

MHS Parent Teacher Conference

Scheduling Your Student's Conference in Skyward

1. Sign in to the software using your assigned username and password. If you do not know your Skyward username/password, contact the main office.
2. Select the Tile for the conference you wish to schedule time slots for. The tile will appear in green with the Title MHS PT Conference



3. If you have more than one student at MHS it would be best to scroll to each student and select the Tile
4. Select the Tile for the student you wish to schedule time slots for.
5. *Select A Teacher* heading, highlight the child and associated teacher you wish to schedule a conference with.

1	John Jennings	Study Hall
2	Heather Lehmann	Integrated Math IA
3	Terrance Johnson	Basic Agriculture Mechanics
4	Benjamin Bushnell	Driver Education
4	Elyse Bulla	Digital Lit & Responsibility
5A		5A Lunch
5B	Amanda German	5B Study Hall
6	Alyse Morefield	Biology IA

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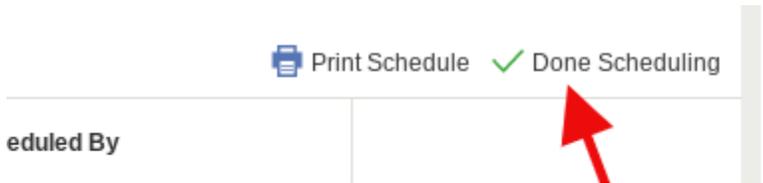
+	Open	11/04/2021 Thursday	4:00 PM - 4:
+	Open	11/04/2021 Thursday	4:15 PM - 4:
+	Open	11/04/2021 Thursday	4:30 PM - 4:
+	Open	11/04/2021 Thursday	4:45 PM - 5:
+	Open	11/04/2021 Thursday	5:00 PM - 5:
+	Open	11/04/2021 Thursday	5:15 PM - 5:
+	Open	11/04/2021 Thursday	5:30 PM - 5:
+	Open	11/04/2021 Thursday	5:45 PM - 6:

Click on the class. Available time slots appear on the right. Click + on an Open timeslot to schedule

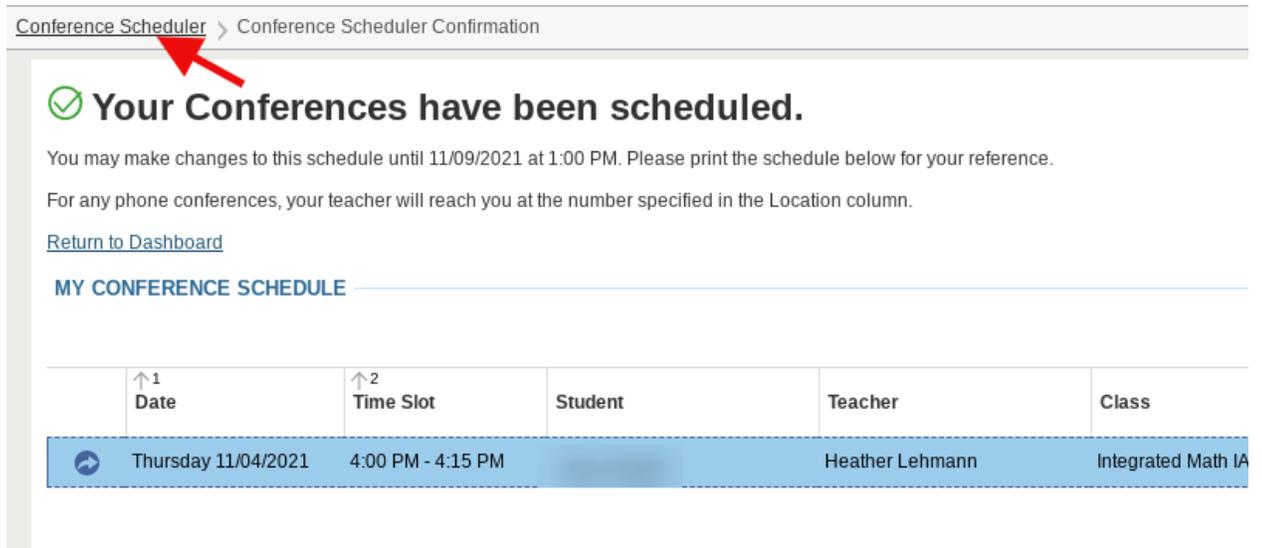
6. *Select A Time Slot* heading, click the **+** icon to the left of the time slot you wish to schedule for the student and teacher combination.
7. Under the *My Conference Schedule* heading, verify the Method or choose the correct method from the drop-down list, if appropriate. You have the choice of In-Person or Phone. If you choose phone, your number that is in Skyward will appear. (If this is not the correct phone please call the office to make the change) If you select virtual please include your email address in the box that says NOTE TO TEACHER

↑1 Date	↑2 Time Slot	Student	Teacher	Class	Method	Location
Thursday 11/04/2021	4:00 PM - 4:15 PM		Heather Lehmann	Integrated Math IA	In-Person	Milford High School - 109

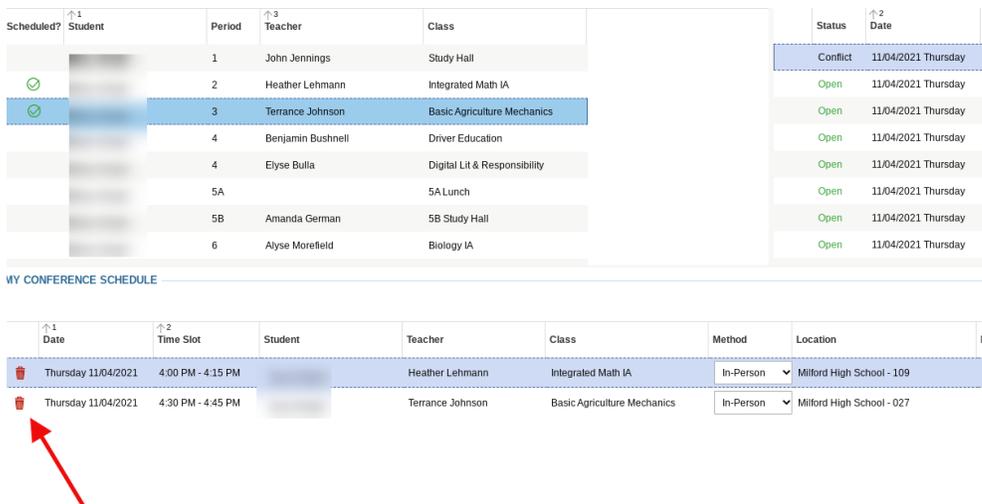
8. Once you have selected your method click the Done Scheduling



9. After you click Done Scheduling you will be greeted with the following screen. This screen will display the conference and time you just scheduled. If you need to schedule your student with more teachers click the CONFERENCE SCHEDULER. This will take you back to the schedule of your student.



10. If you need to delete a conference that you have scheduled, Click the Conference tile. You will see all of the conferences that you have scheduled. The one that you want to delete click the TRASH CAN beside that time and your conference will be deleted.



11. To reschedule a conference click an available time slot.

12. There will be a video posted on our website of going through this process.