

## Parent Conference Instructions – Skyward

Login to your Skyward Family Access

If you have more than 1 student in Canyons School District Schools, select a student first from the drop down.

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. Find 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 time slot information, Click Save to keep that time slot.

The screenshot shows the Skyward Family Access interface. On the left, the 'Conferences' tab is highlighted in the navigation menu. The main content area shows a table of 'Teacher Conferences' for 'ALTA (ALTA HIGH)'. One entry is listed with a status of 'Not Yet Scheduled (Select a Time)'. A green arrow points from the 'Conferences' tab to this entry. Another green arrow points from the 'Select a Time' link in the status to the 'Select Time Slot' dialog box. The dialog box displays the following information:

Conference Time Slots	Status	Building/Room	Select
Tue Mar 1, 2022 3:30 pm - 3:35 pm	Open		Select
Tue Mar 1, 2022 3:40 pm - 3:45 pm	Open		Select
Tue Mar 1, 2022 4:00 pm - 4:05 pm	Open		Select
Tue Mar 1, 2022 4:30 pm - 4:35 pm	Open		Select
Tue Mar 1, 2022 4:45 pm - 4:50 pm	Open		Select
Tue Mar 1, 2022 5:00 pm - 5:05 pm	Open		Select
Tue Mar 1, 2022 5:10 pm - 5:15 pm	Open		Select
Tue Mar 1, 2022 5:20 pm - 5:25 pm	Open		Select
Tue Mar 1, 2022 5:30 pm - 5:35 pm	Open		Select
Tue Mar 1, 2022 5:40 pm - 5:45 pm	Open		Select
Tue Mar 1, 2022 5:50 pm - 5:55 pm	Open		Select
Tue Mar 1, 2022 6:00 pm - 6:05 pm	Open		Select
Tue Mar 1, 2022 6:10 pm - 6:15 pm	Open		Select
Tue Mar 1, 2022 6:20 pm - 6:25 pm	Open		Select
Tue Mar 1, 2022 6:30 pm - 6:35 pm	Open		Select
Tue Mar 1, 2022 6:40 pm - 6:45 pm	Open		Select
Tue Mar 1, 2022 6:50 pm - 6:55 pm	Open		Select
Tue Mar 1, 2022 7:00 pm - 7:05 pm	Open		Select

The dialog box also shows the following details:

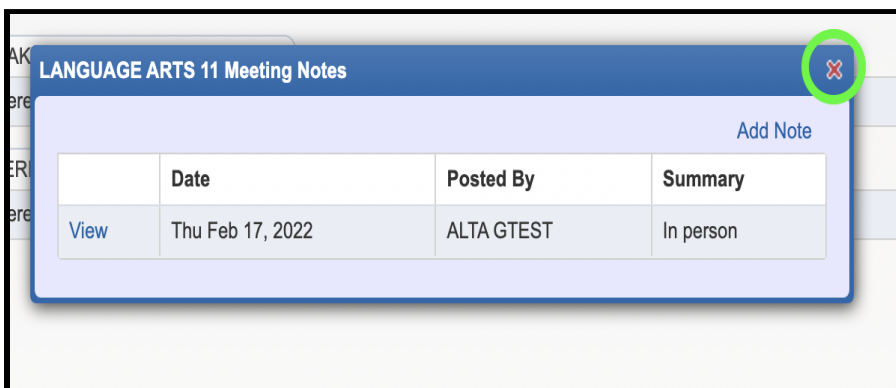
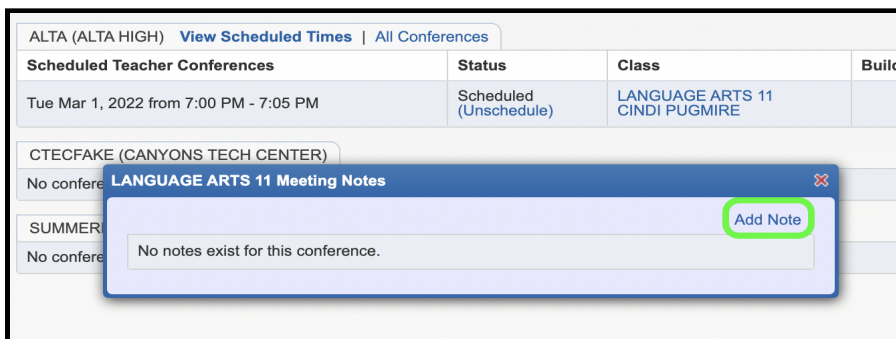
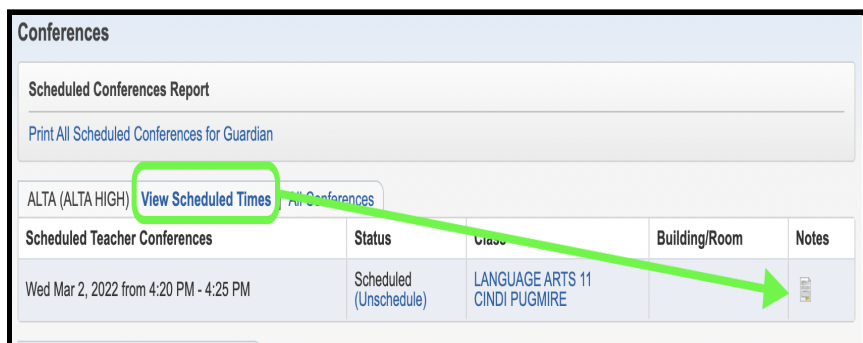
- Teacher: CINDI PUGMIRE
- Date: Tue Mar 1, 2022
- Time: 5:10 PM - 5:15 PM
- Student: ALTA STEST
- Course: 46110/04 - LANGUAGE ARTS 11
- Building: [blank]
- Room: [blank]

