

MANZ ELEMENTARY SCHOOL PARENT/TEACHER CONFERENCES

OCTOBER 24, 2019, 8:00 AM – 8:00 PM with closed times for lunch and dinner breaks

Parent Teacher Conferences will be held on Thursday, October 24th. Each conference is 15 minutes in length with a 5 minute transition time for teachers and families to move on to the next scheduled conference.

While a few conferences were hand-scheduled ahead of time due to needing to coordinate schedules of multiple teachers, most families will need to go into Skyward to schedule conferences.

The Family Access conference window in Skyward is now open for parents/guardians to sign up for Parent/Teacher conferences that will be held on Thursday, October, 24th. Please remember that we can only schedule one conference per student, so families will need to coordinate with each other to make sure the one scheduled conference time works for both parents in cases of shared custody. Please do not try to schedule two separate conferences for your child as Skyward will only allow one conference slot per child.

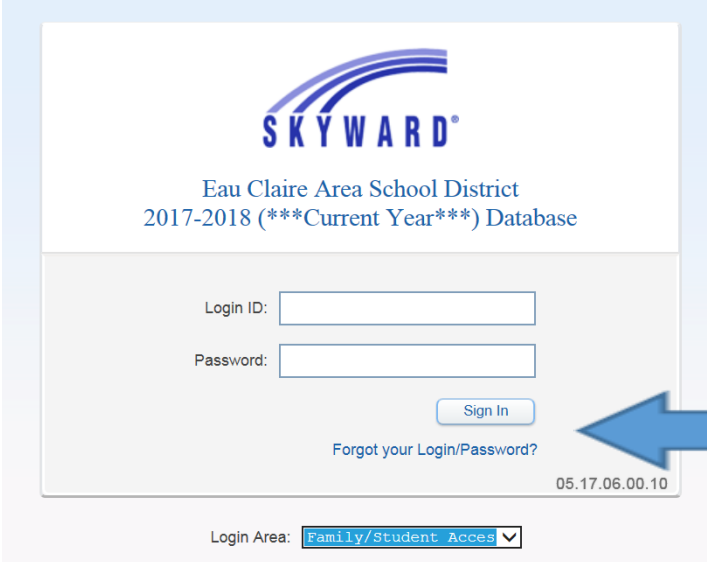
Please log in to Skyward to schedule your conference using the directions included in this note.

If you do not have access to a computer, please call the school at 715-852-3901 and Ms. Funk can help get your conference scheduled.

NOTE: You will not receive a notice from school regarding your scheduled time as you can check it in Skyward at any time.

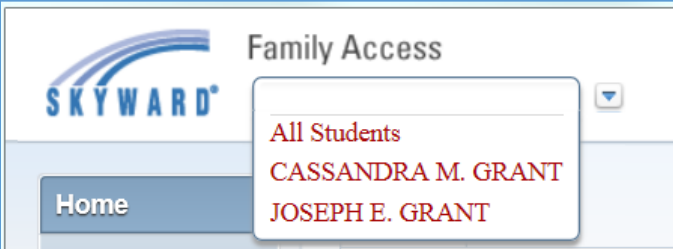
Scheduling Parent/Teacher Conferences in Skyward – Parent Directions

- Log-in to Skyward Family Access by visiting the link below.
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedueauclairewi/fwemnu01.w>
- If you do not remember your log-in or password, click “Forgot your Login/Password” and use your email address to reset.



The login page displays the Skyward logo and the text "Eau Claire Area School District 2017-2018 (**Current Year**) Database". Below this, there are input fields for "Login ID:" and "Password:", followed by a "Sign In" button. A link for "Forgot your Login/Password?" is located below the button. A blue arrow points to the "Sign In" button. At the bottom, there is a "Login Area:" dropdown menu set to "Family/Student Access" and a timestamp "05.17.06.00.10".

- Once logged in; from the drop down list under All Students be sure you choose the student that you want to schedule conferences for and then click the Teacher Conferences button.



