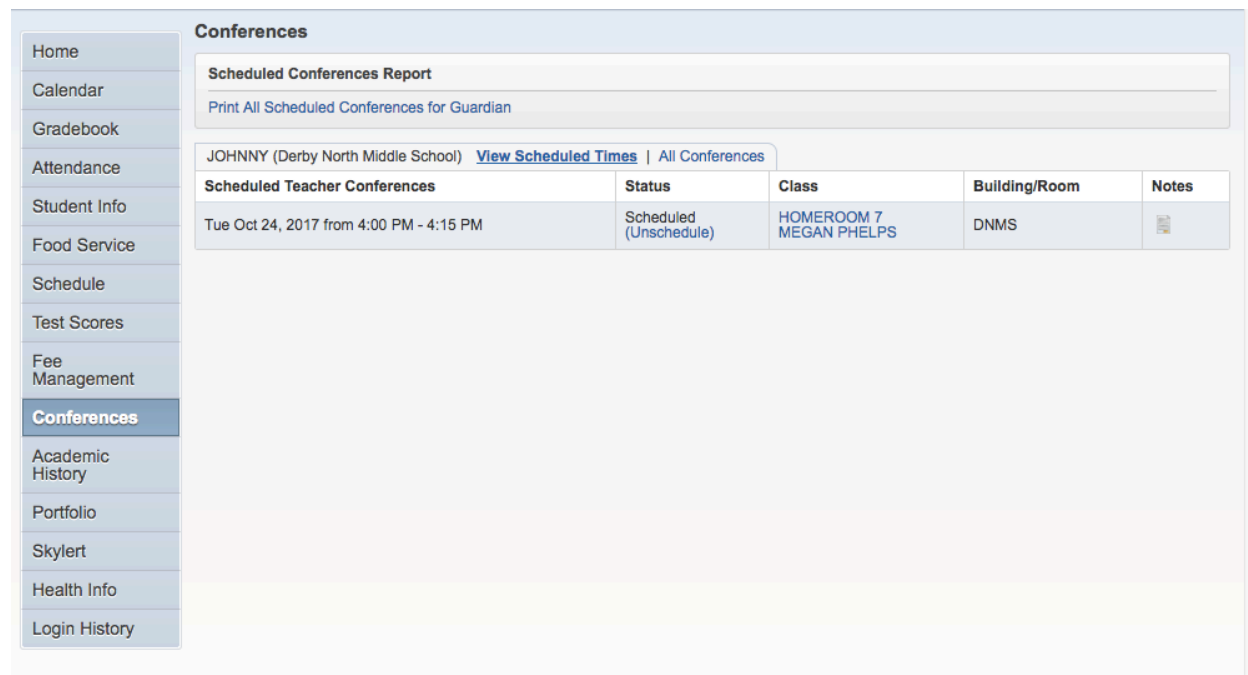
Schedule a Conference Time with MEGAN PHELPS

Conference Time Slots	Status	Building/Room	
Tue Oct 24, 2017 4:00 pm - 4:15 pm	Open	DNMS	Select
Tue Oct 24, 2017 4:45 pm - 5:00 pm	Open	DNMS	Select
Tue Oct 24, 2017 5:30 pm - 5:45 pm	Open	DNMS	Select
Tue Oct 24, 2017 6:15 pm - 6:30 pm	Open	DNMS	Select
Tue Oct 24, 2017 7:00 pm - 7:15 pm	Open	DNMS	Select
Thu Oct 26, 2017 7:45 am - 8:00 am	Open	DNMS	Select
Thu Oct 26, 2017 8:30 am - 8:45 am	Open	DNMS	Select
Thu Oct 26, 2017 9:15 am - 9:30 am	Open	DNMS	Select
Thu Oct 26, 2017 10:00 am - 10:15 am	Open	DNMS	Select
Thu Oct 26, 2017 10:45 am - 11:00 am	Open	DNMS	Select
Thu Oct 26, 2017 12:45 pm - 1:00 pm	Open	DNMS	Select
Thu Oct 26, 2017 1:30 pm - 1:45 pm	Open	DNMS	Select
Thu Oct 26, 2017 2:15 pm - 2:30 pm	Open	DNMS	Select
Thu Oct 26, 2017 3:00 pm - 3:15 pm	Open	DNMS	Select
Thu Oct 26, 2017 4:45 pm - 5:00 pm	Open	DNMS	Select
Thu Oct 26, 2017 5:30 pm - 5:45 pm	Open	DNMS	Select
Thu Oct 26, 2017 6:15 pm - 6:30 pm	Open	DNMS	Select
Thu Oct 26, 2017 7:00 pm - 7:15 pm	Open	DNMS	Select

6. Click OK at the bottom of the box and it will return you to the main conference screen.



7. The conference time you have chosen, should now show under the View Scheduled Times tab.



8. You can use the same steps to change a conference time online.

9. You will receive a confirmation email from the district regarding the time you have selected for Parent Teacher Conferences. It will send to the email you have on file on Skyward.

Thank you!