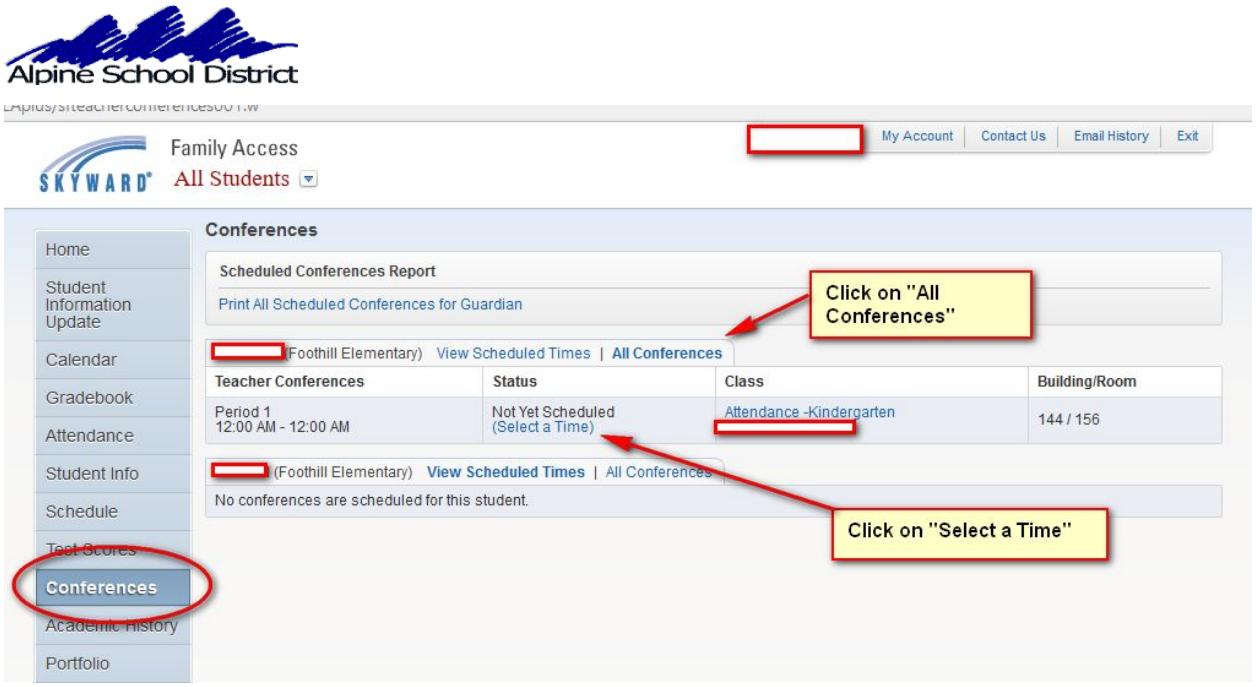
1/2018

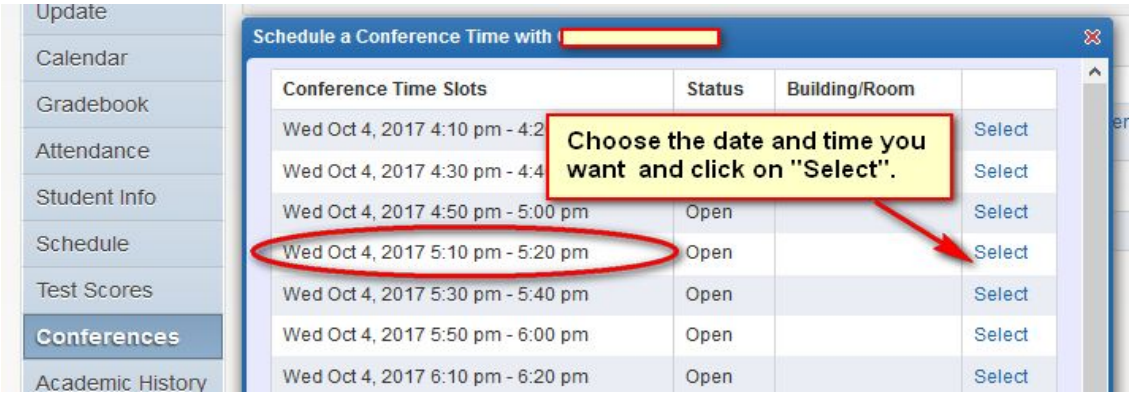
PARENT/GUARDIAN: SCHEDULING PARENT TEACHER CONFERENCES

*****CONFERENCES CAN NOW BE SCHEDULED FROM MOBILE DEVICES*****

