

Parent Instructions: PTC Scheduling– Skyward

Login to your Skyward Family Access

If you have more than 1 student in Jordan 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 Select next to that time (Status for that time slot must be open or select option will not appear)
 5. A window appears showing the appointment information, Click Save
 6. You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

The screenshot shows the Skyward Family Access interface. At the top, the user is logged in as APRIL HEADRICK. The left sidebar contains navigation options, with 'Conferences' highlighted by a red box and labeled #1. The main content area shows a 'Scheduled Conferences Report' for student ELLE (Majestic Elementary), indicating no conferences are scheduled. Below this, a table for student HUDSON (Majestic Elementary) shows a 'Not Yet Scheduled (Select a Time)' status for a 12:00 AM - 12:00 AM slot. A red box and label #2 highlight the 'All Conferences' button. A red box and label #3 highlight the 'Not Yet Scheduled (Select a Time)' status. A modal window titled 'Schedule a Conference Time with MICHELLE HAMILTON' is open, showing a table of conference time slots. A red box and label #4 highlight the 'Select' button for the 6:00 PM - 6:25 PM slot. A second modal window titled 'Select Time Slot' is open, displaying the appointment details: Teacher: MICHELLE HAMILTON, Date: Wed Jul 18, 2018, Time: 6:00 PM - 6:25 PM, Student: HUDSON M. HEADRICK, Course: 00HRM/002 - Kindergarten Homeroom, Building: , Room: . A confirmation e-mail address is also shown. A red box and label #5 highlight the 'Save' button at the bottom of this modal.

Teacher Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Kindergarten Homeroom MICHELLE HAMILTON	Majestic Elementary/Kindergarten

Conference Time Slots	Status	Building/Room
Wed Jul 18, 2018 4:00 pm - 4:25 pm	Cancelled	
Wed Jul 18, 2018 4:30 pm - 4:55 pm	Completed	
Wed Jul 18, 2018 6:00 pm - 6:25 pm	Open	
Wed Jul 18, 2018 6:30 pm - 6:55 pm	Completed	

Teacher: MICHELLE HAMILTON
Date: Wed Jul 18, 2018
Time: 6:00 PM - 6:25 PM
Student: HUDSON M. HEADRICK
Course: 00HRM/002 - Kindergarten Homeroom
Building:
Room:
A confirmation e-mail will be sent to: aprilanne22@gmail.com