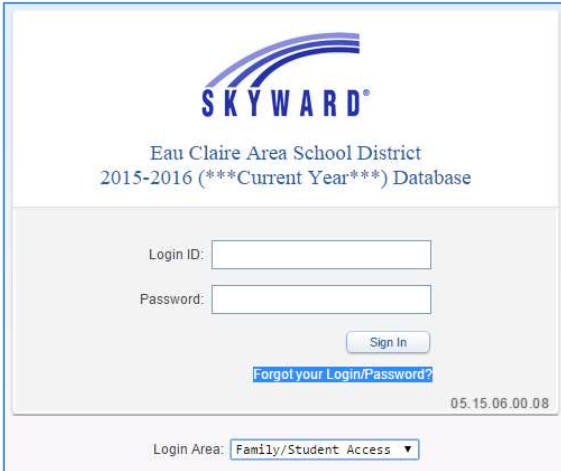## Conferences - Families - Directions to Schedule a Conference Time/Print Calendar

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**.

Click **Select a Time**

Teacher Conferences	Status	Class	Building/Room
HENRY (Lakeshore Elementary) View Scheduled Times | **All Conferences**			
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:
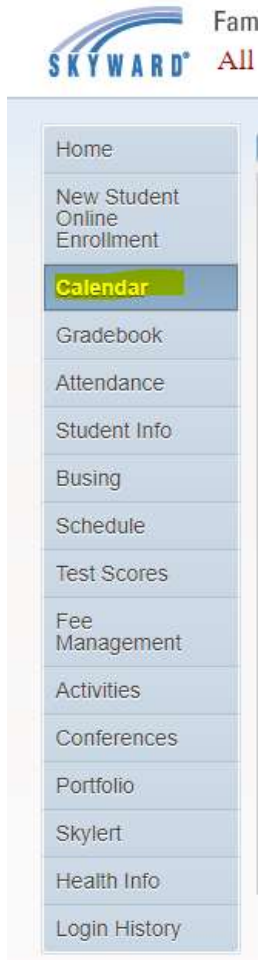
Save   Back

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

Conferences

Scheduled Conferences Report

Print All Scheduled Conferences for Guardian

Scheduled Teacher Conferences	Status	Class	Building/Room
HENRY (Lakeshore Elementary) **View Scheduled Times** | All Conferences.			
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"

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

Click Print Preview. Print if desired.