At the bottom of the dialog box, there are 'Save' and 'Back' buttons. A green arrow points from the 'Save' button to the 'Select' button in the table above.

**\*\*If you will be participating IN PERSON instead of virtually, please ALSO do the following:**

### Steps to inform teachers of in person participation:

1. Click on View Scheduled Times
2. Click on the Notes icon in the far right
3. Click Add Note
4. Include the information that you will be attending in person
5. Save, then click the red X to return to the main screen
6. Repeat for each teacher you schedule to meet



You will receive a confirmation email. You will also receive a reminder email three days before and one day before your scheduled appointment. Note: You can view or un-schedule under View Scheduled Times during the open window. Thank you! We look forward to meeting with you!

## Instrucciones para la conferencia con los padres: Skyward

Inicie sesión en su Skyward Family Access

Si tiene más de 1 estudiante en las escuelas del Distrito Escolar de Canyons, seleccione primero un estudiante del menú desplegable.

1. En el lado izquierdo, haga clic en la pestaña Conferencias

Nota:

- Solo se puede agendar una cita por docente por alumno
- Si los tutores mantienen hogares separados, deben iniciar sesión por separado para programar horarios de conferencias individuales para su estudiante
- Si tienes más de un alumno, el sistema te permitirá programarlos al mismo tiempo con dos profesores diferentes, sin embargo, aparecerá una advertencia porque esto te dará doble reserva.

2. Haga clic en Todas las conferencias junto al nombre del estudiante para el que desea programar una conferencia.

3. Haga clic en Seleccionar una hora

4. Busque la hora que desee y haga clic en Seleccionar junto a esa hora (el estado de esa franja horaria debe estar abierto o la opción Seleccionar no aparecerá).

5. Aparece una ventana que muestra la información de la franja horaria de la cita. Haga clic en Guardar para mantener esa franja horaria.

