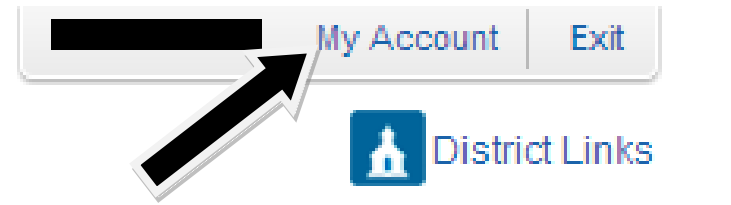


Family Access: Parent / Teacher Conferences

Parent Teacher Conferences will be scheduled online through Skyward Family Access. Before you begin to schedule your conference appointments, please verify your email address.

HOW TO VERIFY YOUR EMAIL ADDRESS

Step 1: To verify your email address go to the upper right corner of the screen and click on **“My Account.”**



Step 2: This will open the **“Account Settings”** screen. If the email address is incorrect simply enter the new email address in the **“Email”** box and click **“Save.”** Now you are ready to schedule your **“Teacher Conferences.”**



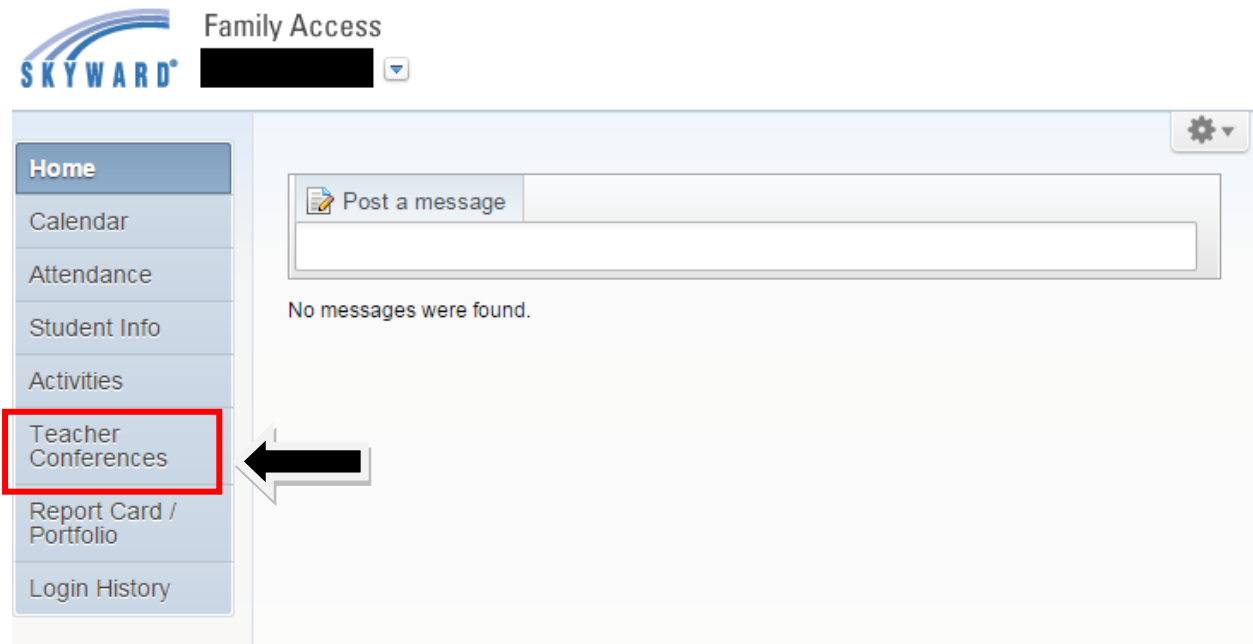
******* CONFERENCES CANNOT BE SCHEDULED FROM MOBILE DEVICES *******

