

Teacher Conferences – Family Access

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Teacher Conferences
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ELEMENTARY) View Scheduled Times All Conferences

No teacher conferences are scheduled for this student.

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

Teacher Conferences

Scheduled Conferences Report
Print All Scheduled Conferences

ELEMENTARY) View Scheduled Times | All Conferences

All Conferences	Status	Class	Building/Room
Period 1	Not Yet Scheduled (Select a Time)		ELEME / 110

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

Scheduled Conferences Report
Print All Scheduled Conferences

ELEMENTARY) View Scheduled Times | All Conferences


All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)		ELEME / 110

Schedule a Conference Time with: [Student Name]

Conference Time Slots	Status	Building/Room	
Mon Oct 28, 2013 9:00 am - 9:15 am	Open	ELEME / 104	Select
Mon Oct 28, 2013 9:15 am - 9:30 am	Closed	ELEME / 104	
Mon Oct 28, 2013 9:30 am - 9:45 am	Open	ELEME / 104	Select
Mon Oct 28, 2013 9:45 am - 10:00 am	Cancelled	ELEME / 104	
Mon Oct 28, 2013 10:00 am - 10:15 am	Open	ELEME / 104	Select
Mon Oct 28, 2013 10:15 am - 10:30 am	Closed	ELEME / 104	
Mon Oct 28, 2013 10:30 am - 10:45 am	Open	ELEME / 104	Select
Mon Oct 28, 2013 10:45 am - 11:00 am	Open	ELEME / 104	Select
Wed Oct 30, 2013 7:45 am - 8:00 am	Closed	ELEME / 105	
Thu Oct 31, 2013 8:45 am - 9:00 am	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.

Making Changes to Scheduled Times

Teacher Conferences


Scheduled Conferences Report
[Print All Scheduled Conferences](#)

ELEMENTARY **View Scheduled Times** All Conferences

Scheduled Conference Times	Status	Class	Building/Room	Notes
Mon Oct 28, 2013 from 9:00 AM - 9:15 AM	Scheduled (Unschedule)		ELEME / 104	

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.