

## Parent Instructions to Schedule a Conference in Skyward with a Teacher

1. Select Conferences from the blue menu bar on the left.
2. Select "All Conferences".
3. Under Status, choose "Select a Time" for that teacher for whom you wish to schedule a conference.
4. Choose "Select" on the far right had side, for the time slot you would like.
5. Choose "Save" when the box pops up.
6. Repeat for all classes for which you need a conference.