Scheduling a Conference

The Conference Scheduler feature allows guardians to schedule parent teacher conferences online. To access Conference Scheduler, select **Conferences** from the Family Access menu.

1. Click **All Conference**

2. Click **Select a Time** to pick a time slot for a student's class.

3. Click **Select** to the right of the desired Conference Time Slot.

4. The **Select Time Slot** dialog box will appear. A warning will be displayed if a time conflict exists. Click **Back** to select another time if there is a conflict. Or, click **Save**.
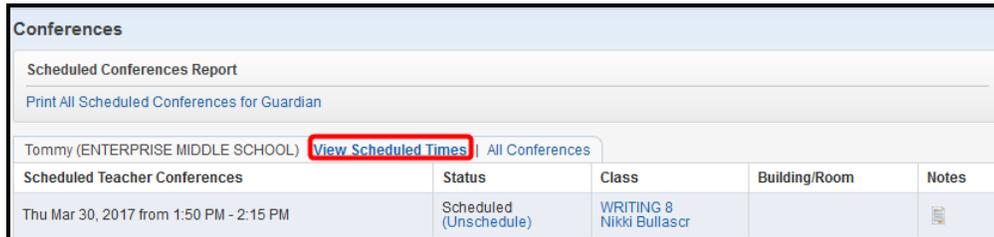

Repeat steps 1-3 until slots have been scheduled for all of the student's classes.
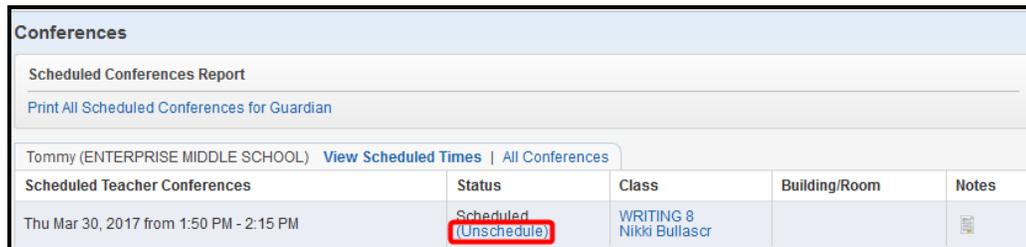
Reschedule a Conference

If, after a conference is scheduled, the date or time need to be changed, follow these steps.

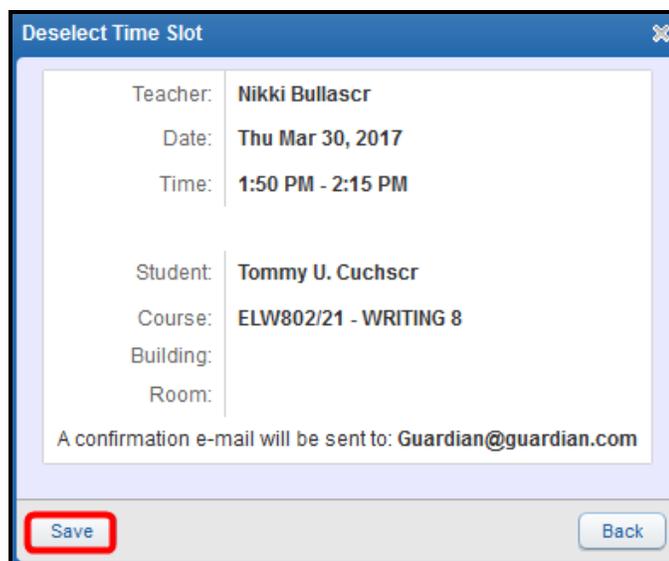1. Click **View Scheduled Times** to view all scheduled times.

2. Click **Unschedule** to unschedule a time slot.

3. The **Deselect Time Slot** dialog box will appear, click **Save**.

4. Click **All Conferences** to return to the All Conferences tab.

5. Click **Select a Time** to pick a new time slot.

6. Locate the new time slot and click **Select**.

7. Click **Save**

Other Options

Note: When a parent is on the **Scheduled Conferences Report** screen, the class and teacher name are hyperlinks. Clicking on the class will open the **Class Info** screen. Clicking on the teacher name will open the teacher info screen which also provides an email hyperlink if an email address exists.

On the **Scheduled Conferences Report** screen there is an option to **Print All Scheduled Conferences for Guardian**. When clicked, the **Print Options** screen opens and provides print options for the guardian.