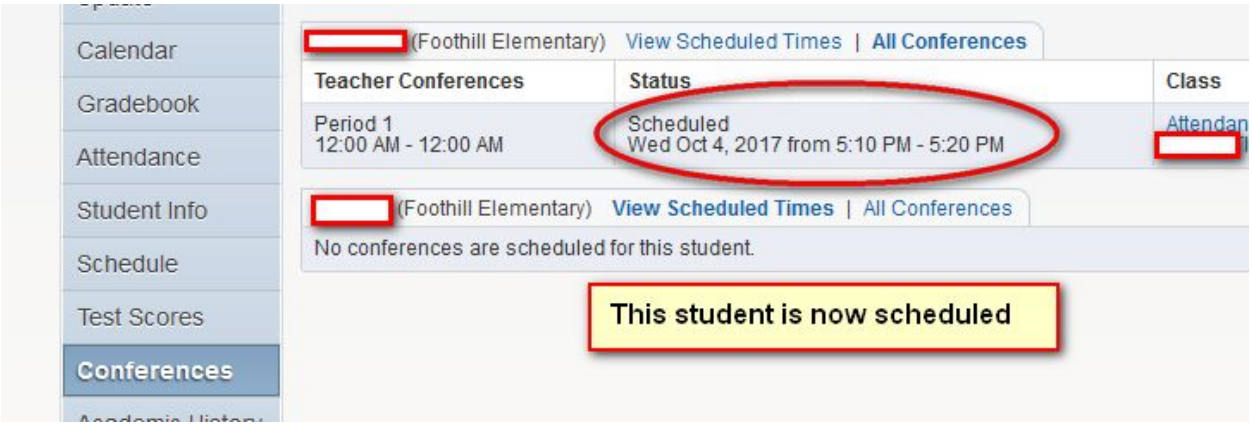
LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU **WILL NOT BE ABLE TO MAKE AN APPOINTMENT IF YOU ARE LOGGING IN AS YOUR STUDENT.**

Choose "Conferences"



