

How to Request a Conference in Parent Portal

The screenshot shows the Genesis Parent Resources portal. The top navigation bar includes links for HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS, and LOGOUT. Below this, a secondary menu contains links for Summary, Assessments, Attendance, Grading, Discipline, Gradebook, Scheduling, Documents, Forms, Course Pages, and Conferences. The Conferences link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is "Conferences" and the selected student is "Kline, Kevin Corner III". A yellow banner at the top of the main content area reads "Register for Spring Recreation Sports Now!". Below this, the text "Genesis Parents Module 2.0" is displayed. The main content area shows a section titled "Your Conference List for Kevin Kline:" with a table header containing columns for STUDENT, CONFERENCE DATE, TIME, SUBJECT, STAFF, and LOCATION. Below the header, a message states "No conferences have been scheduled". To the left of the table, there are two labels: "Calendar Event Conference" and "Staff Conference". A red arrow points from "Calendar Event Conference" to the first three options in the table: "Schedule conference for Summer Conference Day", "Schedule conference for First Teacher Conferences", and "Schedule conference for Fall Teacher Conferences". A green arrow points from "Staff Conference" to the "Request a Conference" option, which is highlighted with a green box.

Calendar Event Conference

STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
No conferences have been scheduled					
	Schedule conference for Summer Conference Day				
	Schedule conference for First Teacher Conferences				
	Schedule conference for Fall Teacher Conferences				
	Request a Conference				

Staff Conference

The tabs to use in the Parent Portal: [Student Data](#)->[Conferences](#)

- Each **Calendar Event** Conference has its own tab that parents can click on "**Schedule a conference for Parent / Teacher Conferences**" to start reserving their conference.

Reserving Calendar Event Conferences

Back to school conferences
3 out of 10 Possible Conferences have been Scheduled

ALLEN, GRACE COUNSELOR FOR ED	WEEKS, MARTHA CASE MANAGER FOR ED	ABERNATHY, WOODY NEWSPAPER PROD. FY	AUTRY, AL *ENGLISH 4 AP*, FY	ANDERSON, MATT SPANISH 4*, FY	ANTONELLI, JOHN *CALCULUS AP*, FY	BARRETT, BOB *PHYSICS HONORS*, FY	AMARO, RUBEN MUSIC THEORY 1*, FY	ROSE, DANIELLE HEALTH 4, Q2
Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve	Tue 10/31 Start: 7:00AM End: 7:10AM Reserve
Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve	Start: 7:12AM End: 7:22AM Reserve
Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Scheduled Cancel	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve	Start: 7:24AM End: 7:34AM Reserve
Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve	Start: 7:36AM End: 7:46AM Reserve
Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve	Start: 7:48AM End: 7:58AM Reserve
Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve	Start: 8:00AM End: 8:10AM Reserve
Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve	Start: 8:12AM End: 8:22AM Reserve

Calendar Event Conferences:

- After you click on "Schedule a Conference for..." you will see a screen with each of your teachers.
- You will need to click on "Reserve" for all relevant teachers to finish reserving a "Calendar Event" conference.
- With **Calendar Event Conferences**, Parents can reserve 1 available conference per teacher per Calendar Event
 - i.e.: In this multi-day Calendar Event the parent has reserved the first day with the English Teacher, you cannot choose another conference with that same teacher as all three days of conferences represent the same event
- Each Color Represents a different Conference Status
 - Green = Available Conference
 - Red = Conference is reserved for another student
 - Dark Green = Conference the parent has reserved (and can cancel at any time)
 - Yellow = Conference that conflicts with an already reserved conference time (Parents can still reserve these, though they are warned against doing so)

When do Parents Receive Notifications about Conferences?

- The Notification alert gets sent immediately after the conference is reserved.
- Notifications for conferences go out only if parents reserve their own conference time.
- Conference reminders will be automatically sent out to parents 48 hours prior to the conference.

Example reminder email:

This is a reminder that you have 1 scheduled conference(s) for Daily, Joe in Genesis High School.

Conference Details

Conference with **Anderson, John**

Date: 11/10/2017

Time: 7:54AM to 7:59AM

Location: D262