

Scheduling a Parent Teacher Conference Using Skyward

1. Log on to Skyward Family Access.
2. From the home page, select 'Conferences' on the left side of the page.
3. Select a child from the drop down menu, or if you have more than one student, you can select to view them all.
4. Select 'All Conferences' next to the student's name.
5. Under the class you'd like to schedule a conference for, click 'Select a Time' to view that teacher's available time slots.
6. Once you've chosen a time that works for you, click 'Select' then 'Save'.
7. If you schedule a virtual conference, you will receive a link to the virtual P/T Conference from your student's teacher.

If you need to reschedule a conference, click the 'View Scheduled Times' tab by your student's name and change the conference status to 'Unschedule'.

You're able to print your schedule using the Print All Scheduled Conferences tab at the top left of the screen.

This short [Video](#) also has a step by step walk through.

Should you have any questions or need assistance, please contact Sue Tucker at (217) 498-9761 Ext. 53235 or stucker@rochester3a.net.