

# Skyward Family Access – Scheduling Parent Teacher Conferences

The screenshot displays the Skyward Family Access web application. At the top, the Skyward logo is on the left, and navigation links for 'My Account', 'Contact Us', 'Email History', and 'Exit' are on the right. A blue bar contains a user ID. Below the header is a navigation menu on the left with items like 'Home', 'New Student Online Enrollment', 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Schedule', 'Test Scores', 'Fee Management', 'Activities', 'Conferences' (circled in red), 'Academic History', 'Report Card/Attendance Letters', 'Skylert', 'Health Info', and 'Login History'. The main content area shows a message from 'Staab (Lang Arts 6 / 01, Period 5)' titled 'End of School Year', dated 'Tue Jun 7, 2022 12:12pm'. The message text reads: 'Dear Parents/ Guardians, Wow, what a year! To better state that- what a GREAT year! We have covered a lot of material and participated in many fun and exciting projects. We started to develop skills needed for the seventh grade and worked on closing gaps in our education. We made many new friends along the way too. Each of your children has brought such joy and happiness to the classroom. I was so fortunate to have such a wonderful group of children this past year. I' Below this is another message starting with 'Dear Parents/Guardians,' and 'Mrs. Staab's advisory class would like to show our appreciation to the Brentwood crossing guards for always making sure students are safe when walking to and from school daily. There are 6 crossing guards in the district that care for the students from Moore, Elroy, and Middle-High School. Our advisory class would like to create thank you bags to show our gratitude, however we need your help. Please donate the following items: Chips/snacks, Drinks(pop, Gatorade, water, etc), Sunscreen/lotions, Candles'. On the right, an 'Upcoming Events' calendar shows dates for 'EdPuzzle: The Persian Empire', 'The Phoenicians EdPuzzle', 'Oct 3-7', and 'No School - Professional Development Day' on Wed Oct 12, 2022, and 'Mingo Classic' on Thu Oct 13, 2022. A white box with a black border is overlaid on the page, containing two bullet points: '• Login to Skyward Family Access' and '• Click on Conferences from the menu on the left side of the screen.'

- Login to Skyward Family Access
- Click on Conferences from the menu on the left side of the screen.

# Skyward Family Access – Scheduling Parent Teacher Conferences



Family Access

Contact Us

Email History

Exit

Home

New Student  
Online  
Enrollment

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Fee  
Management

Activities

**Conferences**

Academic  
History

Report  
Card/Attendance  
Letters

Skylert

Health Info

Login History

## Conferences

### Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Connor (Brentwood Middle/High School) [View Scheduled Times](#) | [All Conferences](#)

No conferences are scheduled for this student.

- Click on All Conferences

# Skyward Family Access – Scheduling Parent Teacher Conferences



Family Access

Email History Exit

## Conferences

### Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Connor (Brentwood Middle/High School) [View Scheduled Times](#) | [All Conferences](#)

Teacher Conferences	Status	Class	Class Building/Room
Period 1 8:00 AM - 8:43 AM	Not Yet Scheduled (Select a Time)	Social Studies 7 Mr Caponi	324 / 301
Period 2 8:47 AM - 9:29 AM	Not Yet Scheduled (Select a Time)	Language Arts 7 MRS Faust	324 / 304
Period 3 9:33 AM - 10:15 AM	Not Yet Scheduled (Select a Time)	TED 7 Joyce	324 / TED
Period 4 10:20 AM - 11:06 AM	Not Yet Scheduled (Select a Time)	Physical Education 7 Hubsch	324 / GYM
Period 4 10:20 AM - 11:06 AM	Not Yet Scheduled (Select a Time)	Health 7 Pavleic	324 / 204
Period 6 11:56 AM - 1:08 PM	Not Yet Scheduled (Select a Time)	Science 7 Manolis	324 / 208
Period 7 1:13 PM - 1:57 PM	Not Yet Scheduled (Select a Time)	Math 7 Rogiero	324 / 303

- Under the Status Column click on Select a Time.