The interface shows the "Family Access" header with the Skyward logo. A dropdown menu is open under "All Students", displaying the names "CASSANDRA M. GRANT" and "JOSEPH E. GRANT". A blue arrow points to the dropdown arrow icon.

When clicking on the down arrow to the right of All Students, any children connected to your Skyward account will be displayed. Select the child you want to schedule a conference for.

- Once you have selected the student that you want to schedule conferences for, click the Teacher Conferences button.



The interface shows the "Family Access" header with the Skyward logo and a dropdown menu set to "All Students". The left sidebar contains a list of options: "Home", "New Student Online Enrollment", "Attendance", "Student Info", "Teacher Conferences", "Health Info", and "Login History". The "Teacher Conferences" option is highlighted with a black box. A blue arrow points to this box.

- Click the **“All Conferences”** link.

Family Access
All Students ▾

Teacher Conferences

Scheduled Conferences Report
Print All Scheduled Conferences

View Scheduled Times | **All Conferences**

No teacher conferences are scheduled for this student.

No teacher conferences are scheduled for this student.

- For **Fall** Conference times, Click the **“Select a Time”** link next to **“Language Arts”**

Family Access
All Students ▾

Teacher Conferences

Scheduled Conferences Report
Print All Scheduled Conferences

View Scheduled Times | All Conferences

| All Conferences | Status | Class | Building/Room |
|---------------------------------|--------------------------------------|---|---------------|
| Period 0 12:00 AM - 12:00 AM | Not Yet Scheduled (Select a Time) | LANGUAGE ARTS FIRST GRADE TRICIA HELMS | |

No teacher conferences are scheduled for this student.

- A list of available conference times will pop up. Click on **“Select”** next to the time you are choosing.

| Schedule a Conference Time with | | | |
|--------------------------------------|--------|---------------|--------|
| Conference Time Slots | Status | Building/Room | |
| Thu Oct 25, 2018 8:00 am - 8:20 am | Closed | | |
| Thu Oct 25, 2018 8:20 am - 8:40 am | Closed | | |
| Thu Oct 25, 2018 8:40 am - 9:00 am | Open | | Select |
| Thu Oct 25, 2018 9:00 am - 9:20 am | Closed | | |
| Thu Oct 25, 2018 9:20 am - 9:40 am | Closed | | |
| Thu Oct 25, 2018 9:40 am - 10:00 am | Open | | Select |
| Thu Oct 25, 2018 10:00 am - 10:20 am | Open | | Select |
| Thu Oct 25, 2018 10:20 am - 10:40 am | Closed | | |
| Thu Oct 25, 2018 10:40 am - 11:00 am | Open | | Select |
| Thu Oct 25, 2018 11:20 am - 11:40 am | Open | | Select |
| Thu Oct 25, 2018 11:40 am - 12:00 pm | Open | | Select |
| Thu Oct 25, 2018 12:00 pm - 12:20 pm | Open | | Select |

- Be sure to **“Save”** your selection.

Select Time Slot

Teacher: [Redacted]

Date: **Thu Oct 25, 2018**

Time: **5:00 PM - 5:20 PM**

Student: [Redacted]

Course: **4A LA/01 - LANGUAGE ARTS FOURTH GRADE**

Building:

Room:

A confirmation e-mail will be sent to: [Redacted]

Save [Back](#)

- You will see the time that you have selected for your parent-teacher conference, and you have the option to **“Unschedule”** the time.

Family Access [My Account](#) [Email History](#) [Exit](#)

Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

[View Scheduled Times](#) | [All Conferences](#)

| Scheduled Teacher Conferences | Status | Class | Building/Room | Notes |
|---|---|----------------------------|---------------|-------|
| Thu Oct 25, 2018 from 5:00 PM - 5:20 PM | Scheduled (Unschedule) | LANGUAGE ARTS FOURTH GRADE | | |

- If you need to change your scheduled conference time, you can go to the **“Unschedule”** link shown above and then go back through the scheduling process to select a new time.
- NOTE: You will not receive a notice from school regarding your scheduled time as you can check it in Skyward at any time.