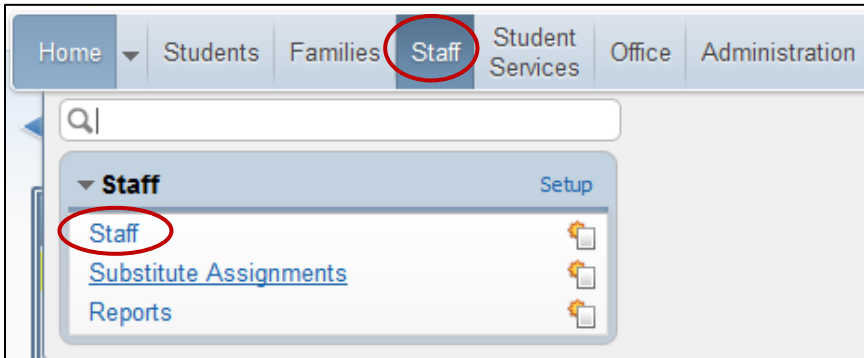
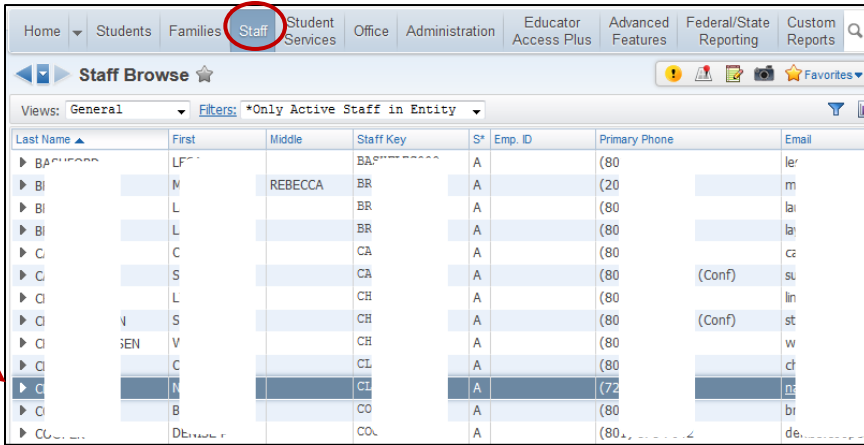


# Skyward General Conference Office - Individual Staff Setup Instructions

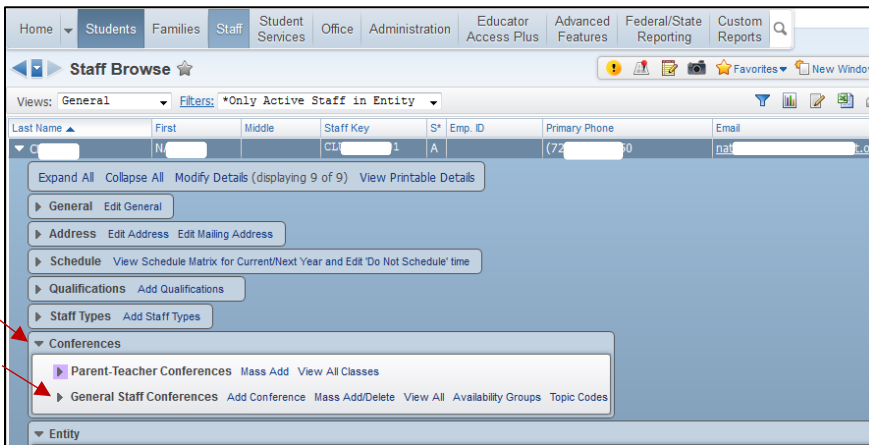
To access the General Conference Scheduler, proceed to **Staff, Staff**.



Choose a teacher and open the staff record by clicking on the arrow to the left..



Expand **Conferences** by clicking on the arrow to the left.

