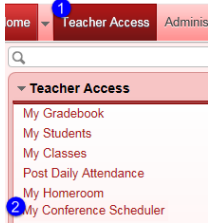
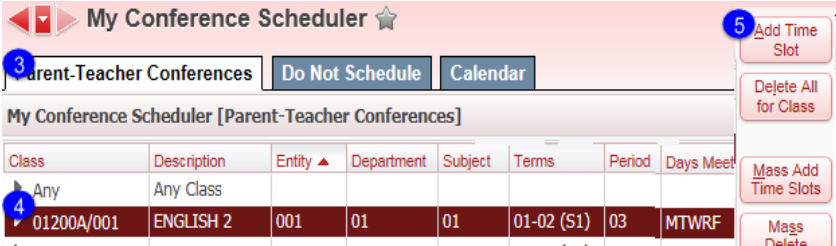
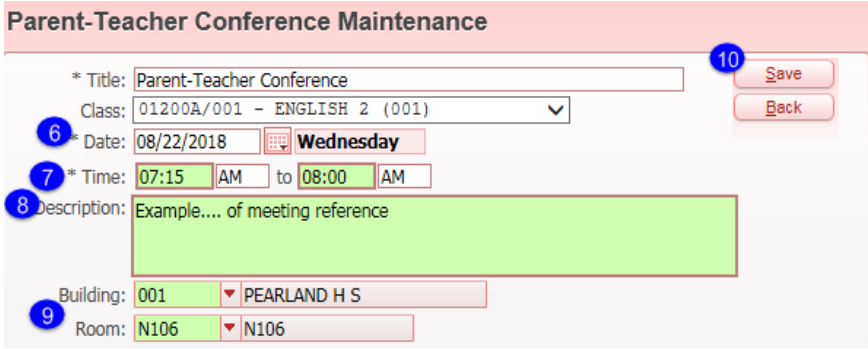
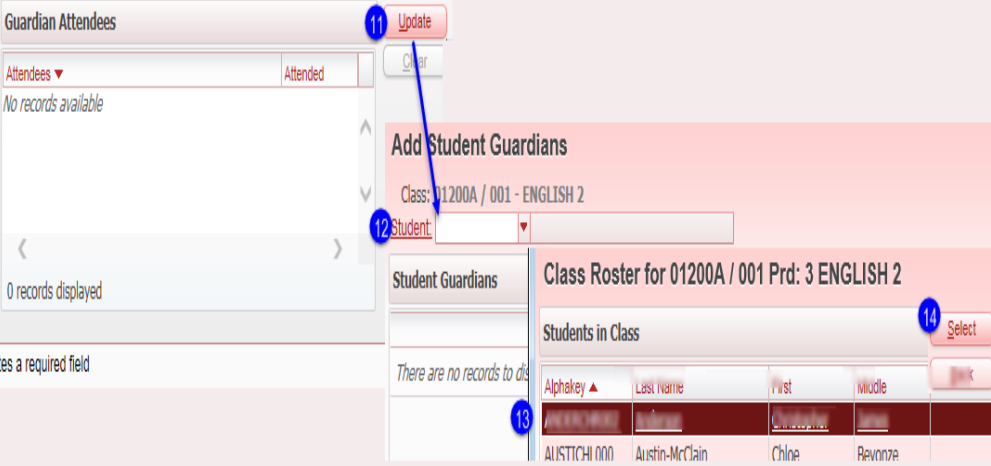


How to Schedule a Conference using “My Conference Scheduler” via Skyward Gradebook

Teachers will have the ability to schedule a Parent-Teacher Conference thru “My Conference Scheduler” via Skyward Gradebook.

Once a conference has been scheduled, a Conference Reminder will be sent via email as well as reminders for upcoming Teacher Conference to parents, teachers and students.

My Conference Scheduler has been made available thru Conduct classes for Elementary and All classes for MS, JH & HS.

<p>1. Teacher Access</p> <p>2. My Conference Scheduler</p>	
<p>3. Parent-Teacher Conference Tab</p> <p>4. Highlight the Individual Class to add Time Slot</p> <p>5. Select Add Time slot</p>	
<p>6. Enter Conference Date</p> <p>7. Enter Conference Time</p> <p>8. Enter a Description of the meeting to be held</p> <p>9. Choose Conference location</p> <p>10. Save</p>	
<p>11. Add the Conference Attendees by Clicking on the Update tab.</p> <p>12. Locate Student</p> <p>13. Highlight Name</p> <p>14. Select</p>	

15. Place a checkmark next to the Parent/ Guardians who will attend Conference

16. Click Select

	Last	First	Middle	Relationship	
<input checked="" type="checkbox"/>	ANDERSON	CHRISTOPHER	M	Mother	Select
<input type="checkbox"/>	ANDERSON	MATTHEW		Father	
<input type="checkbox"/>	ANDERSON	TAM			