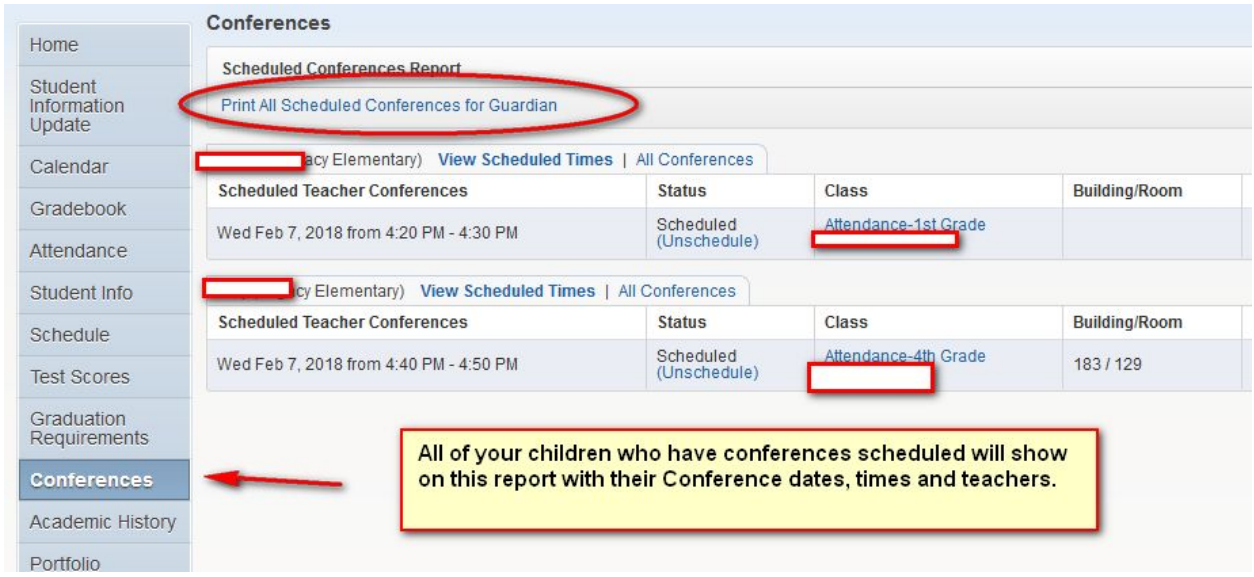


*****If the "Select" button does not work for you, it may be your Browser that is blocking it. Google Chrome can be a problem at times. Firefox works the best.*****

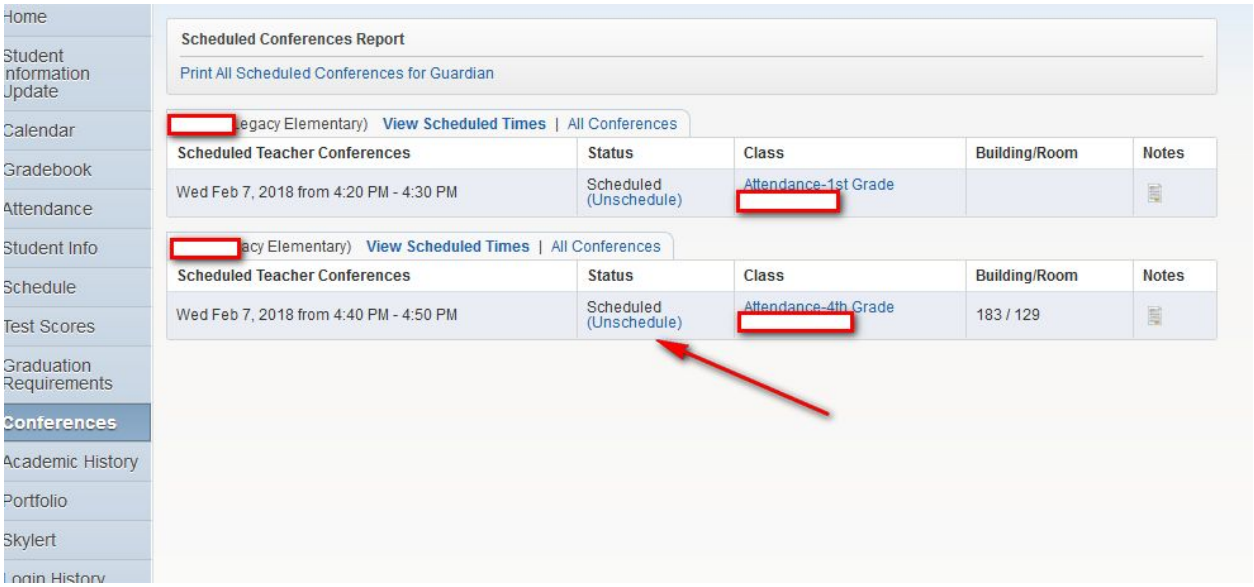


Your Parent Teacher conference is now scheduled for this student.

You can print your scheduled Parent Teacher Conferences for all of your children.



To remove or change your appointment click on “View Scheduled Time” and “Unschedule”.



Choose the new date and time.

Scheduling Conferences from your phone:

1- Download the Skyward/Alpine School District Phone Mobile App

2- Log in to Skyward and choose Mobile . You can do it on the desktop but it is really small and takes more steps.

3- Click on the 3 lines in the upper right hand side of the screen. This will bring up a list of options

4- Click on "Conferences”

5-Each student will have an "All Conferences" option if appointments are available. Click on "All Conferences"

6- Click on "Select Times" A list of dates and times will come up

7-Click on the word "select" of date and time you want

8-On the next screen click on "Request" to schedule the Conference

9-The next screen shows your conference date and time. You will immediately receive an email that you have scheduled a conference.

10- You can change your conference time by clicking on "unschedule" and then choose a new time.