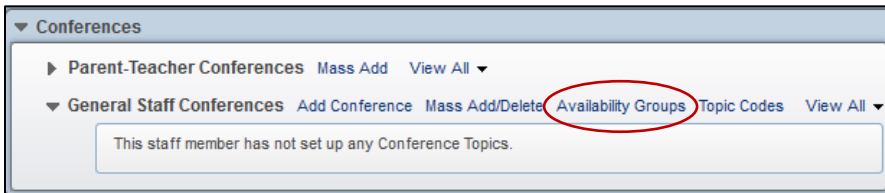


**General Staff Conferences** are for situations where a teacher, such as a resource teacher, does not have students scheduled into a class, yet would like to create time slots for appointments. Or when a teacher with a scheduled class would like to conference with a group of students at one time.

## Create an Availability Group and Add Members

An **Availability Group** is created and student names are added to the Group. Only parent/guardians of the members of the group will be able to schedule an appointment through Family Access.

Select **Availability Groups**.

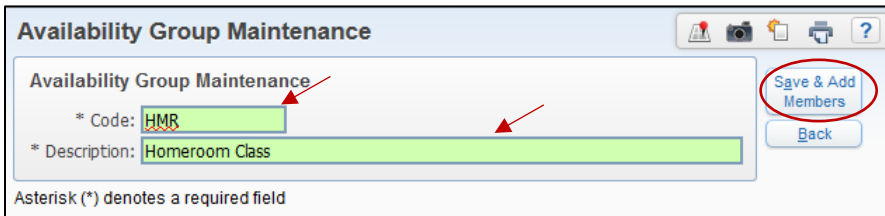


Select **Add** to add a new **Availability Group**.



Enter **Code** name and **Description**.

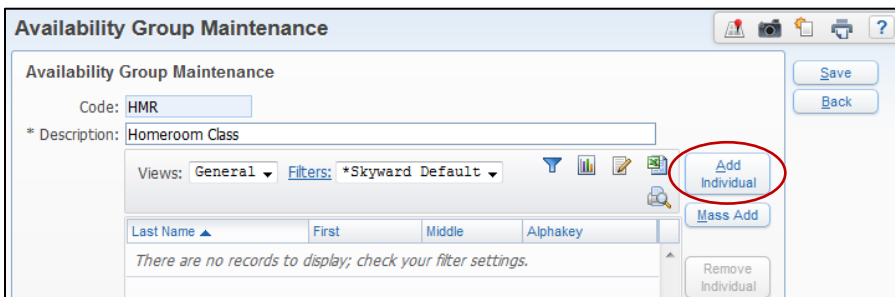
Select **Save & Add Members**.



Two options are available, **Add Individual** or **Mass Add**.

### Option 1

Select **Add Individual** to add members to the Group. This option gives you the ability to add one student at a time to the Availability Group.



Click **Student**.

The screenshot shows a dialog box titled "Individual Student Selection". It has a "Back" button in the top right. Below the title is the section "Individual Student(s) Selections". There is a "Select a Name" label above a text input field. The word "Student:" is circled in red in the input field. To the right of the input field is an "Add" button. Below this is a "Selected Names" section with a list box and "Remove" and "Remove All" buttons. An "OK" button is located in the top right corner of the dialog.

A district-wide list of students appears.

The screenshot shows a table titled "Students" with a "Select" column on the left. The table has columns for Last Name, First, Middle, Gr, Grad Year, CY S\*, NY S, SchI, Cal, G, Advisor, and Other. The "Filters" dropdown is set to "\*Active Students Only". There are "Check All" and "Uncheck All" buttons on the right side of the table.

You may create a filter to show only students at your school by clicking on the filter icon. Enter your entity number in the **SchI** high and low range. Click **Apply Filter**.

The screenshot shows the "Students" table with a filter icon circled in red. The "SchI" column has a value of "132" entered. The "Apply Filter" button is circled in red. The table shows a filtered list of students with their details.

Search for a student by entering their last name or other ID in **Last Name/Other ID:** search field. Add check mark in the **Select** column to select a student.

Click **Select** to save selected names.

