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	Click on the class. Available time slots appear on the right.	0	Open	11/04/2021 Thursday	4:00 PM - 4
		2	Heather Lehmann	Integrated Math IA		•	Open	11/04/2021 Thursday	4:15 PM - 4:
		3	Terrance Johnson	Basic Agriculture Mechanics		0	Open	11/04/2021 Thursday	4:30 PM - 4:
		4	Benjamin Bushnell	Driver Education		•	Open	11/04/2021 Thursday	4:45 PM - 5:
		4	Elyse Bulla	Digital Lit & Responsibility		0	Open	11/04/2021 Thursday	5:00 PM - 5:
		5A		5A Lunch	timeslot to schedule	0	Open	11/04/2021 Thursday	5:15 PM - 5:
		5B	Amanda German	5B Study Hall	•	Open	11/04/2021 Thursday	5:30 PM - 5:	
		6	Alyse Morefield	Biology IA		0	Open	11/04/2021 Thursday	5:45 PM - 6:

- 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	<sup>↑2</sup> Time Slot	Student	Teacher	Class	Method	Location
Ŵ	Thursday 11/04/2021	4:00 PM - 4:15 PM		Heather Lehmann	Integrated Math IA	In-Person	Milford High School - 109
W		4.00 FM - 4.13 FM		rieatiei Lennami	inegraeu maurin	III-Person	

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

	📑 Print Schedu	ile 🗸 Dor	e Scheduling
eduled By			

 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.

Co	Conference Scheduler > Conference Scheduler Confirmation										
	You may make changes to this schedule until 11/09/2021 at 1:00 PM. Please print the schedule below for your reference.										
	For any phone conferences, your teacher will reach you at the number specified in the Location column.										
	Return to Dashboard										
	му со	NFERENCE SCHEDULI									
	<u>↑1</u> <u>↑2</u>										
		Date	Time Slot	Student	Teacher	Class					
	0	Thursday 11/04/2021	4:00 PM - 4:15 PM		Heather Lehmann	Integrated Math IA					

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.

Schedul	↑1 Student	Period	<sup>↑3</sup> Teacher		Class				Status	↑² Date	
	1000	1	John Jennings		Study Hall				Conflict	11/04/2021 Thursday	
$\oslash$		2	Heather Lehmann		Integrated Math IA				Open	11/04/2021 Thursday	
$\oslash$		3	Terrance Johnson		Basic Agriculture Mechanie	cs			Open	11/04/2021 Thursday	
		4	Benjamin Bushnell		Driver Education				Open	11/04/2021 Thursday	
		4	Elyse Bulla		Digital Lit & Responsibility				Open	11/04/2021 Thursday	
		5A			5A Lunch				Open	11/04/2021 Thursday	
		5B	Amanda German		5B Study Hall				Open	11/04/2021 Thursday	
		6	Alyse Morefield		Biology IA				Open	11/04/2021 Thursday	
	FERENCE SCHEDUL	E									
	1 Date	<sup>↑2</sup> Time Slot	Student	Te	acher	Class	Method	L	ocation		٢
Û	Thursday 11/04/2021	4:00 PM - 4:15 PM		He	eather Lehmann	Integrated Math IA	In-Person		lilford High Sc	:hool - 109	
Û	Thursday 11/04/2021	4:30 PM - 4:45 PM		Te	errance Johnson	Basic Agriculture Mechanics	In-Person	<b>~</b> N	lilford High Sc	:hool - 027	

- 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.