

Manhattan Lower School Instructions for Parent/Teacher Conference Online Scheduling

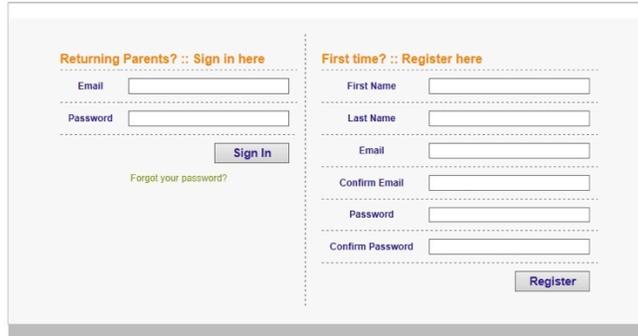
The Manhattan Lower School Parent/Teacher Conference (PTC) online conference scheduling instructions are below. These instructions provide a brief overview of how to schedule appointments for **Friday, June 14 and Monday, June 17** parent/teacher conference days.

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

Visit <https://windwardnyc.ptcwizard.com/> (Note: This link is specifically for Manhattan Lower and Middle School parent/teacher conferences.)

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 to request a copy of the address and password.

- 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.

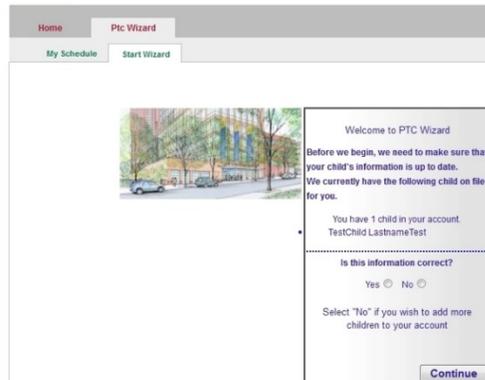
If you experience difficulties logging in using a specific email address, use an alternate email address.

3. How to register your child:

- If you signed in under **Returning Parents**, the “Welcome to PTC Wizard” page will ask you to confirm if your child’s name is correct.
 - If your child’s name is correct, select ***Yes*** and ***Continue***. Proceed to step 4 in this document.

- 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 Manhattan 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 the campus where they attend school.

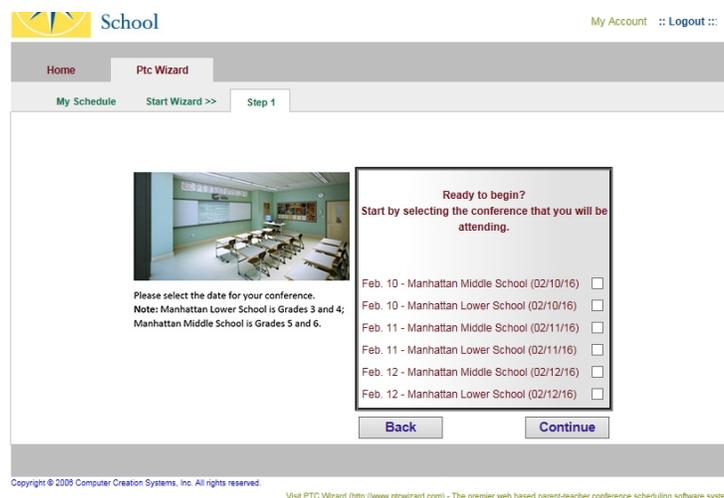
Once registered and logged in, you will go to the "Welcome to PTC Wizard" page.



4. How to set up and confirm your appointment:

- Confirm your conference date on the screen titled "Ready to Begin?"
- Choose **ONE DATE** to schedule your conference: **Friday, June 14** or **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 date.



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, press **Back** to return to the previous page to change your date.

5. How to select your child's teachers:

Once you've selected the date, the online scheduling program will display a list of all Manhattan Lower School teacher teams. They are organized by grade, homeroom teacher, and teacher team number as shown under the *Team* column. The Language Arts and Math teachers are listed under the *Teacher Team* column.

Nov 2 - Manhattan Lower School Meeting on Monday, November 2, 2015

Please select the teachers or teams with whom you will need to meet. Only teachers or teams that are attending this conference will be displayed. Therefore it is possible that the teacher or team you are looking for will not be displayed.

Name	Description	Room
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 401	(Alison Armstrong, Erin McIven, Kate Murphy)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 402	(Alison Armstrong, Erin McIven, Daniele Ngo)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 403	(Alison Armstrong, Erin McIven, Sophia Schwalka)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 405	(Erin McIven, Kate Murphy, Daniele Ngo)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 407	(Erin McIven, Kate Murphy, Sophia Schwalka)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 410	(Erin McIven, Daniele Ngo, Sophia Schwalka)	1
<input type="checkbox"/> Grade 3 Ms. McIven's Hrm. Team 413	(Erin McIven, Sophia Schwalka)	1

- Scroll through the list and choose your child's teacher team by checking the team box. Choose only **ONE** teacher team. Please refer to the teacher team and team number sent home with your child.
- The Language Arts and Math teachers are under the *Team* column, and they are listed in alphabetical order within the team. They are **not** listed by the class they teach.
- Press **Continue** to confirm your selected teachers.

6. How to choose your appointment time:

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

- Select any available 30-minute time slot.
- Once you have selected your preferred time, click **Continue**.
- You will proceed to the confirmation page.
- Please do not confirm more than one conference for each child. The teacher team selected will include all teachers confirmed for this conference.

The screenshot shows the website for The Windward School. The user is identified as 'eriktest.LastnameTest'. The navigation menu includes 'Home', 'Ptc Wizard', 'My Schedule', and 'Start Wizard'. The main content area displays a confirmation message: 'Congratulations! Here is your summary.' The summary shows a 30:30 PM appointment for Grade 3 Ms. McIven's Hrm. Team 405 on Monday, Nov 2, 2015. A link is provided to 'Click here to start the wizard again'. Below the summary, a message states: 'You have successfully signed up for parent teacher conferences. An email confirmation of your schedule has been sent to @jahoo.com. Click here to return to the Windward School website.'

7. How to see a confirmation of your parent-teacher conference appointment:

You should see a confirmation page with your appointment date and time confirmed. An email confirmation will be sent to the email address you provided at registration. This confirmation will show your child's name, the conference you confirmed, date/time of the appointment, and the room where the conference will take place. The one or more teachers confirmed for this conference will be at this meeting. Please do not confirm more than one conference for each child.

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 on the same campus, you will notice that all siblings listed will appear in the drop-down box. Choose the 30-minute appointment slots for each child attending Manhattan Lower School or Manhattan Middle School. If your other child is a student at Westchester Lower School, or Westchester Middle School, you must log into the individual link for that campus. **DO NOT** schedule using the **Westchester Lower School** Scheduling program. Please see the parent/teacher conference sign-up links for each campus at thewindwardschool.org/ptc.

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.

If you would like to book your appointment by phone or meet with a member of the Guidance Department, please contact Ms. Karen Wright at (212) 222-8628 ext. 3334.

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.