The screenshot shows the "Students" table with several rows selected, indicated by checkmarks in the "Select" column. The "Select" button is circled in red. The "Last Name / Other ID:" search field at the bottom is also circled in red. The table shows a list of students with their details.

Names appear under **Selected Names**. Click **OK** to return to **Availability Group Maintenance**.

## Option 2

Select **Mass Add** to add members to the group. This option gives you the ability to select a range of students to add to the Availability Group, such as a homeroom class, grade of students, etc.

From Availability Group Maintenance select **Mass Add**.

The screenshot shows the 'Availability Group Maintenance' window. The 'Code' field contains 'HRM' and the 'Description' field contains 'Homeroom'. The 'Views' dropdown is set to 'General' and the 'Filters' dropdown is set to '\*Skyward Default'. A table with columns 'Last Name', 'First', 'Middle', and 'Alphakey' is visible, with the message 'There are no records to display; check your filter settings.' The 'Mass Add' button is circled in red. Other buttons include 'Add Individual', 'Remove Individual', and 'Mass Remove'.

Add Students box will appear. Select **By Range** and click on **Ranges**.

The screenshot shows the 'Add Students' dialog box. The 'By Range' radio button is selected, and the 'Ranges' button is circled in red. Other options include 'By Processing List', 'Process', and 'Back'.

**Range Maintenance** will give you the options to select the group of students you are wanting to add to the group. There are many options in the Range Maintenance. The set up will vary depending on the group of students you need for the General Conference time slot.

The screenshot shows the 'Ranges Maintenance' dialog box. The 'By Individual Grades' radio button is selected, and the 'Grade Levels' button is circled in red. The 'Student Key' field contains 'ZZZZZZZZZZ' and the 'High' field contains 'ZZZZZZZZZZ'. The 'Residency' dropdown is set to 'Residents and Non-Residents', 'Student Status' is 'Active', 'NY Status' is 'Active and Inactive', 'CY Member' is 'CY Members and Non-CY Members', 'Gender' is 'Both', and 'Graduated?' is 'Both'. The 'Include All Student Types', 'Include All Races', 'Include All Schools', 'Include All Calendars', 'Include All Categories', and 'Include All Default Entities' checkboxes are checked. The 'Filter By Activities' checkbox is unchecked. The 'Homerooms' button is circled in red.

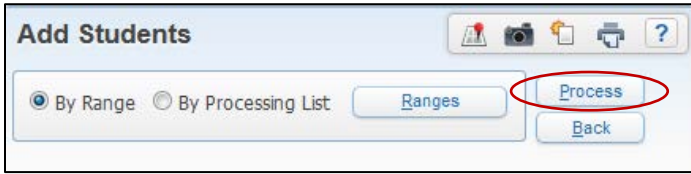
Suggested ranges to adjust:

- \* **By Individual Grades:** Click **Grade Levels** link, and select grade level. **Save.**
- \* **Student Status:** Select active students.
- \* **Include all Homerooms:** Uncheck, then click the **Homerooms** link. Select the homeroom teacher you are setting up the General Conference for. **Save.**

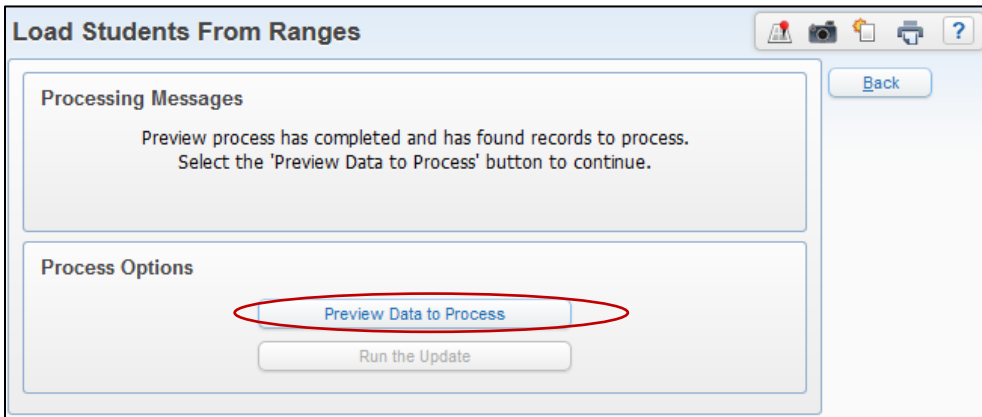
The screenshot shows the 'Grade Levels' dialog box. The table has columns 'Code' and 'Description'. The rows are: 00, 2029; 01, 2028; 02, 2027; 03, 2026; 04, 2025; 05, 2024; 06, 2023.

