

# 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.

Home
New Student Online Enrollment
Online Forms
Calendar
Attendance
Student Info
Food Service
Schedule
Test Scores
Fee Management
Activities
<b>Conferences</b>
Portfolio
Health Info
Login History

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

Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences for Guardian</a>			
Tommy (ENTERPRISE MIDDLE SCHOOL) <a href="#">View Scheduled Times</a>   <b>All Conferences</b>			
Teacher Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:50 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	SCIENCE 8 ART ROCHESSCR	ENTERPRISE MS / Room(308)
Period 3 9:45 AM - 10:33 AM	<b>Not Yet Scheduled (<a href="#">Select a Time</a>)</b>	SOC STUDIES 8 HOLLIE TRAINOSCR	ENTERPRISE MS / Room(402)
Period 4 10:36 AM - 11:24 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	MATH 8 RAYMOND MILLWEESCR	ENTERPRISE MS / Room(302)
Period 5 12:00 PM - 12:48 PM	Scheduled Thu Mar 30, 2017 from 1:50 PM - 2:15 PM	WRITING 8 NIKKI BULLASCR	ENTERPRISE MS / Room(501)
Period 6 12:52 PM - 1:39 PM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	READING 8 NIKKI BULLASCR	ENTERPRISE MS / Room(501)
Period 7 1:43 PM - 2:30 PM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	FITNESS 8 HENRIETTA ARNSWORTHSCR	ENTERPRISE MS / Room(GYM)
Staff Conferences	Status	Topic	Description
Estella Biccumscr	Not Yet Scheduled ( <a href="#">Select a Time</a> )	SL	Student Led

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

Conference Time Slots	Status	Building/Room	
Thu Mar 30, 2017 1:00 pm - 1:25 pm	Open		Select
Thu Mar 30, 2017 1:25 pm - 1:50 pm	Open		Select
Thu Mar 30, 2017 1:50 pm - 2:15 pm	Open		Select
Thu Mar 30, 2017 2:15 pm - 2:40 pm	Open		Select
Thu Mar 30, 2017 2:40 pm - 3:05 pm	Open		Select
Thu Mar 30, 2017 3:05 pm - 3:30 pm	Open		Select
Thu Mar 30, 2017 3:30 pm - 3:55 pm	Open		Select
Thu Mar 30, 2017 3:55 pm - 4:20 pm	Open		Select
Thu Mar 30, 2017 4:20 pm - 4:45 pm	Open		Select
Thu Mar 30, 2017 4:45 pm - 5:10 pm	Open		Select
Thu Mar 30, 2017 5:10 pm - 5:35 pm	Open		Select
Thu Mar 30, 2017 5:35 pm - 6:00 pm	Open		Select
Mon Apr 17, 2017 12:30 pm - 12:50 pm	Open		Select
Mon Apr 17, 2017 12:50 pm - 1:10 pm	Open		Select
Mon Apr 17, 2017 1:10 pm - 1:30 pm	Open		Select
Mon Apr 17, 2017 1:30 pm - 1:50 pm	Open		Select
Mon Apr 17, 2017 1:50 pm - 2:10 pm	Open		Select
Mon Apr 17, 2017 2:10 pm - 2:30 pm	Open		Select
Mon Apr 17, 2017 2:30 pm - 2:50 pm	Open		Select
Mon Apr 17, 2017 2:50 pm - 3:10 pm	Open		Select
Mon Apr 17, 2017 3:10 pm - 3:30 pm	Open		Select

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**.

Teacher: **Hollie Trainoscr**  
Date: **Thu Mar 30, 2017**  
Time: **1:50 PM - 2:15 PM**

Student: **Tommy U. Cuchscr**  
Course: **SST802/22M - SOC STUDIES 8**  
Building:  
Room:

A confirmation e-mail will be sent to: [Guardian@guardian.com](mailto:Guardian@guardian.com)

**WARNING: The selected meeting time conflicts with the conference listed below.**

Type: Parent-Teacher Conference  
Teacher: Nikki Bullascr  
Student: Tommy Cuchscr  
Course: ELW802/21 - WRITING 8  
Times: 1:50 pm- 2:15 pm

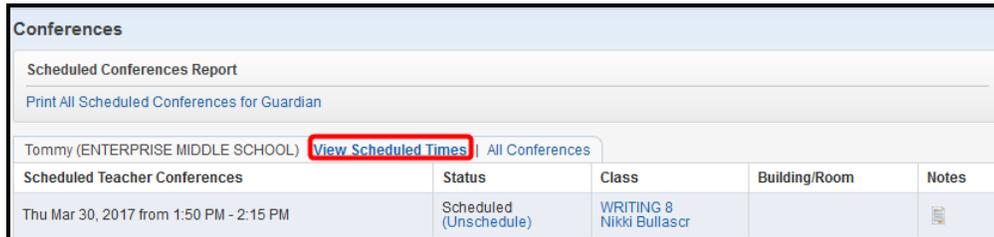
**Save** **Back**

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

# Reschedule a Conference

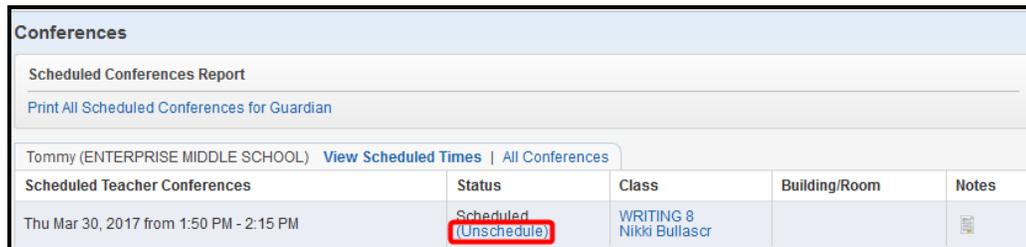
If, after a conference is scheduled, the date or time need to be changed, follow these steps.

