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# Conference Scheduler for Guardians Tip Sheet

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### Documentation Key

**Path:** A sequence of clicks to access a specific area of Web Access

**Note:** Information provided to clarify a process or provide additional details



**Important message regarding functionality**

**Back:** A boxed word indicates a button in Web Access

**Hyperlink:** An underlined Link to a new screen or process

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# Conference Scheduler for Guardians

## Scheduling a Conference

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



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

Teacher Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences</a>			
JOSHUA (NWRDC ALTERNATIVE)		<a href="#">View Scheduled Times</a>	<b>All Conferences</b>
All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:50 AM	Not Yet Scheduled (Select a Time)	OL CHEMISTRY Taunya Sintonscr	Building (407) / Room(133)
Period 2 8:55 AM - 9:45 AM	Not Yet Scheduled (Select a Time)	CHILD DEVELOPMENT Fallon Nygrenscr	Building (407)
Period 3 9:50 AM - 10:40 AM	Not Yet Scheduled (Select a Time)	CAREERS CHOICES Alejandro Lazcanoscr	Building (407) / Room(131)
Period 4 10:45 AM - 11:35 AM	Not Yet Scheduled (Select a Time)	ENGLISH 11 Desiree Rubeckscr	Building (407) / Room(125)

2. Click **Select** to the right of the Conference Time Slot signing-up for.



Conference Time Slots	Status	Building/Room	
Thu Oct 30, 2014 12:00 pm - 12:15 pm	Open		Select
Thu Oct 30, 2014 12:15 pm - 12:30 pm	Open		Select
Thu Oct 30, 2014 12:30 pm - 12:45 pm	Open		Select
Thu Oct 30, 2014 12:45 pm - 1:00 pm	Open		Select
Thu Oct 30, 2014 1:00 pm - 1:15 pm	Open		Select
Thu Oct 30, 2014 1:15 pm - 1:30 pm	Open		Select
Thu Oct 30, 2014 1:30 pm - 1:45 pm	Open		Select
Thu Oct 30, 2014 1:45 pm - 2:00 pm	Open		Select
Thu Oct 30, 2014 2:00 pm - 2:15 pm	Open		Select
Thu Oct 30, 2014 2:15 pm - 2:30 pm	Open		Select
Thu Oct 30, 2014 2:30 pm - 2:45 pm	Open		Select
Thu Oct 30, 2014 2:45 pm - 3:00 pm	Open		Select
Thu Oct 30, 2014 3:00 pm - 3:15 pm	Open		Select
Thu Oct 30, 2014 3:15 pm - 3:30 pm	Open		Select
Thu Oct 30, 2014 3:30 pm - 3:45 pm	Open		Select
Thu Oct 30, 2014 3:45 pm - 4:00 pm	Open		Select
Thu Oct 30, 2014 4:00 pm - 4:15 pm	Open		Select
Thu Oct 30, 2014 4:15 pm - 4:30 pm	Open		Select
Thu Oct 30, 2014 4:30 pm - 4:45 pm	Open		Select
Thu Oct 30, 2014 4:45 pm - 5:00 pm	Open		Select
Thu Oct 30, 2014 5:00 pm - 5:15 pm	Open		Select

3. The Select Time Slot dialog box will appear. Click **Save**



**Select Time Slot**

Teacher: **Fallon Nygrenscr**  
Date: **Thu Oct 30, 2014**  
Time: **12:00 PM - 12:15 PM**

Student: **JOSHUA D. REYNOLDS**  
Course: **VCD101/02 - CHILD DEVELOPMENT**  
Building:  
Room:

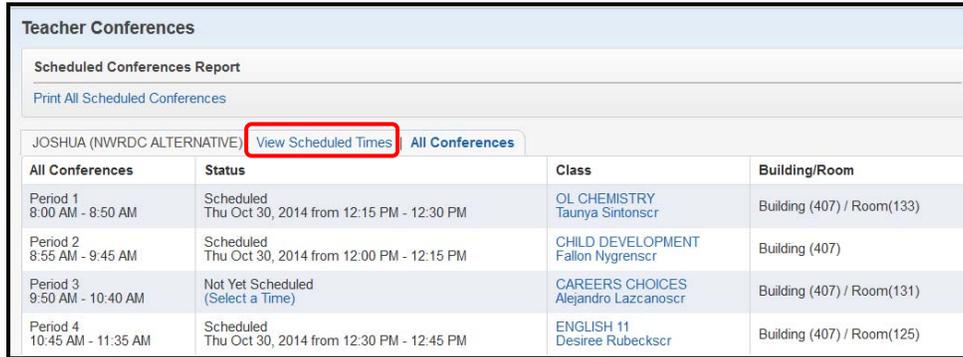
**Save** Back

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 needs to be changed, it is possible to do so.

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



**Teacher Conferences**

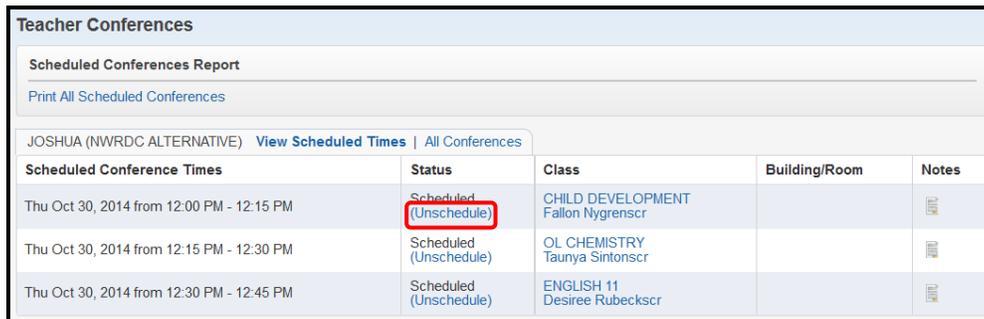
Scheduled Conferences Report

[Print All Scheduled Conferences](#)

