

Westchester Lower School Instructions for Parent/Teacher Conference Online Scheduling

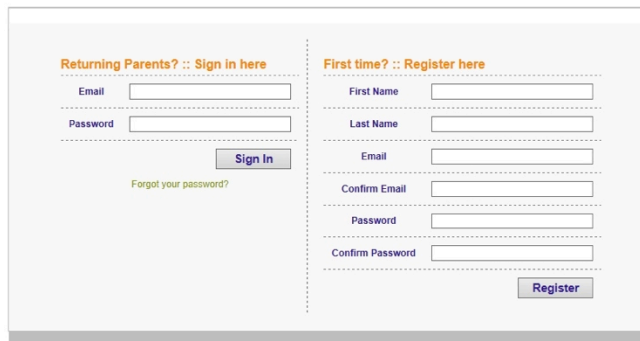
The Westchester Lower School Parent/Teacher Conference (PTC) online conference scheduling instructions are below. These instructions provide a brief overview of how to schedule appointments for **Monday, June 14** and **Friday, June 17** parent/teacher conference days.

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

Visit <https://windwardnys.ptcwizard.com/> (Note: This link is specifically only for Westchester Lower School parent/teacher conferences.)

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

A. 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.

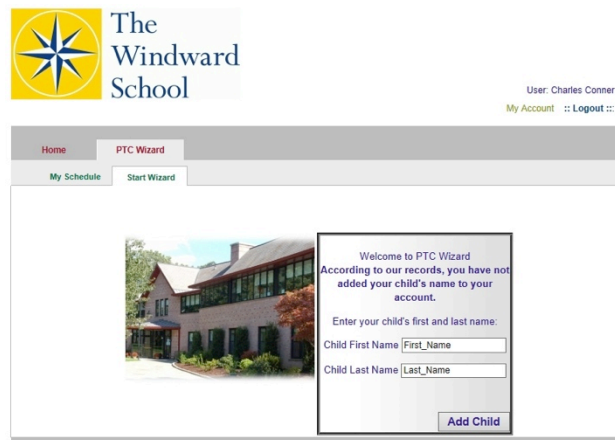
If you experience difficulties logging in using a specific email address, use an alternate email address.

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**.
- 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 the campus where they attend school.

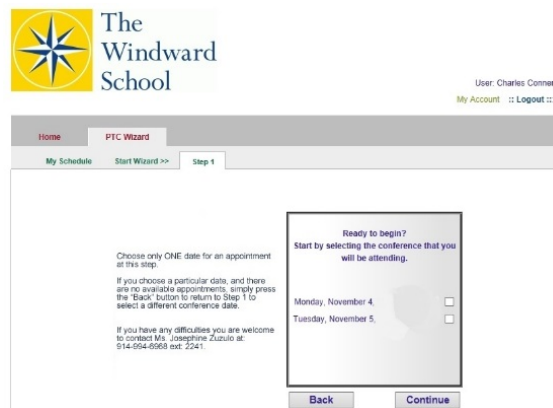
Once registered and logged in, you will go to the "Welcome to PTC Wizard" page.



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**.

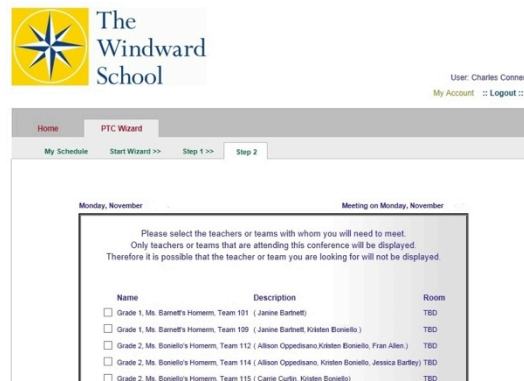
The next screen will confirm your appointment date.



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 Westchester 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.



The screenshot shows the PTC Wizard interface for The Windward School. The user is logged in as Charles Conner. The interface is at Step 2 of the wizard. The main content area displays a meeting for Monday, November 4, 2013. A message asks the user to select teachers or teams for the meeting, noting that only those attending the conference will be displayed. Below the message is a table with columns for Name, Description, and Room. The table lists five teams, each with a checkbox for selection.

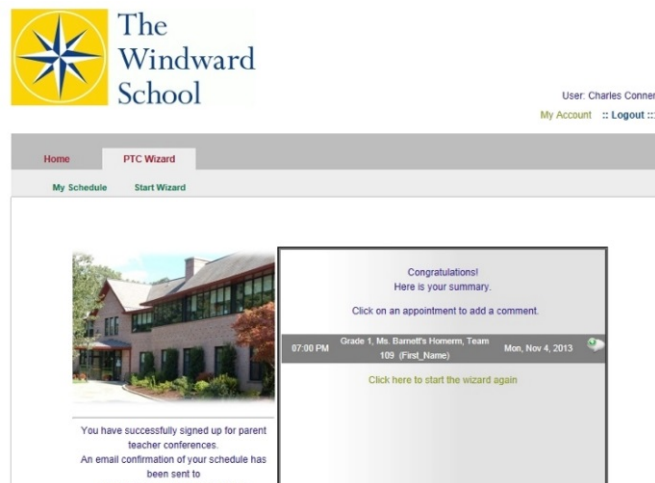
Name	Description	Room
<input type="checkbox"/>	Grade 1, Ms. Barnett's Homeroom, Team 101 (Janine Barnett, Kristen Boniello)	TBD
<input type="checkbox"/>	Grade 1, Ms. Barnett's Homeroom, Team 102 (Janine Barnett, Kristen Boniello)	TBD
<input type="checkbox"/>	Grade 2, Ms. Boniello's Homeroom, Team 112 (Allison Oppedisano, Kristen Boniello, Fran Allen)	TBD
<input type="checkbox"/>	Grade 2, Ms. Boniello's Homeroom, Team 114 (Allison Oppedisano, Kristen Boniello, Jessica Barley)	TBD
<input type="checkbox"/>	Grade 2, Ms. Boniello's Homeroom, Team 115 (Carnie Curtis, Kristen Boniello)	TBD

- 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.

C. 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 confirmation page of the PTC Wizard. The user is logged in as Charles Conner. The interface displays a congratulatory message: "Congratulations! Here is your summary." Below the message is a table with columns for Time, Team, and Date. The table shows a confirmation for Grade 1, Ms. Barnett's Homeroom, Team 101 (First Name) on Monday, Nov 4, 2013 at 07:00 PM. A link is provided to click on an appointment to add a comment. Below the table is a link to click here to start the wizard again. At the bottom, a message states: "You have successfully signed up for parent teacher conferences. An email confirmation of your schedule has been sent to [redacted]." The background of the page features a photograph of The Windward School building.

Time	Team	Date
07:00 PM	Grade 1, Ms. Barnett's Homeroom, Team 101 (First Name)	Mon, Nov 4, 2013

D. 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 Westchester lower School. If your other child is a student at Westchester Middle School, **DO NOT** schedule using the **Westchester Lower School** Scheduling program. Please do so through the Westchester Middle School Conference link located on The Windward School website at thewindwardschool.org/ptc. You may schedule a conference at Westchester Middle School only after completing all steps for the Westchester Lower School and logging out of the system. You may log into the Westchester Middle School conferencing program 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.

If you would like to book your appointment by phone or meet with a member of the Guidance Department, please contact Ms. Sheila Tudisco at (914) 949-6968, ext. 2241.

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.