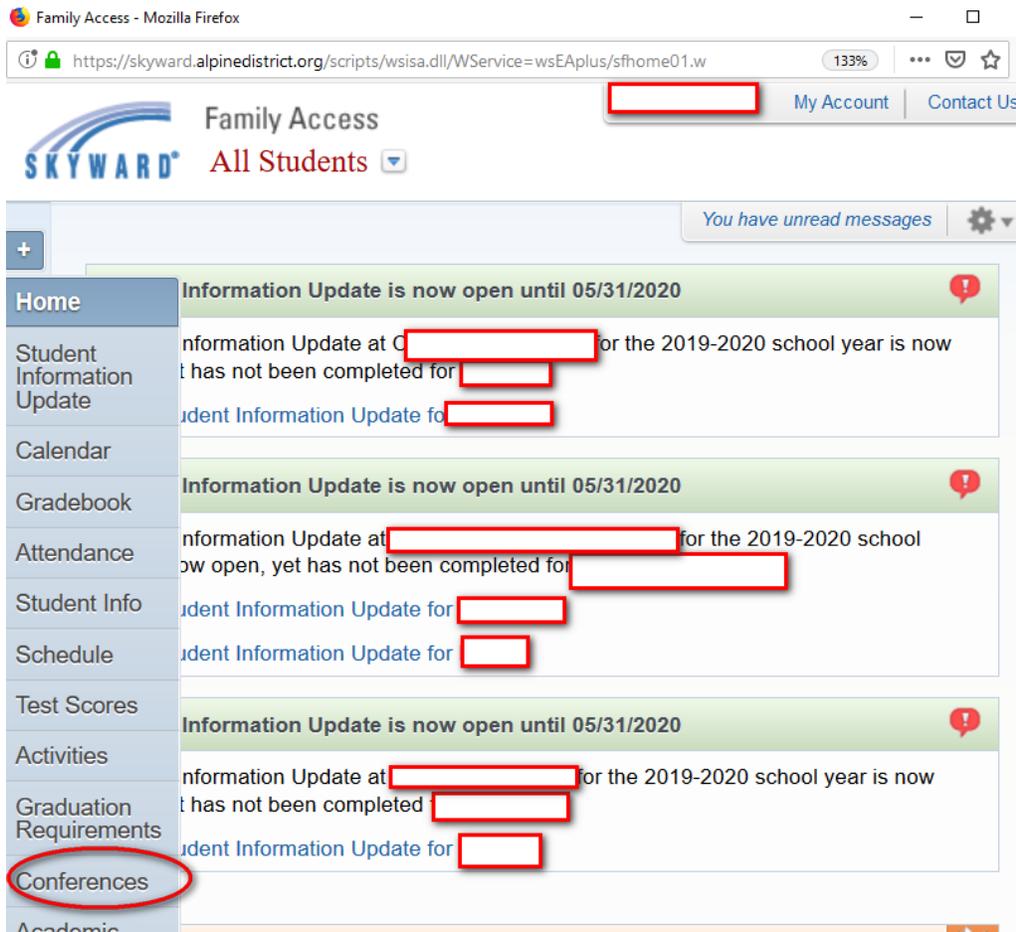


HOW TO SCHEDULE GENERAL CONFERENCES

*****CONFERENCES CAN NOW BE SCHEDULED FROM MOBILE DEVICES*****
See Instruction at the bottom of this Tutorial

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO MAKE AN APPOINTMENT IF YOU ARE LOGGING IN AS YOUR STUDENT.

Choose “Conferences” on the left side of the screen.



Family Access - Mozilla Firefox
https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEAplus/sfhome01.w

Family Access
All Students

You have unread messages

Home Information Update is now open until 05/31/2020

Student Information Update Information Update at [redacted] for the 2019-2020 school year is now [redacted] has not been completed for [redacted] Student Information Update for [redacted]

Calendar

Gradebook Information Update is now open until 05/31/2020

Attendance Information Update at [redacted] for the 2019-2020 school year is now open, yet has not been completed for [redacted]

Student Info Student Information Update for [redacted]

Schedule Student Information Update for [redacted]

Test Scores Information Update is now open until 05/31/2020

Activities Information Update at [redacted] for the 2019-2020 school year is now [redacted] has not been completed [redacted] Student Information Update for [redacted]

Graduation Requirements

Conferences

Academic

Click on “All Conferences” and you will see the “Staff Conference” information. Click on “Select A Time”.

