

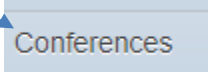
# Conference Scheduler – Parent/Guardian Directions

(Updated 10/11/2017)

Sign up for teacher conferences time slots **online through your Family Access account** (If you do not have a Family Access account, you can still get one by contacting your school office).

Yes – You can use the **Skyward Mobile App** on your **smart phone** to do this. See last page for directions.

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. “All Conferences” for the 1<sup>st</sup> child

**Conferences**

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Anna (Rice Lake High School) [View Scheduled Times](#) | [All Conferences](#)

No conferences are scheduled for this student.

Ella (Rice Lake High School) [View Scheduled Times](#) | [All Conferences](#)

No conferences are scheduled for this student.

i. “Select a Time” for the desired class

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

Suggestion – **Schedule your highest priority conferences 1<sup>st</sup>.**

**Conferences**

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Anna (Rice Lake High School) [View Scheduled Times](#) | [All Conferences](#)

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
Period 2 9:35 AM - 10:57 AM	Not Yet Scheduled (Select a Time)	M/Office Pub Kelly Effertz-Orr	Rice Lake HS / Bus Ed 132
Period 3 11:02 AM - 12:59 PM	Not Yet Scheduled (Select a Time)	Wind Ensemble - Semester 2 Aimee Pashby	Rice Lake HS / Band 154
Period 3 11:02 AM - 12:59 PM	Not Yet Scheduled (Select a Time)	World History B day (2) Matthew Tebo	Rice Lake HS / Soc Studies 225
Period 4 1:46 PM - 3:08 PM	Not Yet Scheduled (Select a Time)	Personal Composition Holly Estreen	Rice Lake HS / Lang Arts 141

Ella (Rice Lake High School) [View Scheduled Times](#) | [All Conferences](#)

No conferences are scheduled for this student.

Choose an open time slot and “Select”

**Schedule a Conference Time with Bill Brunclik**

Conference Time Slots	Status	Building/Room	
Mon May 8, 2017 5:30 pm - 5:40 pm	Open		Select
Mon May 8, 2017 5:40 pm - 5:50 pm	Open		Select
Mon May 8, 2017 5:50 pm - 6:00 pm	Open		Select
Mon May 8, 2017 6:00 pm - 6:10 pm	Open		Select
Mon May 8, 2017 6:10 pm - 6:20 pm	Open		Select
Mon May 8, 2017 6:20 pm - 6:30 pm	Open		Select
Mon May 8, 2017 6:30 pm - 6:40 pm	Open		Select

A confirmation window appears for your selection – 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.

ii. Continue to “Select a Time” for additional classes, if desired for the first child

b. Schedule conferences for a second child – choose “All Conferences” for the 2<sup>nd</sup> child and repeat the process outlined above

3. View Scheduled Times – Click here for each child and you will see the scheduled times

Conferences				
Scheduled Conferences Report				
<a href="#">Print All Scheduled Conferences for Guardian</a>				
Anna (Rice Lake High School) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>				
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Mon May 8, 2017 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Algebra 2 (2) Bill Brunclik		
Mon May 8, 2017 from 5:10 PM - 5:20 PM	Scheduled (Unschedule)	Wind Ensemble - Semester 2 Aimee Pashby		
Mon May 8, 2017 from 5:20 PM - 5:30 PM	Scheduled (Unschedule)	M/Office Pub Kelly Effertz-Orr		
Mon May 8, 2017 from 5:20 PM - 5:30 PM	Scheduled (Unschedule)	Personal Composition Holly Estreen		
Mon May 8, 2017 from 5:40 PM - 5:50 PM	Scheduled (Unschedule)	World History B day (2) Matthew Tebo		
Ella (Rice Lake High School) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>				
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Mon May 8, 2017 from 5:30 PM - 5:40 PM	Scheduled (Unschedule)	Spanish 2 (2) Rebecca Budnar Staut		
Mon May 8, 2017 from 5:50 PM - 6:00 PM	Scheduled (Unschedule)	Advanced English 9 (2) Sharon Hahn		
Mon May 8, 2017 from 6:10 PM - 6:20 PM	Scheduled (Unschedule)	Symphonic Band - Semester 2 Aimee Pashby		
Mon May 8, 2017 from 6:20 PM - 6:30 PM	Scheduled (Unschedule)	Pre-Chemistry A-day Sem. 2 Erin Johnson		
Mon May 8, 2017 from 6:30 PM - 6:40 PM	Scheduled (Unschedule)	Biology Daniel Graf		

Mon May 8, 2017 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Algebra 2 (2) Bill Brunclik	
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4. Making changes to Conferences that you already scheduled – Click “Unschedule” (then schedule it again)
5. Attach “Note(s)” – 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)

**Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Anna (Rice Lake High School) [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class
Mon May 8, 2017 from 5:00 PM - 5:10 PM	Scheduled	Algebra 2 (2)

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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:
  - a. When you Schedule or Un-Schedule a conference (one email for each scheduled conference)
  - b. The school will send automatic email reminders confirming your scheduled times, etc.
8. Split households – scheduling conferences
  - a. 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.
  - b. 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
  - a. Option 1 – Print out your schedule in advance
    - i. Log into Family Access on a computer – Conferences – Print All Scheduled Conferences for Guardian

b. Option 2 – Use the **Skyward Mobile App on a Mobile Device** (smart phone)

i. Once in the mobile app, select the “Menu”, then “Full Menu”



ii. Select a **Student**, then Select **Conferences** to see/schedule conferences for that student

