

Parent/Teacher Conferences

- 1) To sign up for a PT conference, login to your parent portal and click on the Parent Teacher Conferences green button.

My Household

The 'My Household' dashboard features a grid of light blue buttons with icons and text labels. The buttons are: 'My Messages' (envelope icon), 'My Calendar' (calendar icon), 'Update Family Profile' (calendar with person icon), 'Email Preferences' (calendar with gear icon), 'Faculty/Staff Directory' (person icon), and 'Subscribe to Calendars' (double arrows icon). Below these are three green buttons: 'Parent Teacher Conferences' (group of people icon), 'ASP Registration' (trophy icon), and 'ES Field Trip Sign-Up' (globe icon). The 'Parent Teacher Conferences' button is circled in red.

- 2) A new screen will open up and next to your student(s) name, click on View Teachers

Teacher Conferences

INSTRUCTIONS

1. Click "View Teachers" for each student
2. Select a conference time for each teacher
3. Review the conference schedule
4. Click "Reserve Times"

RESERVE TIMES

Download Schedule

CONFERENCE SCHEDULE

SELECT A STUDENT

Student Name	5 teachers	0 scheduled	View Teachers →
Student Name	5 teachers	0 scheduled	View Teachers →

- 3) Next to the teacher name, click on the 'Available Times' drop-down menu and click on the desired meeting time.

Teacher Conferences

INSTRUCTIONS

1. Click "View Teachers" for each student
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Student Name

Teacher Name
CLASSES
LNG: Beginner French

AVAILABLE TIMES
--NO CONFERENCE SELECTED--

Teacher Name
CLASSES
Fall MS Boys Soccer

AVAILABLE TIMES
--NO CONFERENCE SELECTED--

- 2:00 PM-2:10 PM Fri, Oct 09 (in Virtual Meeting)
- 2:10 PM-2:20 PM Fri, Oct 09 (in Virtual Meeting)
- 2:20 PM-2:30 PM Fri, Oct 09 (in Virtual Meeting)
- 2:30 PM-2:40 PM Fri, Oct 09 (in Virtual Meeting)
- 2:40 PM-2:50 PM Fri, Oct 09 (in Virtual Meeting)
- 2:50 PM-3:00 PM Fri, Oct 09 (in Virtual Meeting)
- 3:00 PM-3:10 PM Fri, Oct 09 (in Virtual Meeting)
- 3:10 PM-3:20 PM Fri, Oct 09 (in Virtual Meeting)
- 3:20 PM-3:30 PM Fri, Oct 09 (in Virtual Meeting)
- 3:30 PM-3:40 PM Fri, Oct 09 (in Virtual Meeting)
- 3:40 PM-3:50 PM Fri, Oct 09 (in Virtual Meeting)
- 3:50 PM-4:00 PM Fri, Oct 09 (in Virtual Meeting)
- 4:00 PM-4:10 PM Fri, Oct 09 (in Virtual Meeting)
- 4:10 PM-4:20 PM Fri, Oct 09 (in Virtual Meeting)
- 4:20 PM-4:30 PM Fri, Oct 09 (in Virtual Meeting)
- 4:30 PM-4:40 PM Fri, Oct 09 (in Virtual Meeting)
- 4:40 PM-4:50 PM Fri, Oct 09 (in Virtual Meeting)
- 4:50 PM-5:00 PM Fri, Oct 09 (in Virtual Meeting)
- 8:30 AM-8:40 AM Sat, Oct 10 (in Virtual Meeting)
- 8:40 AM-8:50 AM Sat, Oct 10 (in Virtual Meeting)
- 8:50 AM-9:00 AM Sat, Oct 10 (in Virtual Meeting)
- 9:00 AM-9:10 AM Sat, Oct 10 (in Virtual Meeting)
- 9:10 AM-9:20 AM Sat, Oct 10 (in Virtual Meeting)
- 9:20 AM-9:30 AM Sat, Oct 10 (in Virtual Meeting)
- 9:30 AM-9:40 AM Sat, Oct 10 (in Virtual Meeting)
- 9:40 AM-9:50 AM Sat, Oct 10 (in Virtual Meeting)
- 9:50 AM-10:00 AM Sat, Oct 10 (in Virtual Meeting)

Teacher Name
CLASSES
ENG: 6th Gr English

Teacher Name
CLASSES
SCI: 6th Gr Science

Teacher Name
CLASSES
ART: Art 6

RESERVE TIMES Download Schedule

CONFERENCE SCHEDULE

- 4) Once you selected all the conference times please be sure to click on 'Reserve Times' to confirm the selection.

Teacher Conferences

INSTRUCTIONS

1. Click "View Teachers" for each student
2. Select a conference time for each teacher
3. Review the conference schedule
4. Click "Reserve Times"

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Student Name

Teacher Name
CLASSES
LNG: Beginner French

AVAILABLE TIMES
2:00 PM-2:10 PM Fri, Oct 09 (in Virtual M)

RESERVE TIMES Download Schedule

Click RESERVE TIMES to confirm unsaved conferences

CONFERENCE SCHEDULE

FRIDAY, OCT 09

2:00 PM **Teacher name**

- 5) You have now completed the process. Thank you!