The screenshot shows the 'Homeroom Selection' dialog box. The table has columns 'Code', 'Teacher', and 'Room Number'. The rows are: 001, WH, 001; 002, ME, 002; 003, LE, 003; 004, LE, 004; 012, CA, 012; 013, GA, 013; 014, GR, 014.

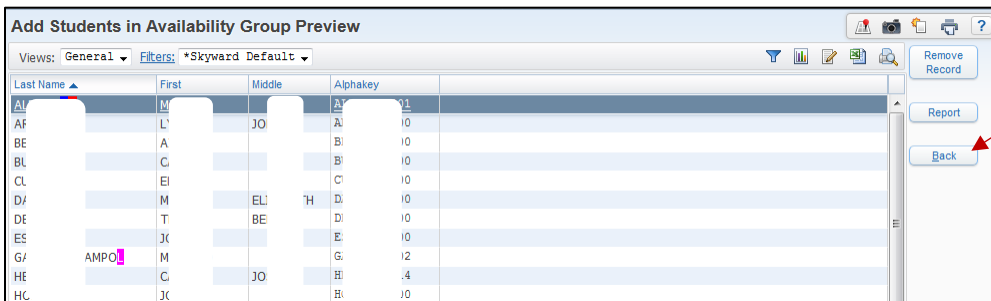
When your ranges are set up, click **Save**. You will be returned to the **Add Students** screen. Select **Process**.



Select **Preview Data to Process**.

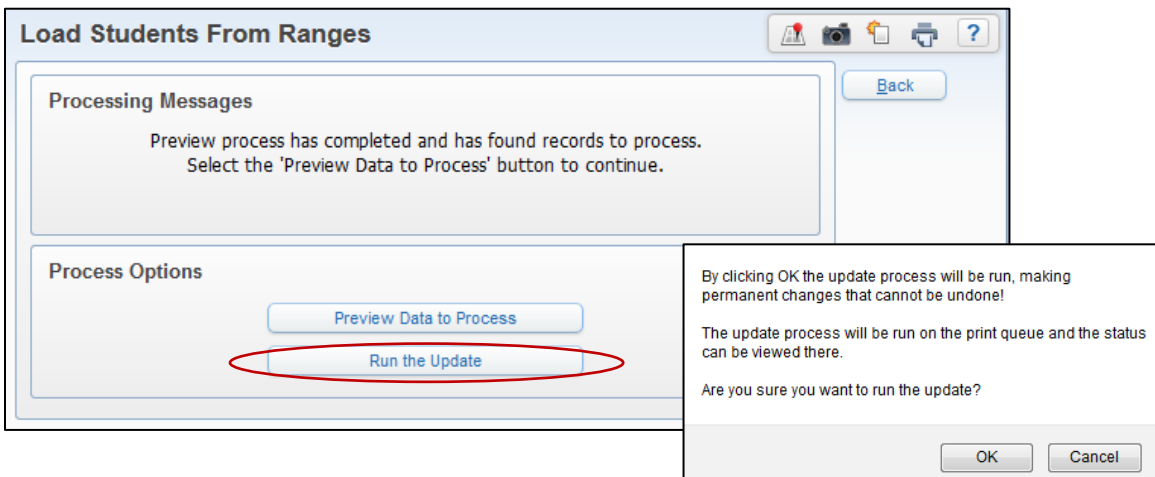


In the preview you will be able to see the students that will be added to the group.