Family Access: Parent / Teacher Conferences

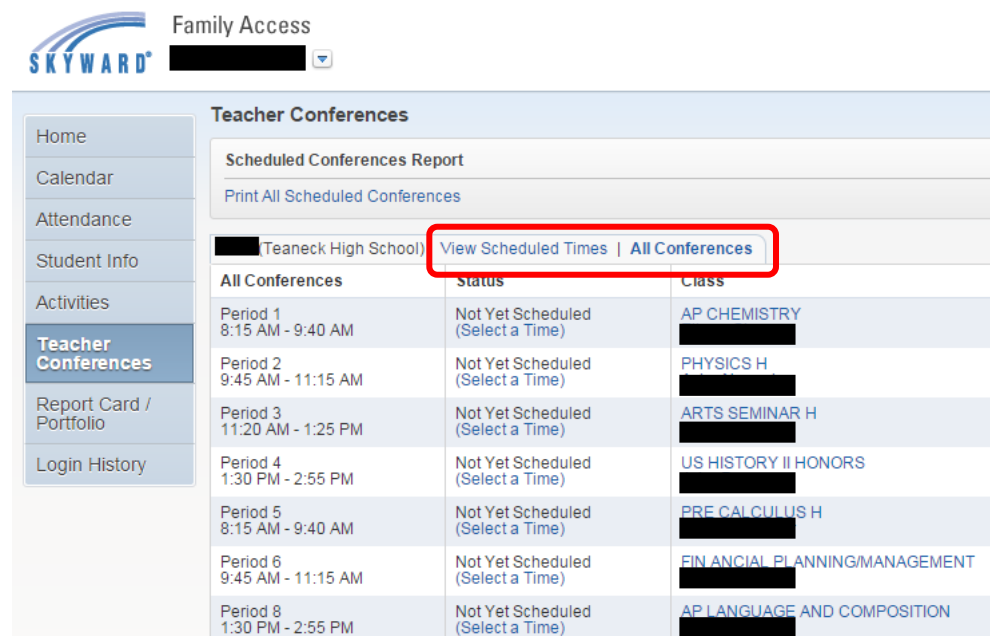
HOW TO SCHEDULE A CONFERENCE APPOINTMENT

Step 1: Log in to Family Access.

Step 2: Choose the button “Teacher Conference” link from the left hand side.



Step 3: Under the “View Scheduled Times” link you will find all of the available conference slots for each teacher. Under the “All Conferences” link, you will find the list of all the conference times available.



Family Access: Parent / Teacher Conferences

Step 4: To view the available times, choose “**Select a Time**” next to each teacher you wish to schedule a conference with.

Family Access

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

Teaneck High School) View Scheduled Times | All Conferences

All Conferences	Status	Class
Period 1 8:15 AM - 9:40 AM	Not Yet Scheduled (Select a Time)	AP CHEMISTRY
Period 2 9:45 AM - 11:15 AM	Not Yet Scheduled (Select a Time)	PHYSICS H
Period 3 11:20 AM - 1:25 PM	Not Yet Scheduled (Select a Time)	ARTS SEMINAR H
Period 4 1:30 PM - 2:55 PM	Not Yet Scheduled (Select a Time)	US HISTORY II HONORS
Period 5 8:15 AM - 9:40 AM	Not Yet Scheduled (Select a Time)	PRE CALCULUS H
Period 6 9:45 AM - 11:15 AM	Not Yet Scheduled (Select a Time)	FIN ANCIAL PLANNING/MANAGEMENT
Period 8 1:30 PM - 2:55 PM	Not Yet Scheduled (Select a Time)	AP LANGUAGE AND COMPOSITION

Step 5: To choose the time you want, click “**Select**”.

Family Access

Teacher Conferences

Schedule a Conference Time with Eric Akselrad

Conference Time Slots	Status	Building/Room	
Wed Jul 22, 2015 7:00 pm - 7:05 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:05 pm - 7:10 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:10 pm - 7:15 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:15 pm - 7:20 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:20 pm - 7:25 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:25 pm - 7:30 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:30 pm - 7:35 pm	Open	012 / 2nd Fl. Med. C	Select
Wed Jul 22, 2015 7:35 pm - 7:40 pm	Open	012 / 2nd Fl. Med. C	Select

Please note the appointment times and room location to allow yourself enough travel time between appointments. We don't want you to lose valuable conference time.

Family Access: Parent / Teacher Conferences

Step 6: An information box will appear confirming the time. To schedule the conference, you must click the **“Save”** button. Once you click the **“Save”** button your parent teacher conference is now scheduled and a confirmation email will be sent to the email listed.

To select a different conference time without saving, click the **“Back”** button.

