

# 2018SY PARENT TEACHER CONFERENCES

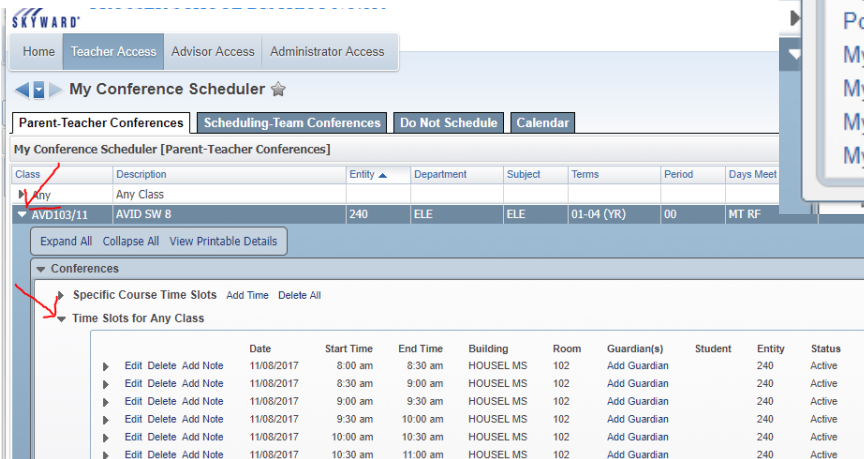
Your parent teacher conference slots are all open and ready for your parents to request their student's conference time. Some things you should know.

## To see your time Slots ---

Step 1: Click on your Teacher Access menu item across the top of your screen



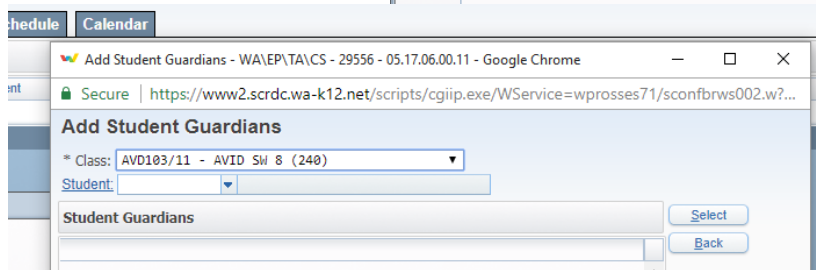
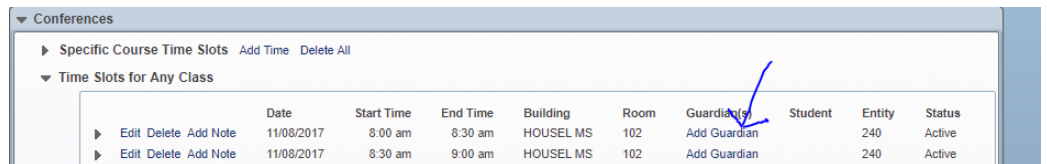
Step 2: Expand your AVD class and then expand your "Time Slots for Any Class"



## To hand schedule your students into a time slot --

Step 1: Click on Add Guardian

Step 2: Select your student and Parent.



You will need to go in and mark the times that you personally cannot conference with your students. ex your kid's conference. Do this in the Do Not Schedule Tab at the top of your "My Conference Scheduler" Screen

## Managing your Parent Conferences --

You can run reports to see who in your class has not signed up for a conference. Select "Students not Signed up Report" on the Right hand side of your screen. You can run this report and send out a email to your parents who have not signed up at the same time.

If you prefer a Calendar View of your students with a drag and drop feature, you can click on the "Calendar" tab at the top of your Conference Scheduler screen.