To create the group, click **Back** and **Run the Update**.

A warning will pop up, read and click **OK**.



Click **Display Report** to view the students in the Availability Group.



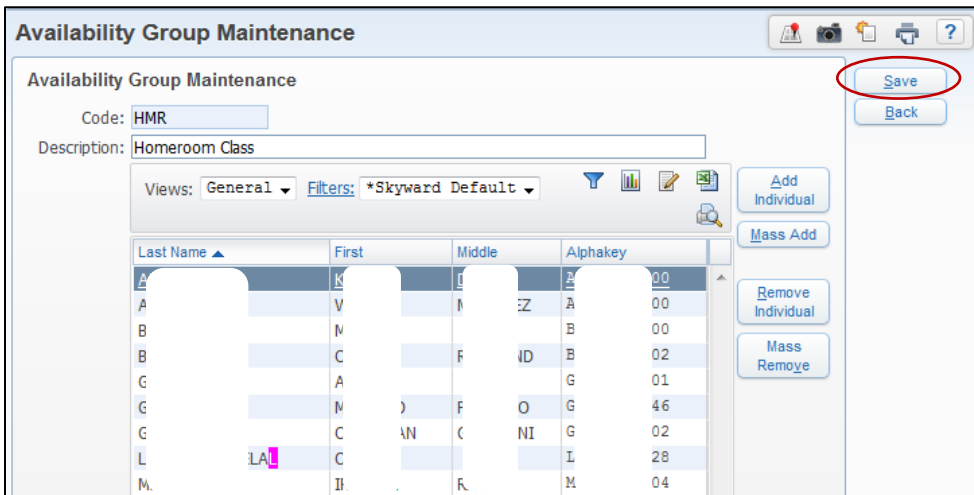
1sconf09.p 00-4  
05.17.06.00.00 \*TrnDB\* Add Students in Availability Group 09/18/17 Page:1  
8:34 AM

Student Key	Student Name
A7	10 A W D.
A1	10 A M M.
B1	10 B
B1	12 B R.
C1	11 C
C1	16 C IANO F.
C1	12 C IAN G.
I4	18 I A, CARMEN
M1	14 M NN R.
P1	10 P M D.
R1	10 R NTHA
R1	12 R O A.
R1	12 R Y.
R1	10 R O ISRAEL J.
S1	10 S IDY L.
W1	12 W

Total Students: 16

\*\*\*\*\* End of report \*\*\*\*\*

Click **Back** to return to **Add Students**. Click back to return to **Availability Group Maintenance**. Student names are now in the **Availability Group**. Select **Save**.



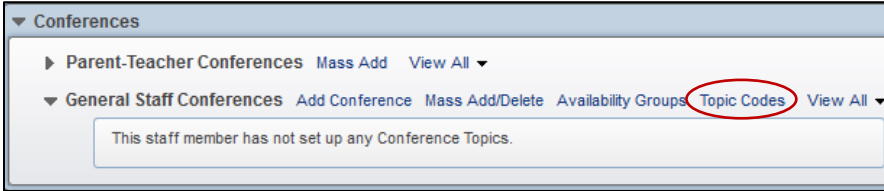
Select **Back** to return to **General Staff Conferences**.

## Create Topic Code and Attach Availability Group

A **Topic Code** is required before a conference time slot is added.

Navigate to the **General Staff Conferences**.

Select **Topic Codes**.



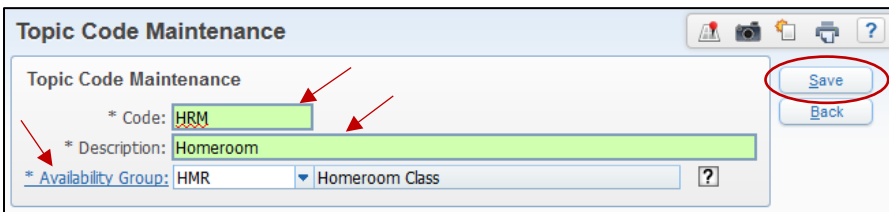
Select **Add** to add a new **Topic Code**.



