

TEACHER CONFERENCES-FAMILY ACCESS

Once a conference schedule has been created by the teacher, a parent may schedule a conference time through Family Access

1. Log into Family Access
2. Select “Teacher Conference” from the General Information menu on the left. Below is the view if the teacher *has not* created conferences.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Jordan (Burnett Junior High)

No teacher conferences are scheduled for this student.

Shilo (Wylie East High School)

No teacher conferences are scheduled for this student.

3. Below is the view if the teacher has created conferences. Select “All Conferences” to view all available conferences and times. Click “Select” to request a time.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Shilo (Wylie East High School) [View Scheduled Times](#) **All Conferences**

| All Conferences | Status | Class | Building/Room |
|-------------------------------|--------------------------------------|-----------------------------|-----------------|
| Period 7 2:35 PM - 3:25 PM | Not Yet Scheduled (Select a Time) | English I A Matt Spencer | 003 / Classroom |

Schedule a Conference Time with Matt Spencer

| Conference Time Slots | Status | Building/Room | Select |
|-----------------------------------|--------|-----------------|------------------------|
| Thu Oct 2, 2014 4:00 pm - 4:30 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 4:30 pm - 5:00 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 5:00 pm - 5:30 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 5:30 pm - 6:00 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 6:00 pm - 6:30 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 6:30 pm - 7:00 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 7:00 pm - 7:30 pm | Open | 003 / Classroom | Select |
| Thu Oct 2, 2014 7:30 pm - 8:00 pm | Open | 003 / Classroom | Select |

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5. Select “Save” to secure the time. Note - a confirmation e-mail will be sent to the family access e-mail on record.

Select Time Slot ✕

Teacher: **Matt Spencer**
 Date: **Thu Oct 2, 2014**
 Time: **4:30 PM - 5:00 PM**

Student: **Shilo L. Pitt**
 Course: **01000A/07 - English I A**
 Building: **003 - 003**
 Room: **257 - Classroom**

A confirmation e-mail will be sent to: **TAMMY.PITT@WYLIEISD.NET**

6. Scheduled time is now listed under “All Conferences”. To edit, click on “View Scheduled Times”. Select “Unschedule” to delete or select another time or the “Notes icon” to add a note to the teacher.

| Teacher Conferences | | | | |
|--|---|---|-----------------------------|----------------------|
| Home New Student Online Enrollment Calendar Gradebook Attendance | <p>Scheduled Conferences Report</p> <p>Print All Scheduled Conferences</p> | | | |
| | Shilo (Wylie East High School) View Scheduled Times All Conferences | | | |
| | All Conferences | Status | Class | Building/Room |
| | Period 7 2:35 PM - 3:25 PM | Scheduled Thu Oct 2, 2014 from 4:30 PM - 5:00 PM | English I A Matt Spencer | 003 / Classroom |

| Teacher Conferences | | | | |
|--|---|--|-----------------------------|--|
| Home New Student Online Enrollment Calendar Gradebook Attendance | <p>Scheduled Conferences Report</p> <p>Print All Scheduled Conferences</p> | | | |
| | Shilo (Wylie East High School) View Scheduled Times All Conferences | | | |
| | Scheduled Conference Times | Status | Class | Building/Room |
| | Thu Oct 2, 2014 from 4:30 PM - 5:00 PM | Scheduled (Unschedule) | English I A Matt Spencer | 003 / Classroom |
| | | | | Notes icon |