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



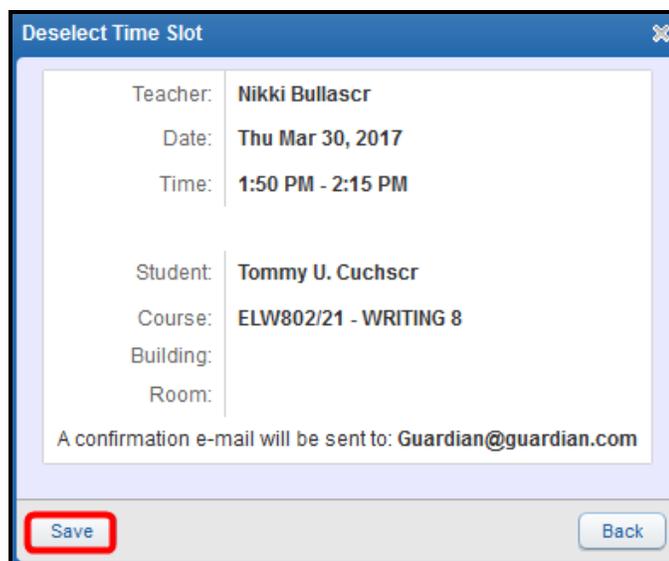
Conferences				
Scheduled Conferences Report				
<a href="#">Print All Scheduled Conferences for Guardian</a>				
Tommy (ENTERPRISE MIDDLE SCHOOL) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>				
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 30, 2017 from 1:50 PM - 2:15 PM	Scheduled (Unschedule)	WRITING 8 Nikki Bullascr		

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



Conferences				
Scheduled Conferences Report				
<a href="#">Print All Scheduled Conferences for Guardian</a>				
Tommy (ENTERPRISE MIDDLE SCHOOL) <a href="#">View Scheduled Times</a>   <a href="#">All Conferences</a>				
Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 30, 2017 from 1:50 PM - 2:15 PM	Scheduled (Unschedule)	WRITING 8 Nikki Bullascr		

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



**Deselect Time Slot** [X]

Teacher: Nikki Bullascr  
Date: Thu Mar 30, 2017  
Time: 1:50 PM - 2:15 PM

Student: Tommy U. Cuchscr  
Course: ELW802/21 - WRITING 8  
Building:  
Room:

A confirmation e-mail will be sent to: [Guardian@guardian.com](mailto:Guardian@guardian.com)

**Save** [Back]

- Click **All Conferences** to return to the All Conferences tab.
- Click **Select a Time** to pick a new time slot.

Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences for Guardian</a>			
Tommy (ENTERPRISE MIDDLE SCHOOL) <a href="#">View Scheduled Times</a>   <b>All Conferences</b>			
Teacher Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:50 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	SCIENCE 8 ART ROCHESSCR	ENTERPRISE MS / Room(308)
Period 3 9:45 AM - 10:33 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	SOC STUDIES 8 HOLLIE TRAINOSCR	ENTERPRISE MS / Room(402)
Period 4 10:36 AM - 11:24 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	MATH 8 RAYMOND MILLWEESSCR	ENTERPRISE MS / Room(302)
Period 5 12:00 PM - 12:48 PM	Scheduled Thu Mar 30, 2017 from 1:50 PM - 2:15 PM	WRITING 8 NIKKI BULLASCR	ENTERPRISE MS / Room(501)
Period 6 12:52 PM - 1:39 PM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	READING 8 NIKKI BULLASCR	ENTERPRISE MS / Room(501)
Period 7 1:43 PM - 2:30 PM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	FITNESS 8 HENRIETTA ARNSWORTHSCR	ENTERPRISE MS / Room(GYM)
Staff Conferences	Status	Topic	Description
Estella Biccumscr	Not Yet Scheduled ( <a href="#">Select a Time</a> )	SL	Student Led

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

**Class Info** ✕

**WRITING 8 (Period 5) NIKKI BULLASCR**

ENTERPRISE MIDDLE SCHOOL	Dept: LITERATURE
Alphakey / Section: ELW802 / 21	
Course Length: SEMESTER2	Credits: 0.500
Curriculum: MS LANG ARTS	Course Grade: 8

**Meeting Times**

Teacher: [NIKKI BULLASCR](#)

Period: 5	Room: 501
Start Date: Fri Feb 3, 2017	End Date: Mon Jul 31, 2017

Day	Time
A,B	12:00 PM - 12:48 PM

**NIKKI BULLASCR** ✕

Teacher - ENTERPRISE MIDDLE SCHOOL

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.

**Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences for Guardian](#)

Tommy (ENTERPRISE MIDDLE SCHOOL) [View Scheduled Times](#) | [All Conferences](#)

Scheduled Teacher Conferences	Status	Class	Building/Room	Notes
Thu Mar 30, 2017 from 1:50 PM - 2:15 PM	Scheduled (Unschedule)	WRITING 8 Nikki Bullascr		

**Print Options** 

Sort:  By Date  
 By Student  
 Display Past Conferences

[Print](#)