



## Westchester Middle School Instructions for Parent/Teacher Conference Online Scheduling

The Westchester Middle School Parent/Teacher Conference (PTC) online scheduling instructions are listed below. These instructions provide a brief overview of how to schedule appointments online for the **Friday, June 14** and **Monday, June 17** conference days.

**1. How to access the program to make an online appointment:**

Visit <https://windwardnys.ptcwizard.com/> to log in for Westchester Middle School (WMS) parent-teacher conference sign up. Please note: The log-in URL above is unique for WMS parent-teacher conferences only. If you have a child at another campus, you will need to use the specific URL for that campus.

**2. How to register and enter your child's name:**

- **If you registered for the Winter 2019 Parent/Teacher Conferences, you may log in on the left side of the screen (*Returning Parents? Sign in here*) with the email address and password you used last time.** (If you do not remember your password, click *Forgot your password*. The system will send you an email with the password you originally provided. If you do not know the email address that was used for winter conferences, email [ebennett@thewindwardschool.org](mailto:ebennett@thewindwardschool.org) to request a copy of the address and password.)

Copyright © 2008 Computer Creation Systems, Inc. All rights reserved.  
Visit PTC Wizard (<http://www.ptcwizard.com>) - The premier web-based parent/teacher conference scheduling software system

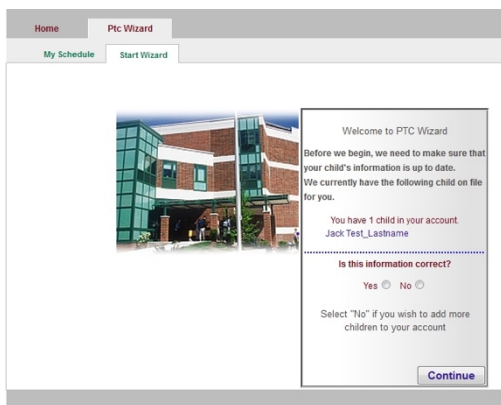
- **If you are a first-time user (if you did not register for Winter 2019 Parent/Teacher Conferences), please follow these instructions to register as a new user:**
  - Enter your first name, last name, email, and password in the **First-Time user** box on the right side of the screen. Please use an email address currently on file with The Windward School.
  - Write down your password in case you need to change your conference schedule.
  - Press **Register** to proceed to the next page.

If you experience difficulties logging in using a specific email address, use an alternate email address.

### 3. How to register your child:

- **For parents that registered in Winter 2019**, the “Welcome to PTC Wizard” page will ask you to confirm your child’s name is correct.
  - If your child’s name is incorrect, select **No** and **Continue**. You will be able to edit your child’s name on the page that follows.
  - After editing your child’s name, select **Update**.
  - Once updated, select “Return to PTC Wizard” to continue the conference scheduling process.
- **For first-time users**: The “Welcome to PTC Wizard” page will ask you to input your child’s first and last names. Once done, confirm that your child’s name is correct. If you need to add additional children that attend school at the Westchester Lower School campus, select “No” to add more children to the account. If you have additional children at other campuses, please only register them on their specific campus.

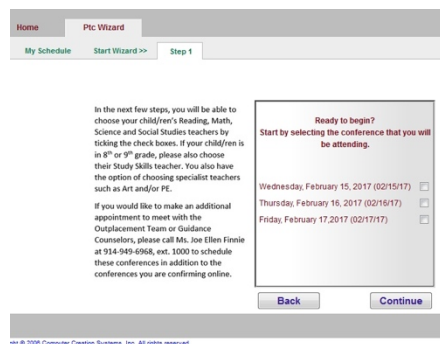
Once registered and logged in, you will go to the “Welcome to PTC Wizard” page.



### 4. How to set up and confirm your appointment:

- Confirm your conference date on the screen titled “Ready to Begin?”
- Choose **ONE DATE: Friday, June 14 and Monday, June 17. Do not check multiple dates on the screen or all appointments will be deleted.**
- Press **Continue**.

The next screen will confirm your appointment.



You will have the opportunity on the following screen to choose a time slot for your appointment. If you cannot find a suitable appointment time for the date you have chosen, simply press **Back** to return to the previous page.

#### 4. How to make an appointment with your child's teachers:

The online scheduling program will display a list of Middle School teachers available for conferencing. Teacher names are organized in alphabetical order along with their subject.

Name	Description	Room
<input type="checkbox"/> Mr. Vermette/ Mr. Burnard PE Gr. 6 & 7	(John Vermette, Hunter Burnard)	Gym
<input type="checkbox"/> Mr. Vermette/ Ms. Farano PE Gr. 5 & 6	(Patricia Farano, John Vermette)	Gym
<input type="checkbox"/> Mr. Vermette/ Ms. Hunt PE Gr. 6	(Marilyn Hunt, John Vermette)	Gym
<input type="checkbox"/> Ms. Farano/ Mr. Burnard PE Gr. 5, 7 & 8	(Patricia Farano, Hunter Burnard)	Gym
<input type="checkbox"/> Mr. Craig Allison	(Math, Study Skills & Social Studies)	206
<input type="checkbox"/> Mr. Kevin Avery	(Math)	223
<input type="checkbox"/> Ms. Laura Bottari	(Math)	116-B
<input type="checkbox"/> Ms. Robin Buckley	(LA)	312
<input type="checkbox"/> Ms. Theresa Bunyan	(LA & Social Studies)	300
<input type="checkbox"/> Mr. Timothy Caccopola	(Study Skills, Social Studies)	207
<input type="checkbox"/> Ms. Barbara Cantatore	(Art)	233
<input type="checkbox"/> Ms. Alexandria Chalonec	(LA & Social Studies)	224

