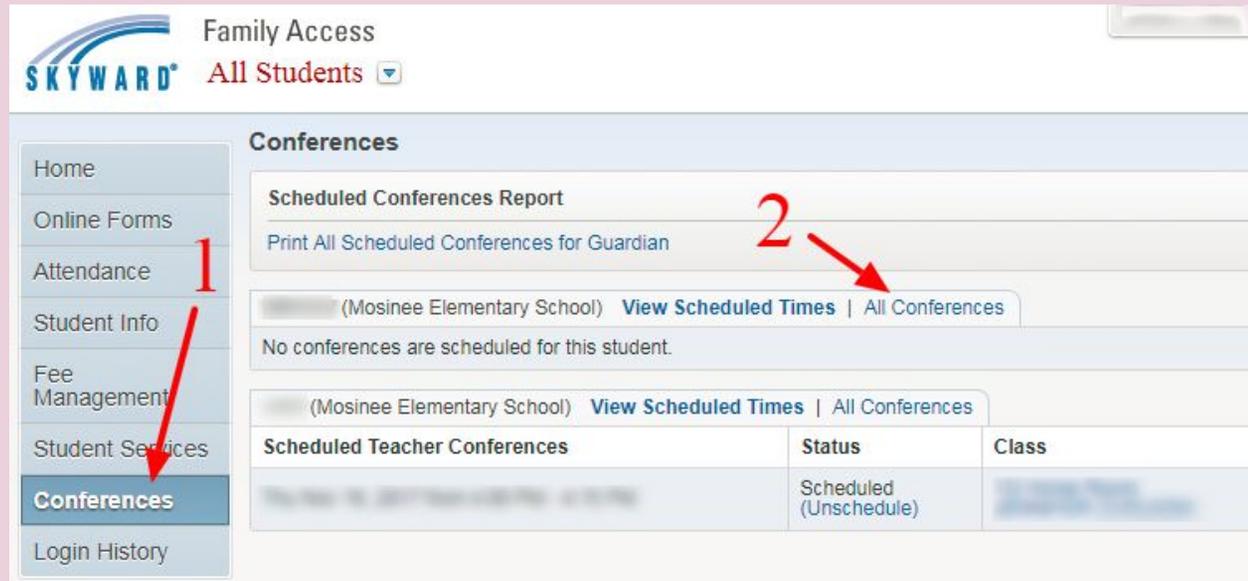
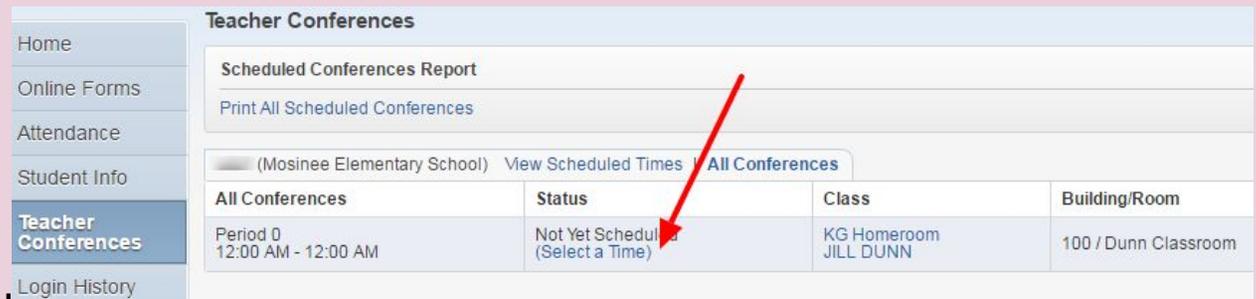


# How to Schedule a Parent Teacher Conference in Skyward Family Access

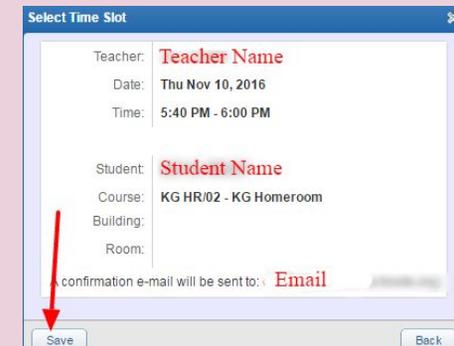
Login to Family Access and select “**Conferences**” from the left sidebar. Then click on “**All Conferences**” for the child you are scheduling the conference for.