Add **Code** name and **Description**.

Click **Availability Group**. Click on the desired Group. Click **Select**

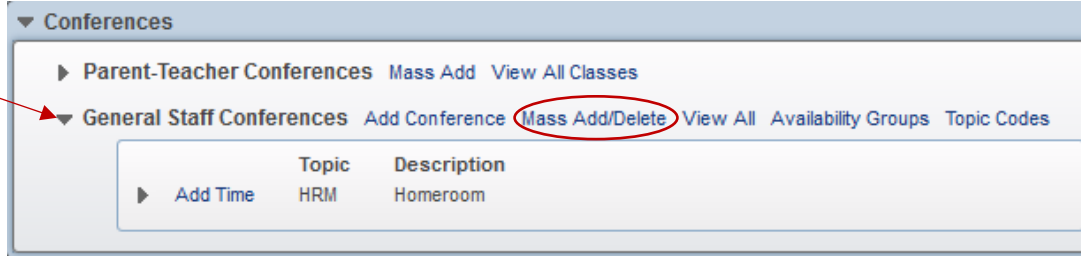
Select **Save**.



Select **Back** to return to General Staff Conferences.

## Add Multiple Conference Time Slots

Expand **General Staff Conferences** by clicking on the arrow to the left.  
Select **Mass Add/Delete**.



Verify **Process** = Add.

The **Title** will auto fill General Staff Conference. The title can be edited.

Select a **Topic**.

Enter **Date** range for time slots.

Enter **Start Time** and **End Time**.

Enter **Conference Length** (increment between time slots).

Enter **Buffer Length** (time between conferences).

Leave **Building** and **Room** blank.

Click on **Entity** drop down menu and select your entity.

Enter how many student attendees should be allowed during each time slot in **Attendee Limit**.

0 (zero) = No limit, 1 (one) = one student per time slot, etc.

Select **Process**.

The screenshot shows a form titled 'Mass Add/Delete - General Staff Conference'. It has several sections: 'Staff Information' with a 'Name' field and a 'C 01' dropdown; 'Processing Ranges' with fields for 'Process' (Add), 'Title' (General Staff Conference), 'Topic' (HRM), 'Homeroom', 'Date' (09/26/2017 to 09/27/2017), 'Start Time' (03:00 PM), 'End Time' (04:00 PM), 'Conference Length' (30), 'Buffer Length' (5), 'Description' (text area), 'Building' (dropdown), 'Room' (dropdown), 'Entity' (132 - HEARTLAND ELEMENTARY), and 'Attendee Limit' (1). There are 'Process' and 'Back' buttons on the right.

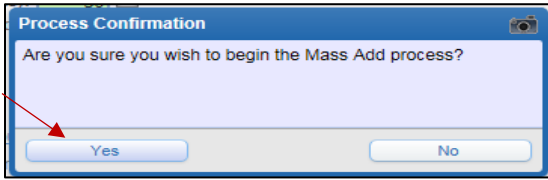
10 Minutes per conference

0 Minutes between conferences

Attendee Limit should be set at the number of testers assigned to your building



A prompt will ask "Are you sure you wish to begin the Mass Add process?"  
Select **Yes**.

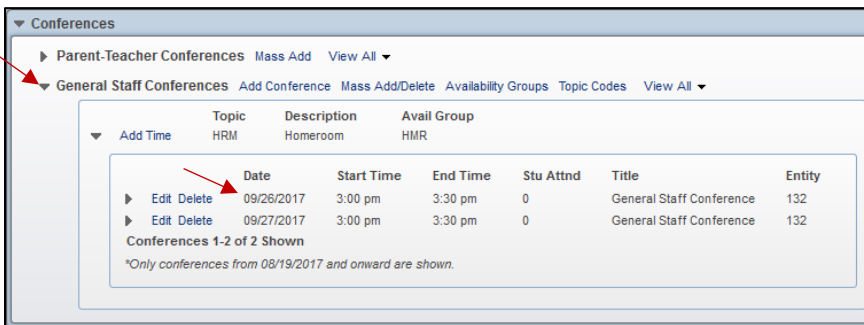


A warning will appear if the times you are mass adding overlap with a "Do Not Schedule" time or with previously created time slots. Click **OK**.

