

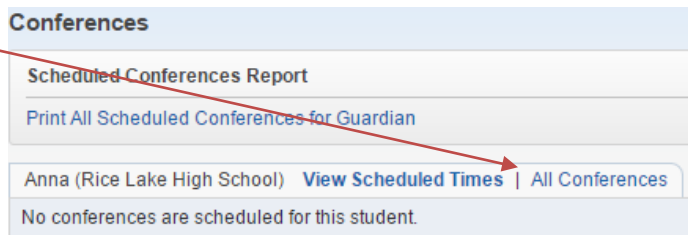
Conference Scheduler – Parent/Guardian Directions

(Updated 11/29/2021)

Sign up for teacher conferences time slots **online through your Family Access account** (If you do not have a Family Access account, please contact your school office).

1. Log into your Family Access Account (Web version or Mobile version) and choose “Conferences” from the menu
2. Select conferences time slots for each of your children – This example shows 2 children

- a. Click “**All Conferences**” for the a student



The screenshot shows a web interface titled "Conferences". It includes a "Scheduled Conferences Report" section with a link to "Print All Scheduled Conferences for Guardian". Below this, it displays information for a student named Anna (Rice Lake High School) with a link to "View Scheduled Times" and a link to "All Conferences". A message at the bottom states "No conferences are scheduled for this student." A red arrow points from the text "All Conferences" in the instruction to the "All Conferences" link in the screenshot.

- b. Click “**Select a Time**” for the desired class

See maps of RLHS with room numbers to assist you: [1st Floor Map](#) [2nd Floor Map](#)

Teacher Conferences	Status	Class	Building/Room
Period 1 8:03 AM - 9:25 AM	Not Yet Scheduled (Select a Time)	Algebra 2 (2) Bill Brunclik	Rice Lake HS / Math 244

Choose an open time slot and click “Select”



The screenshot shows a window titled "Schedule a Conference Time with Bill Brunclik". It contains a table with columns for "Conference Time Slots", "Status", "Building/Room", and an action column. One row is visible with the time slot "Mon May 8, 2017 5:30 pm - 5:40 pm", a status of "Open", and a "Select" button.

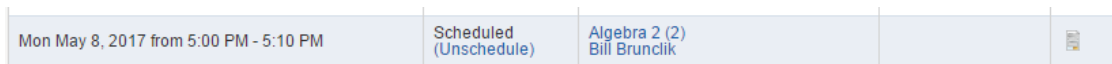
A confirmation window appears for your selection – Click Save

*Note – If you select a slot that conflicts with an existing slot you have already selected, you will get a **red warning message**, but you will be able to save (double book) it – If you don't want to double book, choose “Back” and select another time slot that does not overlap with one of your existing time slots.*

Continue to “Select a Time” for additional classes

- c. For multiple students, repeat the steps until all desired conferences are scheduled.

3. To View Scheduled Times – Click the Conferences tab on the left and then click “**View Scheduled Times**” to show scheduled conferences for that student.



The screenshot shows a single row in a table representing a scheduled conference. The time slot is "Mon May 8, 2017 from 5:00 PM - 5:10 PM", the status is "Scheduled (Unschedule)", the class is "Algebra 2 (2) Bill Brunclik", and there is a small icon on the far right.

4. To Make Changes to conferences that you already scheduled – Click “Unschedule” (then schedule it again)
5. Attach “Note(s)” with the icon on the far right if you wish to provide more information to the teacher

6. Print All Scheduled Conferences (will show data for all children) (Notes are not displayed on this report)



05/08/2017

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STAT	ENT
5:00 pm - 5:10 pm			Bill Brunclik	Algebra 2 (2) (410)	Anna Weber	SCHED	410
5:10 pm - 5:20 pm			Aimee Pashby	Band 11-12 AS2 (410)	Anna Weber	SCHED	410
5:20 pm - 5:30 pm			Kelly Effertz-Orr	M/Office Pub (410)	Anna Weber	SCHED	410
5:20 pm - 5:30 pm			Holly Estreen	Personal Compos (410)	Anna Weber	SCHED	410
5:30 pm - 5:40 pm			Rebecca Budnar Staut	Spanish 2 (2) (410)	Ella Weber	SCHED	410
5:40 pm - 5:50 pm			Matthew Tebo	Wrld Hist -B S2 (410)	Anna Weber	SCHED	410
5:50 pm - 6:00 pm			Sharon Hahn	Adv Engl 9 (2) (410)	Ella Weber	SCHED	410
6:10 pm - 6:20 pm			Aimee Pashby	Band 9-10 BS2 (410)	Ella Weber	SCHED	410
6:20 pm - 6:30 pm			Erin Johnson	Pre-Chem - AS2 (410)	Ella Weber	SCHED	410
6:30 pm - 6:40 pm			Daniel Graff	Biology (410)	Ella Weber	SCHED	410

Once the report has been generated and displays on screen, feel free to print it off

7. Email Notifications - You will receive an automated email at the following times:

- When you Schedule or Un-Schedule a conference (one email for each scheduled conference)
- The school will send automatic email reminders confirming your scheduled times, etc.

8. Split households – scheduling conferences

- Option 1: Have the same conference time: One of the households schedules the conferences and communicates with the other household and they attend the conference together.
- Option 2: Each household can use their own Family Access account to schedule independent conferences, but the preference is that both families attend the same conference time slot.

9. Viewing your conferences schedule while at conferences

- Option 1 – Print out your schedule in advance
 - Log into Family Access on a computer – Conferences – Print All Scheduled Conferences for Guardian
- Option 2 – Use the Skyward Mobile App on a Mobile Device (smart phone)
 - Once in the mobile app, select the “Menu”, then “Full Menu”
 - Select a **Student**, then Select **Conferences** to see/schedule conferences for that student

