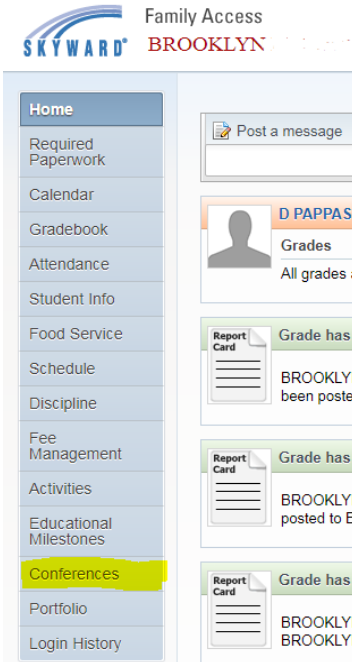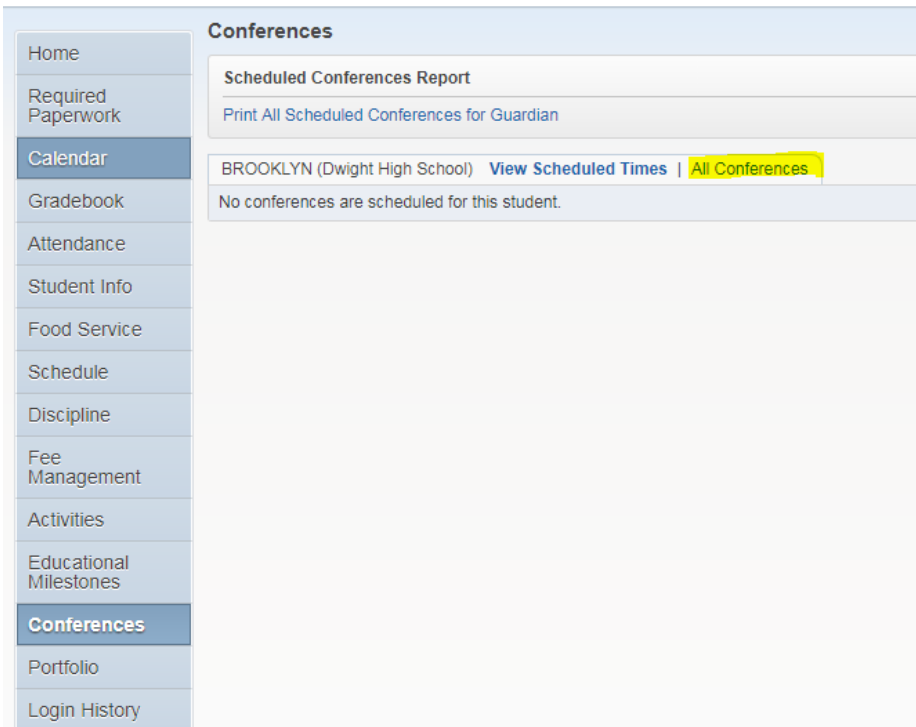# PTC SCHEDULE DIRECTIONS - PARENT SCHEDULING DIRECTIONS
DIRECTIONS FOR SCHEDULING CONFERENCES AS A PARENT

1) Log on to the Skyward Family Access system and select the student
2) Click on the "<u>Conferences</u>" Button

3) Next, click on "<u>All Conferences</u>"

4) Choose a class you would like to set up a conference for, then click on "Select a Time" for that particular class.

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

BROOKLYN (Dwight High School)   View Scheduled Times | **All Conferences**

Teacher Conferences	Status	Class	Building/Room
Period 1 8:10 AM - 8:57 AM	Not Yet Scheduled (Select a Time)	YEARBOOK JOURNALISM E BORNE	001 / 24
Period 2 9:01 AM - 9:46 AM	Not Yet Scheduled (Select a Time)	FOODS & NUTRITION 2 K PATTEN	001 / 13
Period 3 9:50 AM - 10:35 AM	Not Yet Scheduled (Select a Time)	SPANISH 4 N DUNNILL	001 / 15
Period 4 10:39 AM - 11:24 AM	Not Yet Scheduled (Select a Time)	PEER ADVISOR/TUTOR J FROELICH	001
Period 5 11:58 AM - 12:43 PM	Not Yet Scheduled (Select a Time)	PSYCHOLOGY C MCCANDLESS	001 / 12
Period 6 12:47 PM - 1:32 PM	Not Yet Scheduled (Select a Time)	CAREER QUEST K WIEMKEN	001 / 7
Period 7 1:36 PM - 2:21 PM	Not Yet Scheduled (Select a Time)	PE L STANDIFORD	001 / GYM
Period 8 2:25 PM - 3:10 PM	Not Yet Scheduled (Select a Time)	ENGLISH 4 L JENSEN	001 / 26

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5) Find a time that is open and click "Select" on the row that matches the desired time.

Schedule a Conference Time with E BORNE

Conference Time Slots	Status	Building/Room	
Wed Oct 18, 2017 4:00 pm - 4:10 pm	Open		Select
Wed Oct 18, 2017 4:10 pm - 4:20 pm	Open		Select
Wed Oct 18, 2017 4:20 pm - 4:30 pm	Open		Select
Wed Oct 18, 2017 4:30 pm - 4:40 pm	Open		Select
Wed Oct 18, 2017 4:40 pm - 4:50 pm	Open		Select
Wed Oct 18, 2017 4:50 pm - 5:00 pm	Open		Select
Wed Oct 18, 2017 5:00 pm - 5:10 pm	Open		Select
Wed Oct 18, 2017 5:10 pm - 5:20 pm	Open		Select
Wed Oct 18, 2017 5:20 pm - 5:30 pm	Open		Select
Wed Oct 18, 2017 5:30 pm - 5:40 pm	Open		Select
Wed Oct 18, 2017 5:40 pm - 5:50 pm	Open		Select
Wed Oct 18, 2017 5:50 pm - 6:00 pm	Open		Select
Wed Oct 18, 2017 6:00 pm - 6:10 pm	Open		Select
Wed Oct 18, 2017 6:10 pm - 6:20 pm	Open		Select
Wed Oct 18, 2017 6:20 pm - 6:30 pm	Open		Select
Wed Oct 18, 2017 6:30 pm - 6:40 pm	Open		Select
Wed Oct 18, 2017 6:40 pm - 6:50 pm	Open		Select
Wed Oct 18, 2017 6:50 pm - 7:00 pm	Open		Select
Thu Oct 19, 2017 4:00 pm - 4:10 pm	Open		Select
Thu Oct 19, 2017 4:10 pm - 4:20 pm	Open		Select
Thu Oct 19, 2017 4:20 pm - 4:30 pm	Open		Select

6) A pop up window will show you the details for the time slot you have selected. If everything is correct, hit save in the bottom left corner.

7) Once this is saved, your scheduled conference will appear on your "All Conference" list. The details will also be listed for that particular conference. Continue in the same manner until all of the conferences you wish to schedule are completed.

8) IF YOU NEED TO **CANCEL** A SCHEDULED CONFERENCE, click on the "View Scheduled Times" tab. Then find the conference you wish to cancel and click "Unschedule".