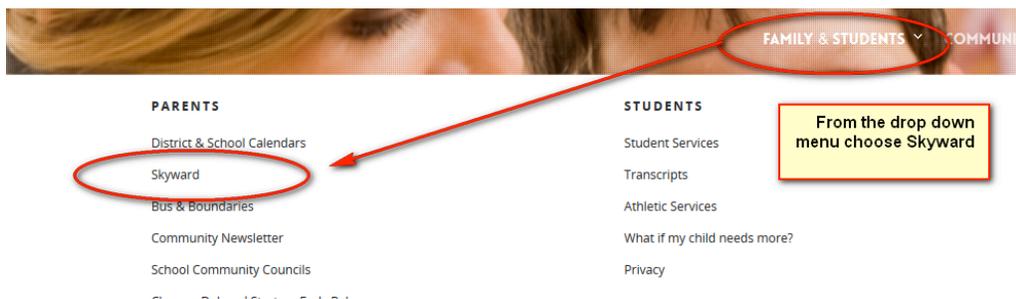


## PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

\*\*\*\*\*CONFERENCES CANNOT BE SCHEDULED FROM MOBILE DEVICES\*\*\*\*\*

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO MAKE AN APPOINTMENT IF YOU ARE LOGGING IN AS YOUR STUDENT.

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE : [www.alpineschools.org](http://www.alpineschools.org)



IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:  
CLICK ON "Forgot my login and password".

Login to Skyward. If you have forgotten your Login and/or password or never received it, click on "Forgot your Login/Password"



Alpine School District  
Student Production - Live

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.13.02.00.11-10.2

Login Area: All Areas

YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE YOUR HOME EMAIL ADDRESS THAT WAS PREVIOUSLY ENTERED IN SKYWARD.



### Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

Submit

Back

Enter the email address you gave the school for Skyward. Submit

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT TO YOUR PROFILE.

Choose your student (you can choose “All Students” if you have more than one child in this school) and click on “Teacher Conferences”

If you have more than one child in the same school, choose “All Students” and you will be able to make appointments for every child in the school from the same page.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, 'Family Access', and a dropdown menu currently set to 'All Students'. To the right, there are links for 'Jessica Cook', 'My Account', 'Contact Us', and 'Email H'. On the left, a sidebar contains various menu items: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skylert, and Login History. The 'Teacher Conferences' item is highlighted. In the main content area, there is a message that says 'No messages were found.' Two red arrows point to the 'All Students' dropdown and the 'Teacher Conferences' link. A yellow callout box with a red border contains the text: 'Select your child using the drop down arrow if you have more than one child in Alpine School District.' Another yellow callout box with a red border contains the text: 'Click here to make a Parent Teacher Conference Appointment'. On the right side, there is a section for 'Upcoming Events' with a list of dates and events, including 'Teacher Conference 4:50 PM - 5:00 PM' and several 'Absent' entries.

The Screen will now look like this:

The screenshot shows the Skyward Family Access interface for a specific student. The top navigation bar includes the Skyward logo, 'Family Access', and a dropdown menu set to 'Ber...'. To the right, there is a link for 'My Acc...'. The left sidebar is the same as in the previous screenshot, but 'Teacher Conferences' is now selected and highlighted. The main content area is titled 'Teacher Conferences' and contains a 'Scheduled Conferences Report' section. Below this, there is a link to 'Print All Scheduled Conferences'. A dropdown menu shows 'Be... (NORTH POINT ELEMENTARY)' with options for 'View Scheduled Times' and 'All Conferences'. Below this, a message states: 'No teacher conferences are scheduled for this student.' A red arrow points to the 'View Scheduled Times' link. A yellow callout box with a red border contains the text: 'Click here to make an appointment for Parent Teacher Conferences for this student.' The right sidebar is not visible in this screenshot.

You will be scheduling your Parent Teacher Conference using one course.

You can choose your time slot by clicking on “All Conferences”. Then you will click on the “Select a Time” under the “Status” column.

The screenshot shows a web interface for scheduling parent-teacher conferences. On the left is a navigation menu with options like Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences (highlighted), Academic History, Portfolio, and Skylert. The main content area is titled "Teacher Conferences" and includes a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences" link. Below this, there are tabs for "View Scheduled Times" and "All Conferences". A table displays conference details for a student named "Be [redacted] (NORTH POINT ELEMENTARY)". The table has four columns: "All Conferences", "Status", "Class", and "Building/Room". The "All Conferences" column shows "Period 1 12:00 AM - 12:00 AM". The "Status" column shows "Not Yet Scheduled (Select a Time)". The "Class" column shows "Language Arts 4" with a red "X" over the text. The "Building/Room" column shows "207 / 117". A red box highlights the "All Conferences" column, and a red arrow points from a callout box to the "Select a Time" link. The callout box contains the text "Click here to see the list of available times".

