

Parent/Teacher Conference Scheduling

1. Open your web browser and go to www.hasd.org.
2. Click 'Skyward Family Access' on the left hand side of the page.
3. Click 'Link to Family Access' which is highlighted in yellow.
4. Type your username and password for Family Access. (Do not use your child's user information.)
5. Select your elementary student, by clicking the student dropdown.
6. Click the 'Teacher Conferences' link.

Teacher Conferences in Family Access

Log in to Family Access; then click here to access Teacher Conferences.

Who, What, When, Why?

This option provides access to schedule a meeting or conference with your student's teacher. This will be used by guardians with Family Access to select the time that works best for them to meet with the teacher.

| Period | Class | Description | Term | Time | Days | Teacher | Room | Credits | View All Times |
|--------|------------|-------------|------|-----------------|------|--------------------|------|---------|----------------|
| 1 | 0HT80x/001 | Health 8 | S1 | 07:20am-08:30am | AB | Latrice Adwellscr. | | 0.000 | |

7. Click the 'Show Times' link.

Teacher Conferences By Class Listing

| Period | Class | Description | Term | Time | Days | Teacher | Room | Credits | View All Times |
|--------|------------|-------------|------|-----------------|------|--------------------|------|---------|----------------|
| 1 | 0HT80x/001 | Health 8 | S1 | 07:20am-08:30am | AB | Latrice Adwellscr. | | 0.000 | |

Latrice Adwellscr's Conference Timeslots

| Date | Start Time | End Time | Building | Room | Status |
|------------|------------|----------|----------|------|--------|
| 12/14/2011 | 3:00 pm | 4:00 pm | | | Closed |
| 12/14/2011 | 4:15 pm | 4:30 pm | | | Active |
| 12/14/2011 | 5:00 pm | 5:15 pm | | | Active |

Select Time **Select Time** **Select Time**

8. Scroll through the list of times and dates. 'Select Time' will be available for those time slots that are still open. When you find a time you like click 'Select Time'.

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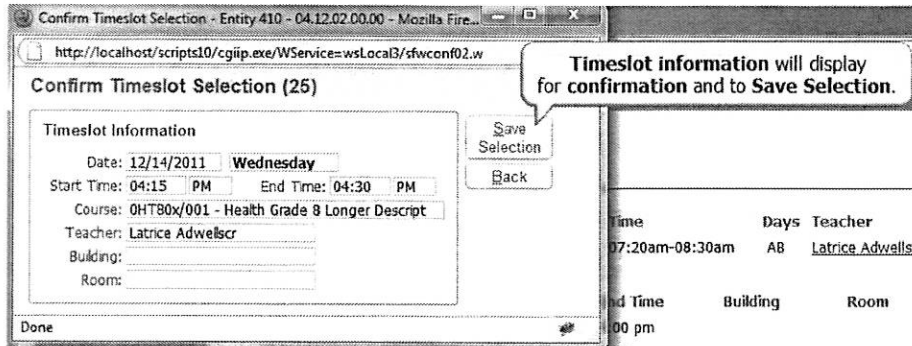
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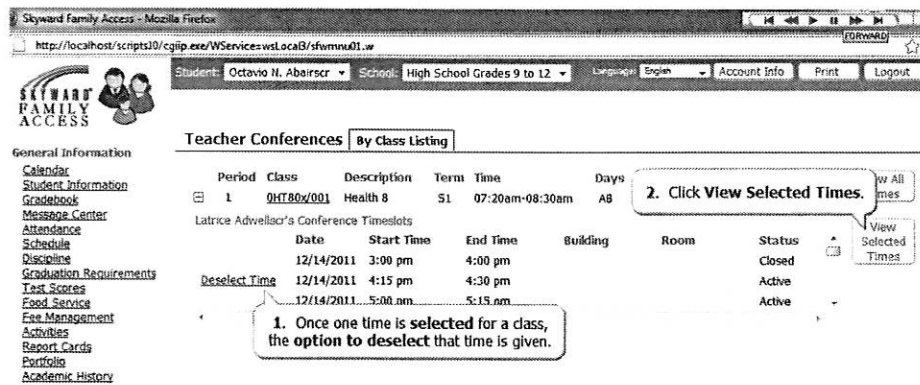
Select Time **Select Time** **Select Time**

Parent/Teacher Conference Scheduling

- Click 'Save Selection'. This will schedule the conference time. It will also post it on your child's calendar and send you an email.



- If you have another student to schedule for conferences, choose the child's name from the student dropdown list. If you do not, then you have completed conference scheduling.
- To delete your scheduled conference time, click 'Deselect Time'. This will remove your scheduled conference and send you an email cancelation. Then you may choose another time slot for conferences if desired. Just repeat steps 7 and 8.



- The conference will appear on your child's calendar. By placing your mouse over the conference, more information will appear.

