

Parent Teacher Conference Sign-Up Instructions

Click [here](#) to log in to Skyward Family Access.

If you have more than one student in Canyons District Schools select **All Students**.

On the left side click the **Conferences** button

The screenshot shows the Skyward Family Access interface. At the top left, the Skyward logo is visible. To its right, the text 'Family Access' and 'All Students' is circled in red. In the top right corner, there are links for 'FAMILY TEST', 'My Account', 'Email History', and 'Exit'. Below these are 'Select Language' and 'District Links' with social media icons for Facebook and Twitter. On the left side, a vertical menu lists various options: Home, Online Registration, Arena Scheduling, Calendar, Gradebook, Achievement Backpack, Attendance, Student Info, Food Service, Schedule, Fee Management, Activities, Graduation Requirements, Career Plans, Conferences (circled in red), and Academic. The main content area features a green notification banner: 'Online Registration is now open until 06/07/2018'. Below this, a message states: 'Online Registration at MIDVALE ELEMENTARY for the 2017-2018 school year is now open, yet has not been completed for ELEMENTARY. Go to Online Registration for ELEMENTARY'. A note below the message says 'No messages were found.' On the right side, there is a 'Calendar' section titled 'Upcoming Events' showing 'Tue Apr 17, 2018' for 'ELEMENTARY' with a 'Conference (Parent-Teacher)' event from 12:30 PM to 12:45 PM.

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
- The system will allow two different students to be scheduled at the same time with two different teachers, however a warning will appear

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

Click



Family Access

ELEMENTARY TESTSTU

FAMILY TEST My Account Email History Exit



Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

ELEMENTARY (MIDVALE ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1 12:02 AM - 12:03 AM	Not Yet Scheduled (Select a Time)	Kindergarten Homeroom Ms. SELLNER	MIDVALE ELEMENT / 002

Select a Time.

Click **Select** by the desired appointment time.



Family Access

ELEMENTARY TESTSTU

FAMILY TEST My Account Email History Exit



Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

ELEMENTARY (MIDVALE ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Building/Room
Period 1 12:02 AM - 12:03 AM	Not Yet Scheduled (Select a Time)	Kindergarten Homeroom Ms. SELLNER	MIDVALE ELEMENT / 002

Schedule a Conference Time with Ms. SELLNER

Conference Time Slots	Status	Building/Room	
Tue Apr 17, 2018 12:00 pm - 12:15 pm	Closed	MIDVALE ELEMENT / 002	
Tue Apr 17, 2018 12:15 pm - 12:30 pm	Open	MIDVALE ELEMENT / 002	Select
Tue Apr 17, 2018 12:30 pm - 12:45 pm	Open	MIDVALE ELEMENT / 002	Select
Tue Apr 17, 2018 12:45 pm - 1:00 pm	Open	MIDVALE ELEMENT / 002	Select

A window appears showing the appointment information. Click **Save**. You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.

Select Time Slot ✕

Teacher:	JANA SELLNER
Date:	Tue Apr 17, 2018
Time:	12:15 PM - 12:30 PM
Student:	ELEMENTARY TESTSTU
Course:	00HRM/002 - Kindergarten Homeroom
Building:	140 - MIDVALE ELEMENT
Room:	002 - 002

A confirmation e-mail will be sent to: eric.taylor@canyonsdistrict.org

Save **Back**

The Scheduled appointment shows on the **All Conferences** tab.

ELEMENTARY (MIDVALE ELEMENTARY) View Scheduled Times All Conferences			
Teacher Conferences	Status	Class	Building/Room
Period 1 12:02 AM - 12:03 AM	Scheduled Tue Apr 17, 2018 from 12:15 PM - 12:30 PM	Kindergarten Homeroom Ms. SELLNER	MIDVALE ELEMENT / 002

On the **View Scheduled Times** tab, you are able to:

View the conference date and time, **Unschedule** a scheduled appointment or **add a note** to the teacher.

Family Access
ELEMENTARY TESTSTU

FAMILY TEST My Account Email History Exit
Select Language District Links

Conferences

Scheduled Conferences Report
Print All Scheduled Conferences for Guardian

ELEMENTARY (MIDVALE ELEMENTARY) **View Scheduled Times** All Conferences

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Tue Apr 17, 2018 from 12:15 PM - 12:30 PM	Scheduled (Unschedule)	Kindergarten Homeroom JANA SELLNER	MIDVALE ELEMENT / 002	

You can access Family Skyward [here](#).