

Parent Conference Instructions – Skyward

Login to your Skyward Family Access

If you have more than 1 student in Canyons School District Schools, choose All Students

1. On the left side click the Conferences tab

Note:

- Only one appointment can be scheduled per teacher per student
- If guardians maintain separate households, they must login separately to schedule individual conference times for their student
- If you have more than one student, the system will allow you to schedule them at the same time with two different teachers, however a warning will appear because this will double book you.

2. Click **All Conferences** next to the student's name you wish to schedule a conference for

- ### 3. Click **Select a Time**

4. Choose the time you want and click **Join** next to that time (Status for that time slot must be open or Join option will not appear)

5. A window appears showing the appointment information, Click **Add Student & Self**

- 6. Add Note - Please let each teacher know if you intend to participate in person**

7. You will receive a confirmation e-mail. You will also receive a reminder e-mail three days before and one day before your scheduled appointment.

Family Access

https://skytrainnew.canyonsdistrict.org/scripts/wsisa.dll/WSservice=wsEPlus/sfteacherconferences001.w

Family Access

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(BUTLER MIDDLE) View Scheduled Times All Conferences

Staff Conferences Status Topic Description

Not Yet Scheduled (Select a Time)

Week 1 3/24/2020 thru 3/27/2020

Schedule a Conference Time with SARA ALLEN

Conference Time Slots	Title	Status	Building/Room	Openings
Tue Mar 24, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1 Join
Tue Mar 24, 2020 5:30 pm - 6:00 pm	General Staff Conference	Closed		0
Wed Mar 25, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1 Join
Wed Mar 25, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1 Join
Thu Mar 26, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1 Join
Thu Mar 26, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1 Join
Fri Mar 27, 2020 5:00 pm - 5:30 pm	General Staff Conference	Open		1 Join
Fri Mar 27, 2020 5:30 pm - 6:00 pm	General Staff Conference	Open		1 Join

Join

Join Conference

Title: General Staff Conference

Organizer: [Redacted]

Date: Tue Mar 24, 2020

Time: 5:00 PM - 5:30 PM

Student: [Redacted]

Building: [Redacted]

Room: [Redacted]

Description: [Redacted]

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

Add Student Only Add Student & Self Back

Family Access

All Students

After you have scheduled your appt. These are the steps to add notes if you need to

JULIE ARMSTRONG My Account Email History Exit

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INDIGO (BUTLER MIDDLE) View Scheduled Times All Conferences

Scheduled Staff Conferences

Status

Topic

Building/Room

Notes

Tue Mar 24, 2020 from 5:00 PM - 5:30 PM

Scheduled (Modify Attendees)

General Staff Conference (Week 1) SARA ALLEN

General Staff Conference Meeting Notes

Add Note

No notes exist for this conference.

Add Note

Date: 03/22/2020

* Summary:

Comments:

Comments are optional

(*) Indicates a required field.

Save

Back