

Parent Teacher Conference Scheduling with Skyward Family Access

Do I have to schedule a parent/teacher conference? Fall conferences aren't mandatory, but times fill up quickly, especially the evening hours, so we recommend you schedule conferences as soon as possible. *Conferences in February are done differently.* At this time, teachers request conferences with specific parents and those parents will call NMS to schedule a time. We will still take calls for conferences that weren't requested, but those times won't be scheduled until after the requests are filled.

Wait, I do not have a computer to do this online! That is ok! You can call in to the front office and they will take care of this for you. However remember that it is first come/first served. If the office is fielding lots of phone calls then you may not get the times you want. If you have a computer at work you can do it there too.

What if I forgot my Skyward username and password? From the Skyward login screen you can request to have your information emailed to you by clicking the "Forgot Password" link below the login.

I went to Skyward, but I do not see this link for Teacher Conferences? Remember, it will not open until 8 a.m. Friday, October 24 and will close at 11 a.m. on Tuesday, November 4. Please remember to print off a copy of your schedule and bring it with, as once the 11 a.m. deadline hits you will NOT be able to do this! If you have forgotten to do this, you can see the scheduled conferences when you look at the calendar in Skyward.

I don't see my child's exploratory teacher and would like to schedule a conference! Please contact the office and they will try to schedule the time, as close as possible, to the rest of your times.

Great! So how do I get started? Please follow the steps below:

Step 1 – Log on to **Skyward Family Access**

Step 2 – Choose **Teacher Conferences** link on the left hand side

Step 3 – In the middle of the page, next to the student's name, choose **All Conferences**. A schedule with all the teachers will come up. Under the **Status** column choose **Select a Time**.

Step 4 – A box will come up with the time you picked and your confirmation information. In the lower left corner choose **Save** and you will then be able to move on to the next teacher.

Step 5 – Once you have all your times scheduled, please go towards the top of the page and **Print All Scheduled Conferences**. Once we close the conference scheduling on Tuesday, November 4, you won't be able to print the schedule off but you will be able to look on the calendar and see the times that have been scheduled.

I made a mistake. How do I remove a time from the schedule? If you need to change a time, or you decide you don't need to see a teacher, under the **Status** column you can choose **Unschedule** to remove the time. Just a note: scheduling is done in "real time" so if you remove a time, it opens up immediately for another person to schedule.

Can I schedule for more than one child at once? Yes. At the top of the page, there is a drop down box that you can use to switch to other children. If you accidentally schedule a conference at the same time as a conference with your other child(ren), a pop up box will appear telling you there is a time conflict with another conference you've scheduled. Choose either **Yes** or **No** to move on with the scheduling.

If you need additional assistance, please contact the office at 815-678-7129.