Family Access My Account | Contact Us | Email History | Report History | Exit

SKYWARD All Students District Links

Conferences

Scheduled Conferences Report
[Print All Scheduled Conferences for Guardian](#)

[Red Box] (Drem High School)

No conferences are scheduled for this student. 1- Click Here

[Red Box] (Canyon View Jr. High School) [View Scheduled Times](#) | [All Conferences](#)

Staff Conferences	Status	Topic	Description
[Red Box]	Not Yet Scheduled (Select a Time)	Ccr	Ccr

[Red Box] (Canyon View Jr. High School)

2- Click Here

You will see the Conference Times that are available. Choose the Conference date and time you would like and click on “Join”.

Schedule a Conference Time with John Lyman

Conference Time Slots	Title	Status	Building/Room	Openings	
Mon Jan 13, 2020 7:30 am - 7:55 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 8:00 am - 8:25 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 8:30 am - 8:55 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 9:00 am - 9:25 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 9:30 am - 9:55 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 10:00 am - 10:25 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 10:30 am - 10:55 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join
Mon Jan 13, 2020 11:00 am - 11:25 am	College & Career Ready Conference w Lyman	Open	411 / 112	1	Join

Click on "Join" to the right of the date and time you would like.

Add your student and yourself. You will receive a Confirmation Email.

Schedule a Conference Time with John Lyman

Conference Time Slots	Title	Status	Building/Room	Openings
Mon Jan 13, 2020 7:30 am - 7:55 am	College & Career Ready Conference w Lyman	Open	411 / 112	1
Mon Jan 13, 2020 8:00 am - 8:25 am	College & Career Ready Conference w Lyman	Open	411 / 112	1
Mon Jan 13, 2020 8:30 am - 8:55 am				1
Mon Jan 13, 2020 9:00 am - 9:25 am				1
Mon Jan 13, 2020 9:30 am - 9:55 am				1
Mon Jan 13, 2020 10:00 am - 10:25 am				1
Mon Jan 13, 2020 10:30 am - 10:55 am				1
Mon Jan 13, 2020 11:00 am - 11:25 am				1
Mon Jan 13, 2020 11:30 am - 11:55 am				1
Mon Jan 13, 2020 12:00 pm - 12:25 pm				1
Tue Jan 14, 2020 10:30 am - 10:55 am	Lyman	Open	411 / 112	1

Join Conference

Title: College & Career Ready Conference w [redacted]

Organizer: [redacted]

Date: Mon Jan 13, 2020

Time: 9:30 AM - 9:55 AM

Student: [redacted]

Building: 411 - 411

Room: 112 - 112

Description: A confirmation e-mail will be sent to: [redacted]@yahoo.com

You have now scheduled your conference.

[redacted] Canyon View Jr. High School) [View Scheduled Times](#) | All Conferences

Scheduled Staff Conferences	Status	Topic	Building/Room	Notes
Mon Jan 13, 2020 from 9:30 AM - 9:55 AM	Scheduled (Modify Attendees)	College & Career Ready Conference w Lyman (Ccr) [redacted]	411 / 112	

[redacted] Canyon View Jr. High School)

If you need to change your Conference Date and Time click on “Modify Attendees”

[redacted] Canyon View Jr. High School) [View Scheduled Times](#) | All Conferences

Scheduled Staff Conferences	Status	Topic	Buildi
Mon Jan 13, 2020 from 9:30 AM - 9:55 AM	Scheduled (Modify Attendees)	College & Career Ready Conference w Lyman (Ccr) [redacted]	411 / 1

**Remove yourself and your student. This will open this time slot for others.
You can now choose another appointment date and time.**

Modify Attendees in Conference

Title: **College & Career Ready Conference w Lyman**

Organizer: [Redacted]

Date: **Mon Jan 13, 2020**

Time: **9:30 AM - 9:55 AM**

Student: [Redacted]

Building: **411 - 411**

Room: **112 - 112**

Description:

A confirmation e-mail will be sent to: [Redacted]@yahoo.com

You will receive 2 Email reminders of your Appointment.

The first reminder will come 3 days before your appointment.

The second reminder will be emailed to you the day before your appointment.

Scheduling Conferences from your phone

- 1- Download the Skyward/Alpine School District Phone Mobile App.
- 2- Log in to Skyward and choose Mobile.
- 3- Click on the 3 lines in the upper right hand side of the screen.
- 4- Click on "Conferences".
- 5- Click on "All Conferences".
- 6- Click on "Select a Time", scroll down to find appointment times.
- 7- Click on the word "select" under the date and time you want.
- 8- On the next screen click "**Self and Student.**" If you click "student only" you will not receive a confirmation email or reminder emails.
- 9- You will find your scheduled time under "All Conferences", NOT under Scheduled Conferences.
- 10- You CAN NOT change your conference time using the App. You must do it on the Alpine District Internet-based Skyward or call the Counseling Office to reschedule.