All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Language Arts 4	207 / 117

The screen will look like this

Schedule a Conference Time with Amy Flynn

Conference Time Slots	Status	Building/Room	
Tue Sep 16, 2014 4:00 pm - 4:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:10 pm - 4:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:20 pm - 4:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:30 pm - 4:40 pm	Closed	207 / 103	
Tue Sep 16, 2014 4:40 pm - 4:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:50 pm - 5:00 pm	Open*	207 / 103	Select
Tue Sep 16, 2014 5:00 pm - 5:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:10 pm - 5:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:50 pm - 6:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:00 pm - 6:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:10 pm - 6:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:20 pm - 6:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:30 pm - 6:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:40 pm - 6:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:50 pm - 7:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:00 pm - 7:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:10 pm - 7:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:20 pm - 7:30 pm	Open	207 / 103	Select

Choose the date and time you want and click on the "select" button for that date and time.

Choose the date and time slot you want. A smaller information box will appear confirming the date and date and time.

Select Time Slot

Teacher: Em [redacted]

Date: Wed Feb 4, 2015

Time: 3:45 PM - 4:00 PM

Student: Jasc [redacted]

Course: ZATT5/51 - Attendance-5th Grade

Building: 125 - 125

Room:

A confirmation e-mail will be sent to: [uritaadriana@yahoo.com](mailto:uritaadriana@yahoo.com)

Save Back

If you are okay with this date and time, click on the "SAVE" button. If you want to choose another time click on the "BACK" button.

\*\*\*\*\*If the "Select" button does not work for you, it may be your Browser that is blocking it. Google Chrome can be a problem at times. Firefox works the best.\*\*\*\*\*

The screenshot shows a 'Select Time Slot' dialog box with the following information:

- Teacher: Amy [redacted]
- Date: Tue Sep 16, 2014
- Time: 5:10 PM - 5:20 PM
- Student: Ben [redacted]
- Course: ZLA4/4F - Language Arts 4
- Building: 207 - 207
- Room: 103 - 103

A confirmation e-mail will be sent to: jes [redacted]

Buttons: Save, Back

A yellow callout box at the bottom states: **A confirmation email will be sent the email address.**

Your Parent Teacher conference is now scheduled.

To "Unschedule" the appointment click on "View Scheduled Times"

The screenshot shows a table with the following data:

Scheduled Conference Times	Status	Class	Building/Room	Notes
Mon Sep 14, 2015 from 8:30 AM - 8:45 AM	Scheduled (Unschedule)	Attendance-5th Grade [redacted]	275 / 102	

A yellow callout box at the bottom states: **Click here to "Unschedule" the appointment**

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

Scheduled Conference Times	Status	Class	Building/Room
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Arts 4	207 / 103

Your Conferenc time is now scheduled.

You can unschedule your appointment and select another time by clicking here.

You can now go back to the top of the screen to choose another one of your children to schedule their Parent Teacher conference. Click on the Drop down arrow at the top of the screen.

SKYWARD Family Access

B [redacted]  **click here to change students.**

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Schem](#)

Scheduled Conference Times

Tue Sep 16, 2014 from 5:00 PM - 5:10 PM

All Conference Times you have scheduled will appear under "View Scheduled Times".

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

Jas [redacted] [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Bu
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Attendance-5th Grade Kinson	12:

You can also print your scheduled Conferences.

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

Bel [redacted] NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

Scheduled Conference Times	Status	Class
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Art [redacted]

**All of your children who have conferences scheduled should appear here with Conference times.**

The Print out will look like this.

1sconf04.p 05-2 05.13.10.00.00	Alpine School District Parent Conference Report	12/31/13
-----------------------------------	--	----------

12/31/2013

<u>TIME</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>COURSE</u>	<u>STUDENT</u>
3:30 pm - 3:45 pm	175	101	Cheryl Naegle	Attend-5th Grde	Kade [redacted]
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace [redacted]

\*\*\*\*\* End of report \*\*\*\*\*

The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.

Previous Month

# December 2013

Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordli (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (A) Coordinate Plan: (A) Coordinate Plan: (N)	7
8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	12 Practice 1 &2 (A)	13 WTW wk#13 HM (A) WTW wk#13 Jo: (A) WTW wk#13 Te:	14
15	16	17 Calculating Volur (A)	18	19	20	21
22	23 No School	24 No School	25 No School	26 No School	27 No School	28
29	30 No School	31 No School TC: 3:30 pm - 3:45 pm TC: 3:45 pm - 4:00 pm				