The screenshot shows a dialog box titled "Select Time Slot" with a close button (X) in the top right corner. The dialog box contains the following information:

Teacher:	[REDACTED]
Date:	Wed Jul 22, 2015
Time:	7:00 PM - 7:05 PM
Student:	[REDACTED]
Course:	0254/01 - US HISTORY I HONORS
Building:	012 - 012
Room:	C-M2 - 2nd Fl. Med. C
A confirmation e-mail will be sent to:	[REDACTED]

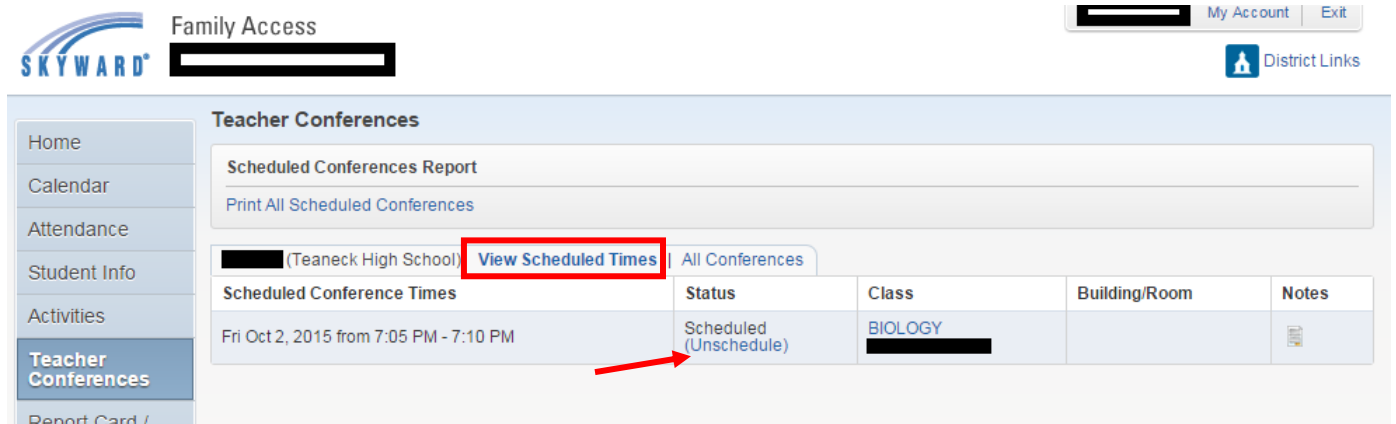
At the bottom of the dialog box, there are two buttons: "Save" on the left and "Back" on the right. Both buttons are highlighted with red boxes. A red arrow points from the "NOTE" box to the email field.

NOTE: If the email listed is not correct, please go to your account settings to make the correction.

Family Access: Parent / Teacher Conferences

HOW TO UNSCHEDULE A CONFERENCE APPOINTMENT

Step 1: - To unschedule a conference appointment, click on **“View Scheduled Times.”**



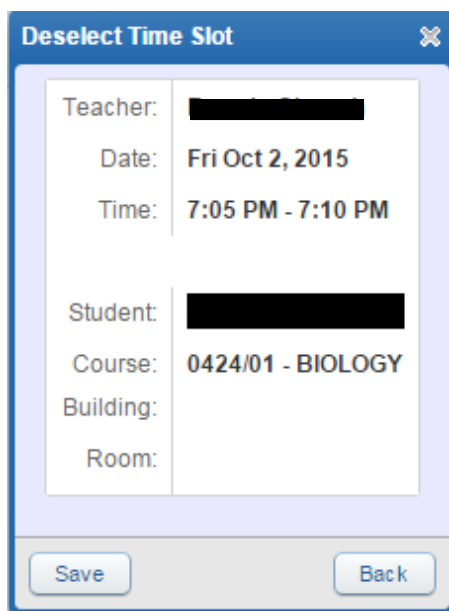
The screenshot shows the Family Access web interface. At the top, there is a navigation bar with the Skyward logo, a user profile dropdown, and links for "My Account" and "Exit". Below this is a "District Links" icon. The main content area is titled "Teacher Conferences" and includes a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences" link. A table lists scheduled conferences for a teacher at Teaneck High School. The table has columns for "Scheduled Conference Times", "Status", "Class", "Building/Room", and "Notes". One conference is listed for "Fri Oct 2, 2015 from 7:05 PM - 7:10 PM" with a status of "Scheduled (Unschedule)". A red box highlights the "View Scheduled Times" link, and a red arrow points to the "Unschedule" button in the table.

Scheduled Conference Times	Status	Class	Building/Room	Notes
Fri Oct 2, 2015 from 7:05 PM - 7:10 PM	Scheduled (Unschedule)	BIOLOGY		

Step 2: Click **“Unschedule”** on the appointment you want to delete.