- Scroll through the list and choose your child's teacher by checking the box next to the appropriate name.
- Select your child's Reading, Math, Science, and Social Studies teachers.
- You can also set up an appointment with specialist teachers, such as your child's Art or Physical Education teacher.
- If your child is in 8<sup>th</sup> or 9<sup>th</sup> grade, please select their Study Skills teacher.
- Please **do not** set up an appointment with your child's Homeroom teacher or O-G Skills teacher.
- Press **Continue** to confirm your selected teachers.

#### 5. How to choose your appointment time:

This will allow you to select appointment times for your conferences.

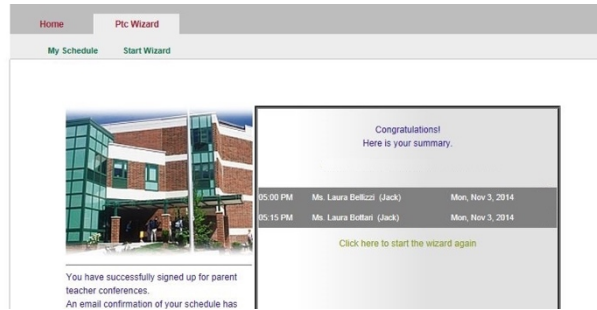
- Select any available 15-minute time slot.
- Once you have selected your preferred time(s), click **Continue**.
- You will proceed to the confirmation page.

Ms. Laura Bottari Room: 102	Ms. Laura Bellizzi Room: 101
05:00 PM <input type="checkbox"/>	05:00 PM <input checked="" type="checkbox"/>
05:15 PM <input checked="" type="checkbox"/>	05:15 PM <input type="checkbox"/>
05:30 PM <input type="checkbox"/>	05:30 PM <input type="checkbox"/>
05:45 PM <input type="checkbox"/>	05:45 PM <input type="checkbox"/>
06:00 PM <input type="checkbox"/>	06:00 PM <input type="checkbox"/>
06:15 PM <input type="checkbox"/>	06:15 PM <input type="checkbox"/>
06:30 PM <input type="checkbox"/>	06:30 PM <input type="checkbox"/>
06:45 PM <input type="checkbox"/>	06:45 PM <input type="checkbox"/>
07:00 PM <input type="checkbox"/>	07:00 PM <input type="checkbox"/>
07:15 PM <input type="checkbox"/>	07:15 PM <input type="checkbox"/>
07:30 PM <input type="checkbox"/>	07:30 PM <input type="checkbox"/>
07:45 PM <input type="checkbox"/>	07:45 PM <input type="checkbox"/>
08:00 PM <input type="checkbox"/>	08:00 PM <input type="checkbox"/>
08:15 PM <input type="checkbox"/>	08:15 PM <input type="checkbox"/>

**Success!**  
5:00PM Appointment Set

#### 6. How to see confirmations of your parent-teacher conference appointments:

You should now see a confirmation page. The confirmation page will allow you to view your appointments and the date that you have confirmed. An email confirmation will be sent to the email address you provided at registration.



## FREQUENTLY ASKED QUESTIONS

### How do I cancel or change an appointment?

Parents may change or cancel an appointment by clicking *My Schedule*, located on the top left corner of the screen. After you have cancelled your appointment, you may start the online scheduling by pressing the *Start Wizard* or the *Home* tab.

### How do I sign up two children on the same campus?

If you have two or more children, you will notice that all siblings listed will appear in the drop-down box. Choose the 15-minute appointment slots for each child attending Westchester Middle School. If your other child is a student at Westchester Lower School, Manhattan Lower School, or Manhattan Middle School, **DO NOT** schedule using the **Westchester Middle School** Scheduling program. Please use the specific link for each campus located on the main PTC page at [thewindwardschool.org/ptc](http://thewindwardschool.org/ptc). You may schedule a conference for other campuses only after completing all steps for the Westchester Middle School and logging out of the system. You may log into the other campus's conferencing programs using the same email address and password.

### How do I change my password or email address?

You may change your password or email address by pressing *My Account* in the upper right corner of your screen.

If you would like to book your appointment by phone or meet with a member of the Guidance Department, please contact Ms. Joellen Finnie, Westchester Middle School Front Desk Coordinator, at (914) 949-6968, ext. 1000.

If you have any questions or difficulties in using the Parent/Teacher Conference online scheduling, please contact Erik Bennett, Assistant Director of Technology, at (914) 949-6968, ext. 1271 or [ebennett@thewindwardschool.org](mailto:ebennett@thewindwardschool.org).