17. Add additional staff, if needed, by clicking Additional Attendees tab

18. Add

19. Choose the Staff

20. Save

21. Once everyone has been added to the Conference click Save

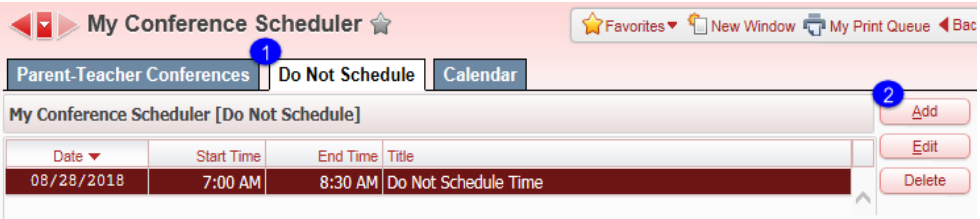
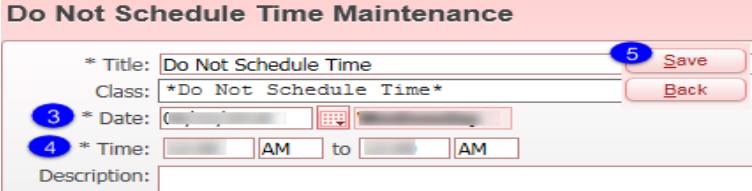
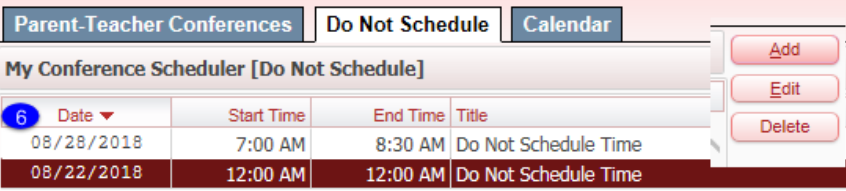
Once Saved has been selected, an email notification will be sent to all parties scheduled to attend the conference. A reminder email will be sent (1) day prior to the Parent-Teacher Conference.

Guardian [Name] has signed up for the following teacher conference:

Date: 08/20/2018
 Time: 7:00 am to 8:10 am
 Building: PEARLAND H S
 Room:
 Teacher: [Name]
 Student: [Name]
 Course: [Course]

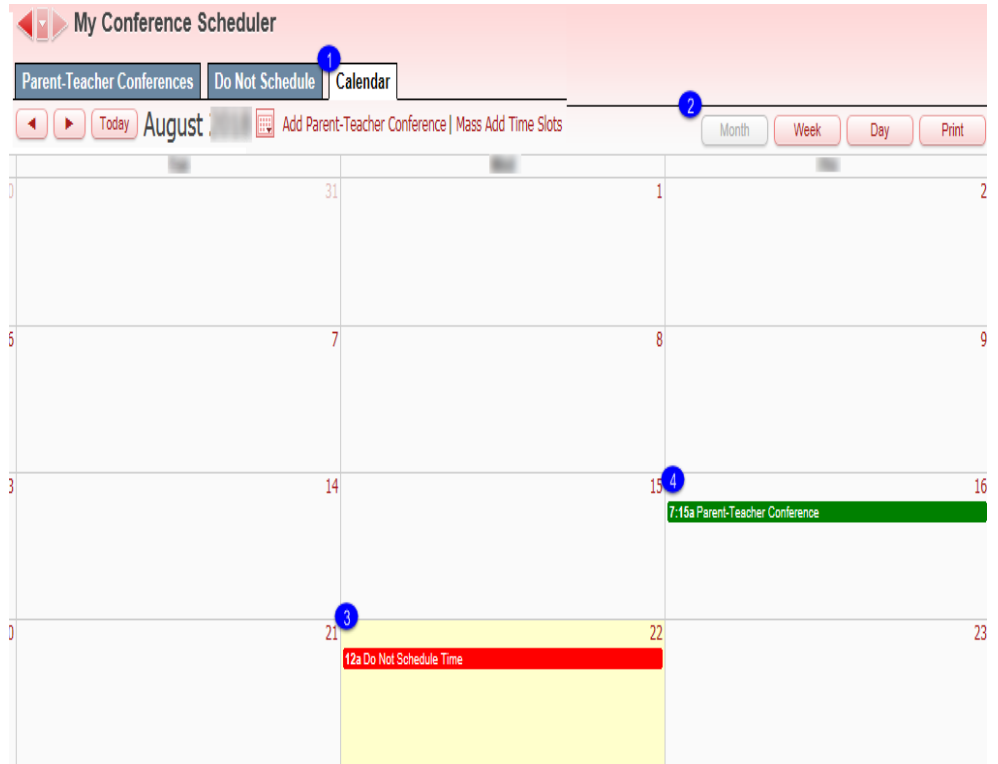
How to Enter Do Not Schedule Dates “My Conference Scheduler” via Skyward Gradebook

Follow the above listed Steps 1 – 2 to Open “My Conference Scheduler”

<ol style="list-style-type: none"> 1. Select the Do Not Schedule Tab 2. Add 	
<ol style="list-style-type: none"> 3. Enter Date not available 4. Enter Time not available 5. Save 	
<ol style="list-style-type: none"> 6. Listing of all “Do Not Schedule” will be displayed 	

How to Utilize the Calendar for “My Conference Scheduler”

1. Click on the Calendar tab.
2. Select the Calendar Display; either Month, Week, or Day. The Calendar can also be printed
3. Do Not Schedule Time will be displayed in RED. Click on the Do Not Schedule Time to modify, if necessary
4. A scheduled Parent-Teacher Conference will be displayed in Green. Click on the Green Parent-Teacher Conference to modify, if necessary



5. If the Parent-Teacher Conference needs to be edited, click on the Green Parent-Teacher Conference listed from the calendar and choose the options that meet the needs; including coding the Parent/Guardians as Attended once met