NOTE: You are not able to view available time slots for a teacher until you have unscheduled your appointment.

Step 3: Click the **“Save”** button to delete the appointment. You will receive an email confirming your unscheduled appointment.



The screenshot shows a "Deselect Time Slot" dialog box. It contains the following information:

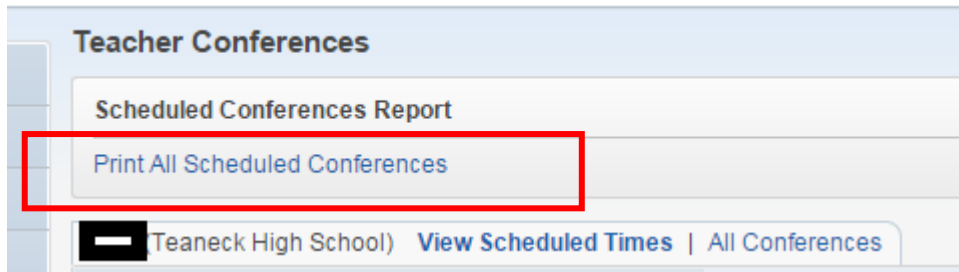
- Teacher: [Redacted]
- Date: Fri Oct 2, 2015
- Time: 7:05 PM - 7:10 PM
- Student: [Redacted]
- Course: 0424/01 - BIOLOGY
- Building:
- Room:

At the bottom of the dialog box, there are two buttons: "Save" and "Back".

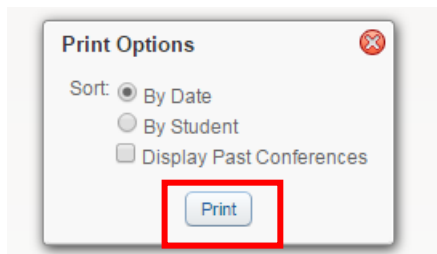
Family Access: Parent / Teacher Conferences

HOW TO PRINT ALL SCHEDULED CONFERENCES

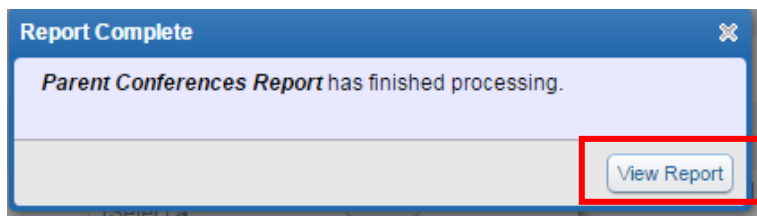
Step 1: Click the “Print All Scheduled Conferences” button.



Step 2: To view/print the scheduled conferences click on the “Print” button.



Step 3: When the report is finished processing, click “View Report.” Once the report opens you can print or save the report.



Below is a screenshot of what the report will look like.

The screenshot shows the output of a report. At the top, there is a header with the following information: "1sconf04.p 05-2", "Teaneck School District", "07/27/15", and "Page:1". Below this is a sub-header: "05.15.06.00.00", "Parent Conference Report", and "12:09 PM". The main content of the report is a table with the following columns: TIME, BUILDING, ROOM, TEACHER, COURSE, STUDENT, and STATUS. The data rows are as follows:

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STATUS
7:25 pm - 7:30 pm				BIOLOGY		Scheduled
8:05 pm - 8:10 pm				FRENCH 10 H		Scheduled

At the bottom of the report, there is a line of asterisks followed by the text "End of report" and another line of asterisks.

Family Access: Parent / Teacher Conferences

The Parent Teacher Conferences will display on the Family Access calendar.

The screenshot shows the Family Access interface with a calendar for October 2015. The calendar is in month view. A red box highlights two events on Friday, October 2nd: "7:25p Teacher Conferer" and "8:05p Teacher Conferer". Other events visible include "Progress Report MP1 Ends" on Thursday, October 1st. The interface includes a sidebar with navigation options like Home, Calendar, Attendance, Student Info, Activities, Teacher Conferences, and Report Card / Portfolio. The top right has links for My Account, Report History, and Exit, along with a District Links icon.

To see more detailed information about the conference, click the event on the calendar.

This screenshot shows a detailed view of a "Teacher Conference" event. The event details are as follows:
When: Fri, Oct 2nd, 2015
At: 8:05 PM
Until: Fri, Oct 2nd, 2015 at 8:10 PM
With: FRENCH 10 H
An "Export to Personal Calendar" button is located at the bottom of the event details window.