Skyward Family Access – Scheduling Teacher Conferences



How do I get Family Access?

Login names and passwords are available through each school office. Alternatively, if a parent/guardian has an email address already in our student information system, he/she can use the "Forgot your Login/Password?" option on the Skyward Family Access login screen to gain access to a Family Access login and password via email.

S K Y W A R D [®] AUBURN SCHOOL DISTRICT	
Login ID: Password: Sign In Forgot your Login/Password?	
Login Area: Family/Student Acces 🗸	05.15.06.00.11

How do I log onto Family Access?

On the Auburn School District main URL/web site <u>http://www.auburn.wednet.edu</u> there is a link to Family Access – see the upper right corner of the screen. This same link is also available on each school's web site.



How do I schedule a teacher conference?

After logging into Family Access, click the "Teacher Conferences" tab on the left side. Then choose the student to schedule a conference for from the drop down menu at the top next to All Students. If there is only one student, their name will already appear.



Skyward Family Access – Scheduling Teacher Conferences



From the Teacher Conferences screen, click on "All Conferences" to view the student's schedule. Under the class referenced in your conference invitation letter, click "Select a Time" to choose a conference time slot for that class the Save.

eacher Conference	es				
Scheduled Conference	es Report				
Print All Scheduled Conferences				Conference Time Slots	Status
				Mon Nov 21, 2016 7:45 am - 8:00 am	Open
ICKEY (AUBURN RIV	ERSIDE HIGH SCHOOL) Vie	w Scheduled Times All Conferences		Mon Nov 21, 2016 8:00 am - 8:15 am	Open
II Conferences	Status	Class	Building/Room	Mon Nov 21, 2016 8:15 am - 8:30 am	Open
Period 1 ::05 AM - 9:00 AM	Not Yet Scheduled (Select a Time)	CULINARY ARTS WAYNE SHELTON	AUBURN RIVERSID / 307	Mon Nov 21, 2016 8:30 am - 8:45 am	Open
riod 2 18 AM - 10:03 AM	Not Yet Scheduled (Select a Time)	SPANISH 1 CAROL BARNETT	AUBURN RIVERSID / 728	Mon Nov 21, 2016 8:45 am - 9:00 am	Open
riod 3	Not Yet Scheduled	MARKETING PROJECT MGMT DECA 3		Mon Nov 21, 2016 9:00 am - 9:15 am	Open
08 AM - 11:03 AM	(Select a Time)	DOUGLAS AUBERT	AUBORIN RIVERSID / 201	Mon Nov 21, 2016 9:15 am - 9:30 am	Open
riod 4 :08 AM - 12:35 PM	Not Yet Scheduled (Select a Time)	GEOMETRY 1 EDWARD ROSIN	AUBURN RIVERSID / 711	Mon Nov 21, 2016 9:30 am - 9:45 am	Open
riod 5 :40 PM - 1:35 PM	Not Yet Scheduled (Select a Time)	AP LANGUAGE/COMPOSITION 1 TIMOTHY WRIGHT	AUBURN RIVERSID / P903	Mon Nov 21, 2016 9:45 am - 10:00 am	Open
riod 6	Not Yet Scheduled	US HISTORY 1		Mon Nov 21, 2016 10:00 am - 10:15 am	Open
.40 PM - 2:35 PM	(Select a Time)	GLENN DICKSON	AUBURN RIVERSID / P908	Mon Nov 21, 2016 10:15 am - 10:30 am	Open

Click on "View Scheduled Times" to review conferences scheduled for. This includes conferences scheduled by a parent/guardian or directly by a teacher. If needed, a time can be unscheduled from this screen.

Teacher Conferences							
Scheduled Conferences Report							
Print All Scheduled Conferences							
MICKEY (AUBURN RIVERSIDE HIGH SCHOOL) View Scheduled Times All Conferences							
Scheduled Conference Times	Status	Class	Building/Room	Notes			
Mon Nov 21, 2016 from 8:00 AM - 8:15 AM	Scheduled (Unschedule)	GEOMETRY 1 EDWARD ROSIN					
Mon Nov 21, 2016 from 8:30 AM - 8:45 AM	Scheduled (Unschedule)	AP LANGUAGE/COMPOSITION 1 TIMOTHY WRIGHT					

After conferences are scheduled, click on "Print All Scheduled Conferences" to generate a report that can be printed displaying dates/times, teachers, and course information.

iouonor o	Teacher Conferences						
Scheduled Conferences Report							
Print All Scheduled Conferences							
1sconf04.p 06-4 05.16.06.00.01		AUBURN SCHOOL DISTRICT Parent Conference Report		10/18/16		Page:1 4:24 PM	
MICKEY MOUSE							
DATE	TIME 8:00 am - 8:15 am	BUILDING	ROOM	TEACHER	COURSE (ENTITY)	Scheduled	
11/21/2016	8:30 am - 8:45 am			TIMOTHY WRIGHT	AP LAN/COMP 1 (408)	Scheduled	

•••••	******	*** End of r	eport ******	*****			
****	*****	*** End of r	eport *****	*****			
*****		*** End of r	eport ******				

Skyward Family Access – Sche	eduling Teacher Conferences	
MOBILE ACCESS		ENGAGE • EDUCATE • EMPOWER
Scheduling conferences online is also a Conferences.	vailable via Skyward's mobile application. Click c	on the menu tab 🔲 and select
FULL MENU Garrett Zuccarelliscr FAMILY ACCESS Activities Attendance Calendar Conferences	Select All Conferences tab	onferences
Scroll to the course and period and cho Scheduled Conferences	All Conferer	
Period 1 (8:05 AM - 9:11 AM) SPANISH I (Taylor Vallonscr) Class Location : Building (401)/ Room(H114) Type : Parent-Teacher Conference Not Yet Scheduled Select a Time Period 2 (9:16 AM - 10:22 AM) Available conference times will display	choose a time and click Select next under your c	choice.
Available Conferences	Confirm your date and Proceed or Cancel.	l time and either
Select	Schedule Conference Are you sure you wish to schedule a conference 1/20/2017 at 8:45 AM2	erence for
11/20/2017 Mon (8:0	Proceed	Cancel
Scheduled Conferences will appear und Unschedule.	ler the Scheduled Conferences tab. They can be	unscheduled, if needed, by selecting
Scheduled Conferences	All Conferences confirm to Unschedule	Conference and
10/25/2017 Wed (2:00 PM - 2:15 PM) SPANISH I Type : Parent-Teacher Conference Staff Name : Valionscr, Taylor D Unschedule	Unschedule Conference Are you sure you wish to unschedule this conf Both you and the student will be unassigned.	erence?
For questions or additional he	Ip with scheduling conferences, contact the offi	ce at your student's school.