Home

New Student  
Online  
Enrollment

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Fee  
Management

Activities

Conferences

Academic  
History

Report  
Card/Attendance  
Letters

Skylert

Health Info

Login History

Skyward Family Access – Scheduling Parent Teacher Conferences

Schedule a Conference Time with Mr Caponi					
Fri Nov 11, 2022 12:00 pm - 12:10 pm	Open	Virtual			Select
Fri Nov 11, 2022 12:10 pm - 12:20 pm	Open	Virtual			Select
Fri Nov 11, 2022 12:20 pm - 12:30 pm	Open	Virtual			Select
Fri Nov 11, 2022 12:40 pm - 12:50 pm	Open	Virtual			Select
Fri Nov 11, 2022 12:50 pm - 1:00 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:00 pm - 1:10 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:10 pm - 1:20 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:20 pm - 1:30 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:30 pm - 1:40 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:40 pm - 1:50 pm	Open	Virtual			Select
Fri Nov 11, 2022 1:50 pm - 2:00 pm	Open	Virtual			Select
Fri Nov 11, 2022 2:10 pm - 2:20 pm	Open	Virtual			Select
Fri Nov 11, 2022 2:20 pm - 2:30 pm	Open	Virtual			Select
Fri Nov 11, 2022 2:30 pm - 2:40 pm	Open	Virtual			Select
Fri Nov 11, 2022 2:40 pm - 2:50 pm	Open	Virtual			Select
Fri Nov 11, 2022 2:50 pm - 3:00 pm	Open	Virtual			Select
Fri Nov 11, 2022 3:10 pm - 3:20 pm	Open	In-Person			Select
Fri Nov 11, 2022 3:20 pm - 3:30 pm	Open	In-Person			Select
Fri Nov 11, 2022 3:30 pm - 3:40 pm	Open	In-Person			Select
Fri Nov 11, 2022 3:40 pm - 3:50 pm	Open	In-Person			Select
Fri Nov 11, 2022 3:50 pm - 4:00 pm	Open	In-Person			Select
Fri Nov 11, 2022 4:00 pm - 4:10 pm	Open	In-Person			Select
Fri Nov 11, 2022 4:10 pm - 4:20 pm	Open	In-Person			Select

• Find a Time Slot for either Virtual or In-Person. Click on SELECT.

# Skyward Family Access – Scheduling Parent Teacher Conferences

The screenshot displays the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, the text 'Family Access', and links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. A sidebar on the left contains a menu with options: Home, New Student Online Enrollment, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Fee Management, Activities, Conferences (highlighted), Academic History, Report Card/Attendance Letters, Skylert, Health Info, and Login History. The main content area is titled 'Conferences' and shows a table of available time slots for a conference with Mr. Caponi. The table has columns for date and time, status, location, and a 'Select' button. A modal dialog box titled 'Schedule a Conference Time with Mr Caponi' is open, displaying a list of time slots. A sub-dialog box titled 'Select Time Slot' is also open, showing the following details: Teacher: Nicholas Caponi, Date: Fri Nov 11, 2022, Time: 2:50 PM - 3:00 PM, Student: [redacted], Course: [redacted], Method: Virtual, and Location: [redacted]. A confirmation message states 'A confirmation e-mail will be sent to: [redacted]'. At the bottom of the sub-dialog, the 'Save' button is circled in red, and a 'Back' button is also visible.

Date	Time	Status	Location	Action
Fri Nov 11, 2022	12:00 pm - 12:10 pm	Open	Virtual	Select
Fri Nov 11, 2022	12:10 pm - 12:20 pm	Open	Virtual	Select
Fri Nov 11, 2022	12:20 pm - 12:30 pm	Open	Virtual	Select
Fri Nov 11, 2022	12:40 pm - 12:50 pm	Open	Virtual	Select
Fri Nov 11, 2022	12:50 pm - 1:00 pm	Open	Virtual	Select
Fri Nov 11, 2022	3:20 pm - 3:30 pm	Open	In-Person	Select
Fri Nov 11, 2022	3:30 pm - 3:40 pm	Open	In-Person	Select
Fri Nov 11, 2022	3:40 pm - 3:50 pm	Open	In-Person	Select
Fri Nov 11, 2022	3:50 pm - 4:00 pm	Open	In-Person	Select
Fri Nov 11, 2022	4:00 pm - 4:10 pm	Open	In-Person	Select
Fri Nov 11, 2022	4:10 pm - 4:20 pm	Open	In-Person	Select

- Click on SAVE on the “Select Time Slot” screen. This will secure your Time Slot.
- Continue this process for each teacher to schedule a conference.