

Once a parent/guardian has logged in their skyward account they have to click on the Conferences then click on the Select a Time

The screenshot shows the Skyward interface. On the left sidebar, the 'Conferences' menu item is circled. The main content area is titled 'Conferences' and contains a 'Scheduled Conferences Report' section. Below this, there are two tabs: 'View Scheduled Times' and 'All Conferences'. A table displays conference details with columns for 'Teacher Conferences', 'Status', 'Class', and 'Class Building/Room'. The 'Status' column for the first row contains the text 'Not Yet Scheduled (Select a Time)', which is highlighted in yellow and pointed to by an arrow.

Click on Select for the time slot you would like to schedule, and click Save.

Conference Time Slots	Status	Method & Location	Other Methods	
Mon Feb 27, 2023 3:00 pm - 3:15 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 3:15 pm - 3:30 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 3:30 pm - 3:45 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 3:45 pm - 4:00 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 4:00 pm - 4:15 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 4:15 pm - 4:30 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 4:30 pm - 4:45 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 4:45 pm - 5:00 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 5:00 pm - 5:15 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 5:15 pm - 5:30 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 5:30 pm - 5:45 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 5:45 pm - 6:00 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 6:00 pm - 6:15 pm	Open	In-Person Bld: 145		Select
Mon Feb 27, 2023 6:15 pm - 6:30 pm	Open	In-Person Bld: 145		Select

Once you have selected a time slot your portal account will now show the Scheduled Conference. You can click on View Scheduled Times to see you appointment and if you have to reschedule your appointment click on Unschedule.

**Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

[View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Method & Location
Mon Feb 27, 2023 from 4:15 PM - 4:30 PM	Scheduled (Unschedule)	ENGLISH 6	In-Person Bld: 145