

Teacher Conferences – Family Access

Path: Family Access\Teacher Conferences

Note: Each school opens access to Teacher Conferences at a different time. Contact your school if you have questions about when you are able to sign up.

1. Select **Teacher Conferences** tab on the left
2. If the teacher has setup conference times, Click on **All conferences**.


All Conferences	Status	Class	Building/Room
Period 1	Not Yet Scheduled (Select a Time)		

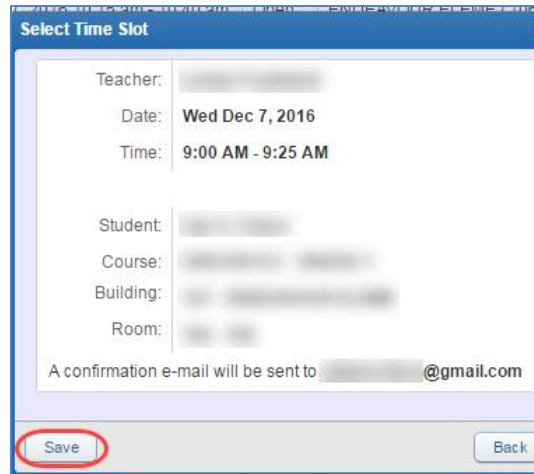
3. Click on **Select a Time** to see the available time slots.

Conference Time Slots	Status	Building/Room	
Wed Dec 7, 2016 9:00 am - 9:25 am	Open		Select
Wed Dec 7, 2016 9:25 am - 9:50 am	Open		Select
Wed Dec 7, 2016 9:50 am - 10:15 am	Open		Select
Wed Dec 7, 2016 10:15 am - 10:40 am	Open		Select
Wed Dec 7, 2016 11:05 am - 11:30 am	Open		Select
Wed Dec 7, 2016 11:30 am - 11:55 am	Open		Select
Wed Dec 7, 2016 1:10 pm - 1:35 pm	Closed		
Wed Dec 7, 2016 1:35 pm - 2:00 pm	Open		Select

4. Click the **Select** option on the time that works for the family member currently logged in.

Note: If all guardians are attending the same time slot, only one guardian needs to sign up for a conference time. In the event a guardian needs a different time slot, they need to login to Family Access and select a different time.

5. Click the  button after verifying the conference information.




The 'Select Time Slot' dialog box contains the following information:


- Teacher: [Redacted]
- Date: Wed Dec 7, 2016
- Time: 9:00 AM - 9:25 AM
- Student: [Redacted]
- Course: [Redacted]
- Building: [Redacted]
- Room: [Redacted]

A confirmation e-mail will be sent to [Redacted]@gmail.com

Buttons: Save (circled in red), Back

Making Changes to Scheduled Times

ELEMENTARY) View Scheduled Times All Conferences				
Scheduled Conference Times	Status	Class	Building/Room	Notes
Wed Dec 7, 2016 from 9:00 AM - 9:25 AM	Scheduled (Unschedule)	[Redacted]	[Redacted]	

1. To make a change to a previously scheduled Conference time. Click on **View scheduled Time**
2. Click on **Unschedule**.
3. Click the  button after verifying the cancellation information.
4. To select a different time, begin from Step 2 on Page 1.