JOSHUA (NWRDC ALTERNATIVE) **View Scheduled Times** | All Conferences

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:50 AM	Scheduled Thu Oct 30, 2014 from 12:15 PM - 12:30 PM	OL CHEMISTRY Taunya Sintonscr	Building (407) / Room(133)
Period 2 8:55 AM - 9:45 AM	Scheduled Thu Oct 30, 2014 from 12:00 PM - 12:15 PM	CHILD DEVELOPMENT Fallon Nygrenscr	Building (407)
Period 3 9:50 AM - 10:40 AM	Not Yet Scheduled (Select a Time)	CAREERS CHOICES Alejandro Lazcanoscr	Building (407) / Room(131)
Period 4 10:45 AM - 11:35 AM	Scheduled Thu Oct 30, 2014 from 12:30 PM - 12:45 PM	ENGLISH 11 Desiree Rubeckscr	Building (407) / Room(125)

2. Click **Unschedule** to unschedule a class.



**Teacher Conferences**

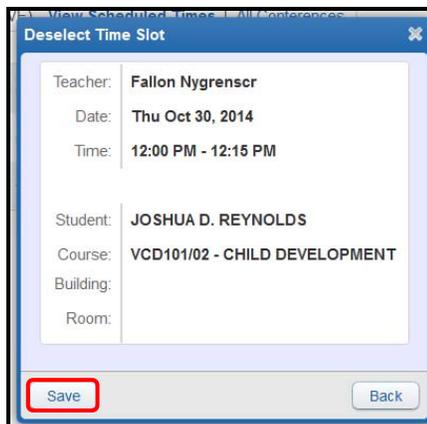
Scheduled Conferences Report

[Print All Scheduled Conferences](#)

JOSHUA (NWRDC ALTERNATIVE) [View Scheduled Times](#) | All Conferences

Scheduled Conference Times	Status	Class	Building/Room	Notes
Thu Oct 30, 2014 from 12:00 PM - 12:15 PM	Scheduled (Unschedule)	CHILD DEVELOPMENT Fallon Nygrenscr		
Thu Oct 30, 2014 from 12:15 PM - 12:30 PM	Scheduled (Unschedule)	OL CHEMISTRY Taunya Sintonscr		
Thu Oct 30, 2014 from 12:30 PM - 12:45 PM	Scheduled (Unschedule)	ENGLISH 11 Desiree Rubeckscr		

4. The Delete Time Slot dialog box will appear. Click **Save**



**Deselect Time Slot**

Teacher: **Fallon Nygrenscr**

Date: **Thu Oct 30, 2014**

Time: **12:00 PM - 12:15 PM**

Student: **JOSHUA D. REYNOLDS**

Course: **VCD101/02 - CHILD DEVELOPMENT**

Building:

Room:

**Save**

5. Click **All Conferences** to return to the All Conferences tab. Click **Select a Time** to pick a new time slot for a student's class.

Teacher Conferences			
Scheduled Conferences Report			
<a href="#">Print All Scheduled Conferences</a>			
JOSHUA (NWRDC ALTERNATIVE)		<a href="#">View Scheduled Times</a>	<b>All Conferences</b>
All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:50 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	OL CHEMISTRY Taunya Sintonscr	Building (407) / Room(133)
Period 2 8:55 AM - 9:45 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	CHILD DEVELOPMENT Fallon Nygrenscr	Building (407)
Period 3 9:50 AM - 10:40 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	CAREERS CHOICES Alejandro Lazcanoscr	Building (407) / Room(131)
Period 4 10:45 AM - 11:35 AM	Not Yet Scheduled ( <a href="#">Select a Time</a> )	ENGLISH 11 Desiree Rubeckscr	Building (407) / Room(125)

**Note:** When a parent is on the Schedule 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.

Class Info	
ART I (Period 1) <a href="#">B Fosselmanscr</a>	
NWRDC HIGH SCHOOL	Dept: ART
Alphakey / Section: AAA100 / 02	Subj: FINE ARTS
Course Length: SEMESTER1	Credits: 0.500
Curriculum: ART	Course Grades: 9 - 12
Meeting Times	
Teacher: <a href="#">B Fosselmanscr</a>	Period: 1
Start Date: Fri Aug 1, 2014	Time: 8:00 AM - 8:55 AM
End Date: Sat Jan 24, 2015	Room: B112

	<b>B Fosselmanscr</b> <a href="mailto:Scramble18805@start.com">Scramble18805@start.com</a> Teacher - NWRDC HIGH SCHOOL
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On the Scheduled Conferences Report screen there is an option to Print All Scheduled Conferences. When clicked, the Print Options screen opens and provides print options for the guardian.

**Teacher Conferences**

**SUMMER SCHOOL**

Teacher Conferences are not available for Hilaria.

**Scheduled Conferences Report**

[Print All Scheduled Conferences](#)

Hilaria (NWRDC HIGH SCHOOL) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:55 AM	Not Yet Scheduled (Select a Time)	ART I B Fosselmanscr	NWRDC HS / Room(B112)
Period 2 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	BUSINESS MATH C Forsethscr	NWRDC HS / Room(C200)
Period 3 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	APEX V Monteescr	NWRDC HS / Room(C201)

**Print Options**

Sort:  By Date  
 By Student  
 Display Past Conferences

[Print](#)