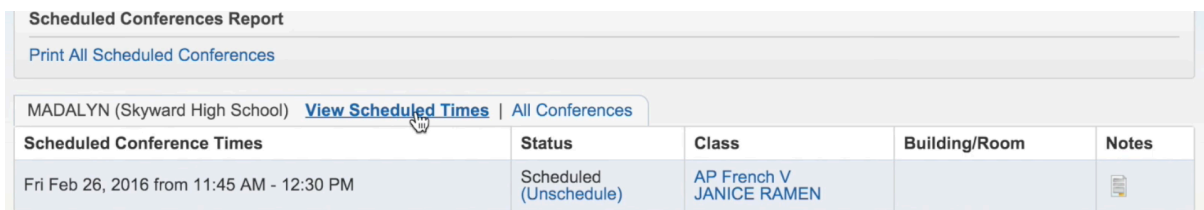


## Parent-Teacher Conference Scheduler

To access the Parent-Teacher Conference Scheduler, click the Teacher Conferences tab on the left side of the Family Access homepage.



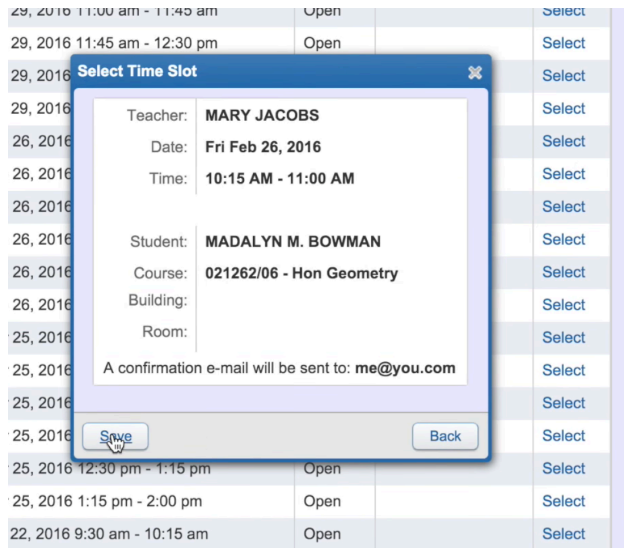
Next, choose a child from the top dropdown menu, or choose to view them all. To the right of each student's name, there is an option to view conferences you've scheduled (View Scheduled Times), or a list of all classes for which you can arrange conferences (All Conferences).



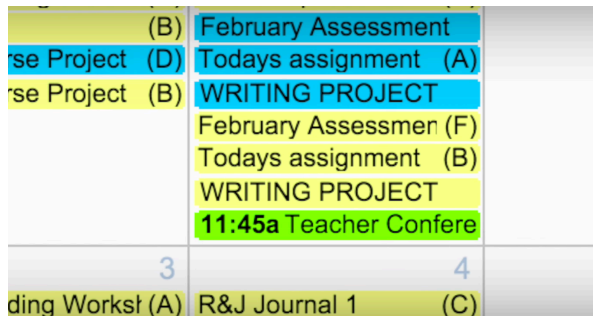
To schedule a conference from the All Conferences tab, first click Select a Time. This will allow you to view the teacher's availability.

All Conferences	Status	Class	Building/Room
Period 1 7:30 AM - 8:20 AM	Not Yet Scheduled (Select a Time)	English SHANNON HARRIES	SHS / G-208
Period 2 8:20 AM - 9:10 AM	Not Yet Scheduled (Select a Time)	Drama II FRANK HUMPHREY	SHS / P-137
Period 3 9:10 AM - 10:00 AM	Not Yet Scheduled (Select a Time)	Accounting I GERALD KAKACH	SHS / G-224
Period 4 10:00 AM - 10:50 AM	Not Yet Scheduled (Select a Time)	Journalism II/Yearbook Prod ROBERT NWAMEME	SHS / G-200
Period 5 10:50 AM - 11:40 AM	Scheduled Fri Feb 26, 2016 from 11:45 AM - 12:30 PM	AP French V JANICE RAMEN	SHS / G-205
Period 6 11:40 AM - 12:30 PM	Not Yet Scheduled (Select a Time)	Hon Geometry MARY JACOBS	SHS / P-34
Period 7 12:30 PM - 2:15 PM	Not Yet Scheduled (Select a Time)	Hon Physics I ALLISON BARTZ	SHS / G-105

Once you've found a time that works for you, click Select then Save.



Scheduled conferences will automatically show up in your calendar. You will also receive a confirmation email.



If you need to reschedule, click the View Scheduled Times tab and change the status to Unschedule. When you're happy with your conference schedule, go to the top of the screen to print a page with all dates and times.

