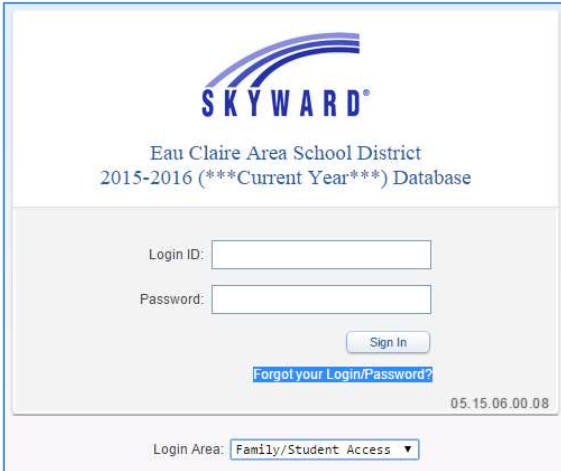


## Conferences - Families - Directions to Schedule a Conference Time/Print Calendar

Log in to **Skyward Family Access** by visiting the link below or by clicking on **SIS** on the ECASD website.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedueauclairewi/seplog01.w>

Enter **Login ID** and **Password**. Click **Sign In**. If needed, click **Forgot your Login/Password?**. Make sure you are in the **Family/Student Access** below in the Login Area.



Once logged in; Click arrow to choose All Students or specific student. Click **Conferences**.

Click **All Conferences**.



- Home
- New Student Online Enrollment
- Calendar
- Gradebook
- Attendance
- Student Info
- Test Scores
- Fee Management
- Activities
- Conferences**
- Portfolio
- Skylert
- Health Info
- Login History

Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences for Guardian</a>			
HENRY (Lakeshore Elementary) <a href="#">View Scheduled Times</a>   <b>All Conferences</b>			
Teacher Conferences	Status	Class	Building/Room
Period 0 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	MATH THIRD GRADE NORA TEP SA	123

Click **Select a Time**

HENRY (Lakeshore Elementary) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>			
Teacher Conferences	Status	Class	Building/Room
Period 0 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	MATH THIRD GRADE NORA TEPSA	123

Choose a time slot and click **Select** on the corresponding line.

Schedule a Conference Time with NORA TEPSA			
Conference Time Slots	Status	Building/Room	
Mon May 1, 2017 8:00 am - 8:15 am	Open	144 / 179	Select
Mon May 1, 2017 8:15 am - 8:30 am	Open	144 / 179	Select
Mon May 1, 2017 8:30 am - 8:45 am	Open	144 / 179	Select
Mon May 1, 2017 8:45 am - 9:00 am	Open	144 / 179	Select
Mon May 1, 2017 9:00 am - 9:15 am	Open	144 / 179	Select

Click **Save**.

Select Time Slot	
Teacher:	NORA TEPSA
Date:	Mon May 1, 2017
Time:	8:15 AM - 8:30 AM
Student:	HENRY
Course:	3B MAT/02 - MATH THIRD GRADE
Building:	144 - 144
Room:	179 - 179
A confirmation e-mail will be sent to:	
<input type="button" value="Save"/>	<input type="button" value="Back"/>

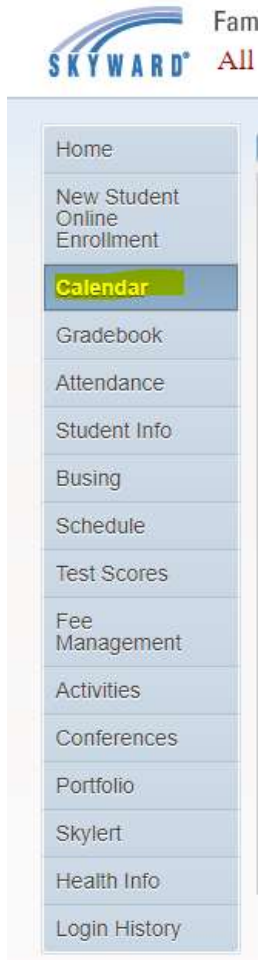
Click **View Scheduled Times**. If needed, click **Unschedule** to unschedule conference.

Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences for Guardian</a>			
HENRY (Lakeshore Elementary) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>			
Scheduled Teacher Conferences	Status	Class	Building/Room
Mon May 1, 2017 from 8:15 AM - 8:30 AM	Scheduled (Unschedule)	MATH THIRD GRADE NORA TEPSA	144 / 179

## PT Conferences-Family Access Print Conference Calendar

Families like to print off their conference calendar, based on the times they signed up for.

Once conferences have been scheduled, Click **Calendar** on the left-hand side. Then click the printer icon on the top next to the month.



Once the Print Options screen opens families will click the bucket:

“Print a listing of specific items on Calendar”

A screenshot of the 'Print Options' dialog box. It has a title bar with a close button. The options are:

- Print for the current: Month (dropdown menu) [Print Preview]
- Print for the date range of: 10/29/2019 to: 11/05/2019
- Print a listing of everything on Calendar
- Print a listing of specific items on Calendar
  - District Activity Events
  - District Field Trips
  - Absences/Tardies
  - Gradebook Assignments/Events
  - Activity Events
  - Tests
  - Conferences
  - Lunch Menu
  - Field Trips
  - Calendar Events
  - Wall Messages

Uncheck all the boxes you do not want to view on the calendar.

Click Print Preview. Print if desired.