

Parent Conference Instructions – Skyward

Login to your Skyward Family Access

If you have more than 1 student in Canyons School District Schools, choose All Students

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. Choose the time you want and click **Join** next to that time (Status for that time slot must be open or Join option will not appear)
 5. A window appears showing the appointment information, Click **Add Student & Self**
 6. You will receive a confirmation e-mail. You will also receive a reminder e-mail three days before and one day before your scheduled appointment.

Family Access Conferences

https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfteacherconferences001.w

Family Access

If you have more than one student
Select student from dropdown

Home

Online Registration

Arena Scheduling

Ethnicity/Race

Calendar

Gradebook

Achievement Backpack

Attendance

Student Info

Busing

Food Service

Schedule

Test Scores

Fee Management

#1 Conferences

Graduation Requirements

Academic History

ReportCards / Test Results

Skylert

Health Info

Login History

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

(BUTLER MIDDLE) View Scheduled Times **All Conferences** #2

Staff Conferences	Status	Topic	Description
(BUTLER MIDDLE)	Not Yet Scheduled (Select a Time) #3	Week 1	3/24/2020 thru 3/27/2020

Schedule a Conference Time with SARA ALLEN

Conference Time Slots	Title	Status	Building/Room	Openings	Join
Tue Mar 24, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join #4
Tue Mar 24, 2020 5:30 pm - 6:00 pm	General Staff Conference	Closed		0	
Wed Mar 25, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Wed Mar 25, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join
Thu Mar 26, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Thu Mar 26, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join
Fri Mar 27, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1	Join
Fri Mar 27, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1	Join

Join Conference

Title: General Staff Conference

Organizer: (BUTLER MIDDLE)

Date: Tue Mar 24, 2020

Time: 5:00 PM - 5:30 PM

Student: (BUTLER MIDDLE)

Building:

Room:

Description:

A confirmation e-mail will be sent to: (BUTLER MIDDLE)@gmail.com

Add Student Only Add Student & Self #5 Back

Once appointment time is scheduled, you may add a notes if needed.

The screenshot shows the Skyward Family Access interface. At the top, it displays 'Family Access' and 'All Students'. A red box highlights the text: 'After you have scheduled your appt. These are the steps to add notes if you need to'. The main content area is titled 'Conferences' and includes a 'Scheduled Conferences Report' section with a link to 'Print All Scheduled Conferences for Guardian'. A red box points to the time 'Tue Mar 24, 2020 from 5:00 PM - 5:30 PM' with the annotation 'This is your scheduled time'. Below this is a table of 'Scheduled Staff Conferences' with columns for 'Status', 'Topic', 'Building/Room', and 'Notes'. A red box labeled '#1' points to the 'Notes' column. A 'General Staff Conference Meeting Notes' section is shown with an 'Add Note' button, labeled '#2'. An 'Add Note' modal window is open, showing a 'Date' field (03/22/2020), a required '* Summary' field (labeled '#3'), and an optional 'Comments' field (labeled '#4' and 'Comments are optional'). A 'Save' button is also labeled '#4'. The left sidebar contains various navigation options, with 'Conferences' highlighted in a red box.