A window will appear showing the conflict(s). Your options are to proceed with your mass add, or edit or delete the conflicting time slots. If you proceed, the mass added times **will overlap** with the conflict time slot.

Expand the Topic by clicking on the arrow to the left.

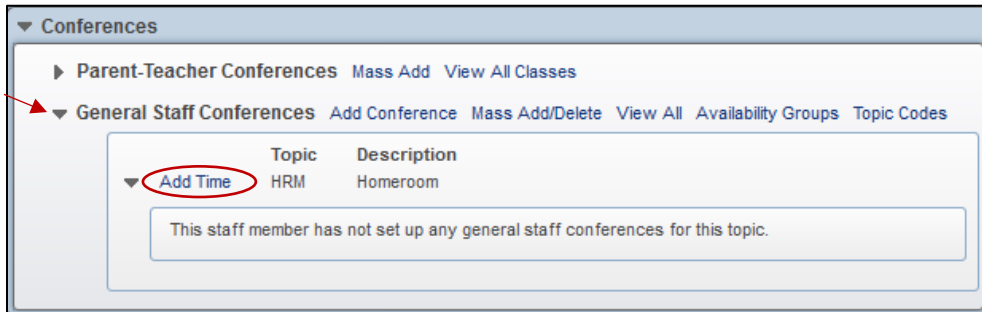
The time slots appear in **Conferences** under the Topic.



## Add Individual Group Conference Time Slot

This will add a group conference time slot - where you can meet with more than one student/guardian at a time.

Expand **General Staff Conferences** by clicking on the arrow to the left. Click on **Add Time** next to the **Topic** name that you wish to add a time slot to.



The **Title** and **Topic** will auto fill based on the topic selected.

Enter **Date** for time slot.

Enter **start** and **end Time**.

Leave **Building** and **Room** blank.

Click on **Entity** drop down menu and select your entity.

Enter how many student attendees should be allowed during the time slot in **Attendee Limit**.

0 (zero) = No limit, 1(one) = one student per time slot, etc.

Select **Save**.

The screenshot shows the 'General Staff Conference Maintenance' form. The fields are: Title: Homeroom; Topic: HRM; Date: 09/26/2017; Time: 03:00 PM to 04:00 PM; Description: (empty); Building: (empty); Room: (empty); Entity: 132 - HEARTLAND ELEMENTARY; Attendee Limit: 5. There are 'Save' and 'Back' buttons on the right.

A warning will appear if the times you are mass adding overlap with a "Do Not Schedule" time or with previously created time slots. Click **OK**.

A window will appear showing the conflict(s). Your options are to proceed with your mass add, or edit or delete the conflicting time slots. If you proceed, the mass added times **will overlap** with the conflict time slot.

The time slot appears in **Conferences** under the selected Topic.

The screenshot shows the 'Conferences' interface. Under the 'General Staff Conferences' section, there is a table with columns: Add Time, Topic, Description, Avail Group, Date, Start Time, End Time, Stu Attnd, Title, Entity. A red arrow points to the 'Date' column of the first row.

Add Time	Topic	Description	Avail Group	Date	Start Time	End Time	Stu Attnd	Title	Entity
<a href="#">Edit</a> <a href="#">Delete</a>	HRM	Homeroom	HRM	09/26/2017	3:00 pm	4:00 pm	0	Homeroom	132

Conferences 1-1 of 1 Shown  
\*Only conferences from 08/19/2017 and onward are shown.