Click on “**Select a Time**”

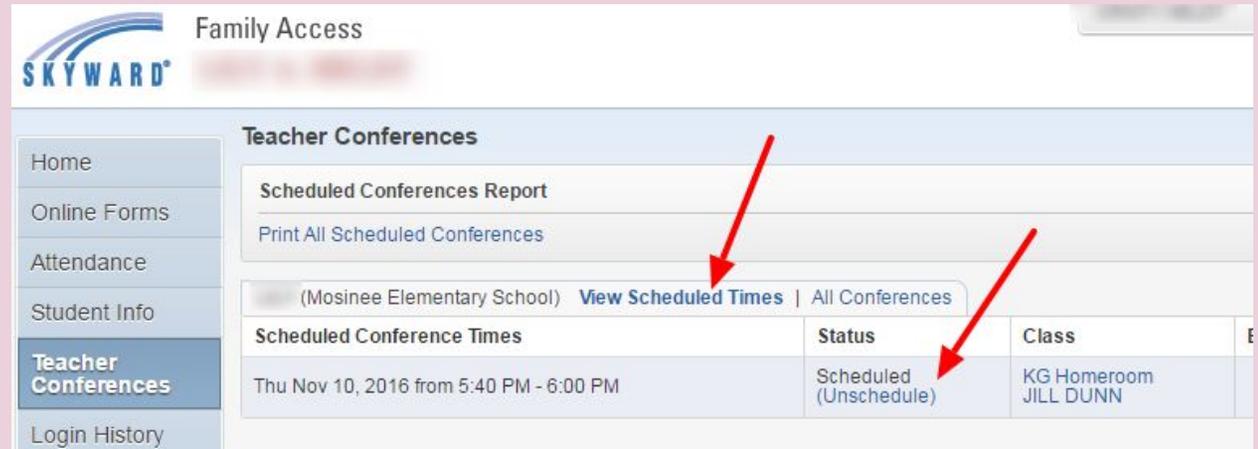


Find the time you wish to schedule and click on “**Select**” Review details and click on “**Save**”



# How to **CHANGE** a Scheduled a Parent Teacher Conference in Skyward Family Access

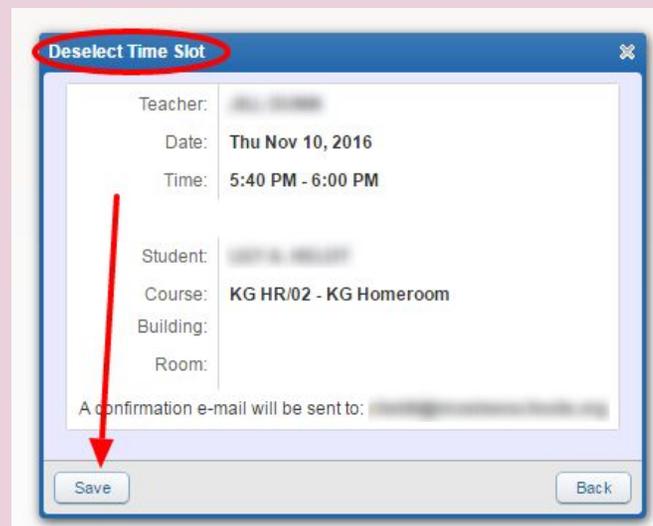
Click on “**View Scheduled Times**” to review selection and if you would need to unschedule the time, click on “**Unschedule**”



The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with options: Home, Online Forms, Attendance, Student Info, **Teacher Conferences** (highlighted), and Login History. The main content area is titled "Teacher Conferences" and contains a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences" link. Below this is a table for "(Mosinee Elementary School) View Scheduled Times | All Conferences". The table has columns for "Scheduled Conference Times", "Status", and "Class". One entry is shown: "Thu Nov 10, 2016 from 5:40 PM - 6:00 PM" with a status of "Scheduled (Unschedule)" and a class of "KG Homeroom JILL DUNN". Two red arrows point to the "View Scheduled Times" link and the "Unschedule" text in the status column.

Scheduled Conference Times	Status	Class
Thu Nov 10, 2016 from 5:40 PM - 6:00 PM	Scheduled (Unschedule)	KG Homeroom JILL DUNN

After you click “**Unschedule**” then click on “**Save**” to deselect the time slot



The screenshot shows a "Deselect Time Slot" dialog box. The title bar is circled in red. The dialog contains the following information: Teacher: [redacted], Date: Thu Nov 10, 2016, Time: 5:40 PM - 6:00 PM, Student: [redacted], Course: KG HR/02 - KG Homeroom, Building: [redacted], and Room: [redacted]. At the bottom, it states "A confirmation e-mail will be sent to: [redacted]". There are "Save" and "Back" buttons at the bottom. A red arrow points to the "Save" button.