Family Access  
ALTA STEST

Conferences

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

ALTA (ALTA HIGH) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 7 11:10 AM - 1:00 PM	Not Yet Scheduled (Select a Time)	LANGUAGE ARTS 11 PUGMIRE, C	ALTA HIGH / 2318

Schedule a Conference Time with PUGMIRE, C

Conference Time Slots	Status	Building/Room	
Tue Mar 1, 2022 3:30 pm - 3:35 pm	Open		Select
Tue Mar 1, 2022 3:40 pm - 3:45 pm	Open		Select
Tue Mar 1, 2022 4:00 pm - 4:05 pm	Open		Select
Tue Mar 1, 2022 4:30 pm - 4:35 pm	Open		Select
Tue Mar 1, 2022 4:45 pm - 4:50 pm	Open		Select
Tue Mar 1, 2022 5:00 pm - 5:05 pm	Open		Select
Tue Mar 1, 2022 5:10 pm - 5:15 pm	Open		Select
Tue Mar 1, 2022 5:20 pm - 5:25 pm	Open		Select
Tue Mar 1, 2022 5:30 pm - 5:35 pm	Open		Select
Tue Mar 1, 2022 5:40 pm - 5:45 pm	Open		Select
Tue Mar 1, 2022 5:50 pm - 5:55 pm	Open		Select
Tue Mar 1, 2022 6:00 pm - 6:05 pm	Open		Select
Tue Mar 1, 2022 6:10 pm - 6:15 pm	Open		Select
Tue Mar 1, 2022 6:20 pm - 6:25 pm	Open		Select
Tue Mar 1, 2022 6:30 pm - 6:35 pm	Open		Select
Tue Mar 1, 2022 6:40 pm - 6:45 pm	Open		Select
Tue Mar 1, 2022 6:50 pm - 6:55 pm	Open		Select
Tue Mar 1, 2022 7:00 pm - 7:05 pm	Open		Select

Select Time Slot

Teacher: CINDI PUGMIRE  
Date: Tue Mar 1, 2022  
Time: 5:10 PM - 5:15 PM

Student: ALTA STEST  
Course: 46110/04 - LANGUAGE ARTS 11  
Building:   
Room:

Save Back

**\*\*Si va a participar EN PERSONA en lugar de virtualmente, TAMBIÉN haga lo siguiente:**

## Pasos para informar a los docentes sobre la participación presencial:

1. Pasos para informar a los docentes sobre la participación presencial:
2. Haga clic en Ver horarios programados
3. Haga clic en el icono de Notas en el extremo derecho
4. Haga clic en Agregar nota
5. Incluya la información de que asistirá personalmente
6. Guardar, luego haga clic en la X roja para volver a la pantalla principal
7. Repita para cada maestro que programe para reunirse

Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

ALTA (ALTA HIGH) [View Scheduled Times](#) | All Conferences

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Wed Mar 2, 2022 from 4:20 PM - 4:25 PM	Scheduled (Unschedule)	LANGUAGE ARTS 11 CINDI PUGMIRE		

ALTA (ALTA HIGH) [View Scheduled Times](#) | All Conferences

Scheduled Teacher Conferences	Status	Class	Build
Tue Mar 1, 2022 from 7:00 PM - 7:05 PM	Scheduled (Unschedule)	LANGUAGE ARTS 11 CINDI PUGMIRE	

CTECFAKE (CANYONS TECH CENTER)

No confere

**LANGUAGE ARTS 11 Meeting Notes**

[Add Note](#)

No notes exist for this conference.

ALTA (ALTA HIGH) [View Scheduled Times](#) | All Conferences

Scheduled Teacher Conferences	Status	Class	Build
Tue Mar 1, 2022 from 7:00 PM - 7:05 PM	Scheduled	LANGUAGE ARTS 11	

CTECFAKE (CANYONS TECH CENTER)

No confere

**LANGU**

SUMMER

No confere

No n

**Add Note**

Date: 02/17/2022

\* Summary: In person

Comments: Hello! We will be participating in person for our conference. Thank you!

(\*) Indicates a required field.

[Save](#) [Back](#)

**LANGUAGE ARTS 11 Meeting Notes**

[Add Note](#)

	Date	Posted By	Summary
<a href="#">View</a>	Thu Feb 17, 2022	ALTA GTEST	In person

Usted recibirá un email de confirmación. También recibirá un correo electrónico de recordatorio tres días antes y un día antes de su cita programada. Nota: Puede ver o anular la programación en Ver horarios programados durante la ventana abierta. ¡Gracias! ¡Esperamos reunirnos con usted!