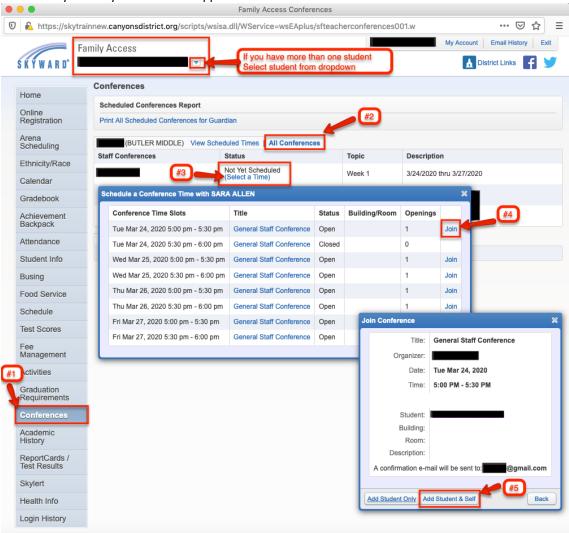# Parent Conference Instructions – Skyward

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.

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

Family Access
SKYWARD All Students ▼

JULIE ARMSTRONG   My Account   Email History   Exit

🏠 District Links   f   🐦

After you have scheduled your appt.
These are the steps to add notes if
you need to

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

This is your scheduled time

| Home |
| Online Registration |
| Arena Scheduling |
| Ethnicity/Race |
| Calendar |
| Gradebook |
| Achievement Backpack |
| Attendance |
| Student Info |
| Busing |
| Food Service |
| Schedule |
| Test Scores |
| Fee Management |
| Activities |
| Graduation Requirements |
| **Conferences** |
| Academic |

INDIGO (BUTLER MIDDLE)   View Scheduled Times   All Conferences

#1

Scheduled Staff Conferences	Status	Topic	Building/Room	Notes
Tue Mar 24, 2020 from 5:00 PM - 5:30 PM	Scheduled (Modify Attendees)	General Staff Conference (Week 1) SARA ALLEN		📋

General Staff Conference Meeting Notes   ✖

#2

Add Note

No notes exist for this conference.

Add Note   ✖

Date: 03/22/2020

#3   * Summary: [   ]

Comments: Comments are optional

(*) Indicates a required field.

#4   Save   Back