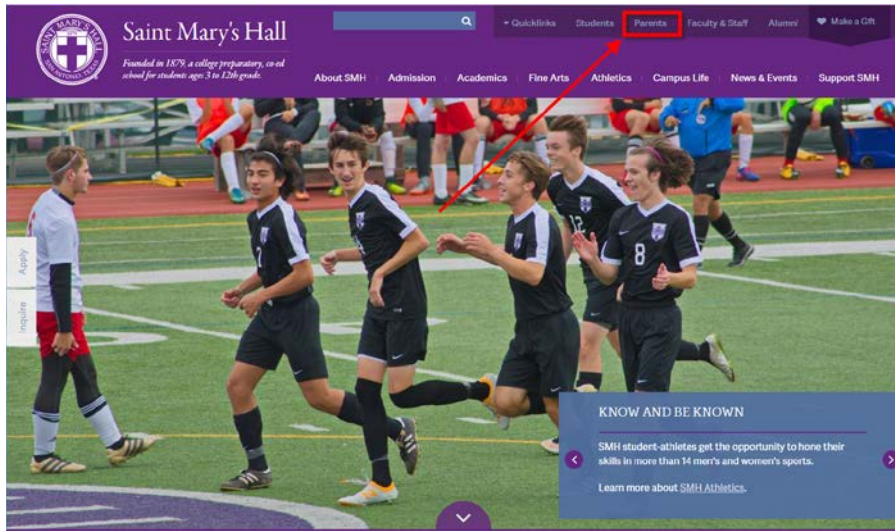


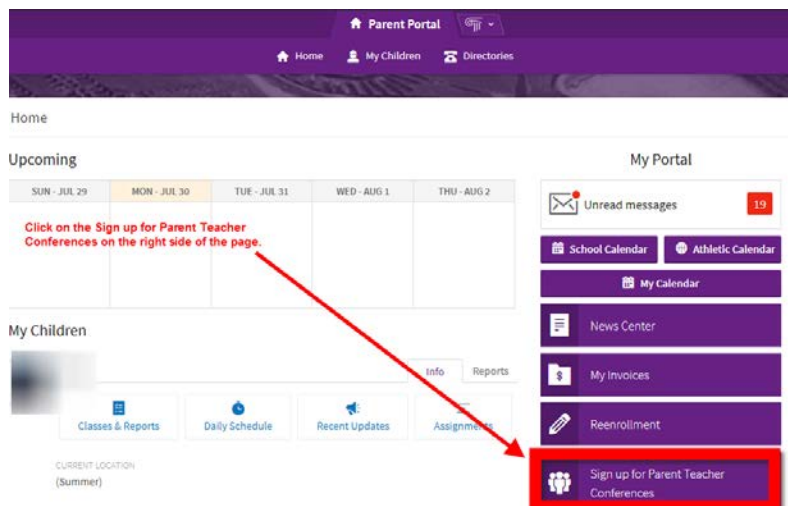
1. Pull up the Saint Mary's Hall website: <http://www.smhall.org>
2. Click on the Parent Login button and enter your username and password. Click on Login.



3. Click on the icon My SMH Backpack



4. Click on the "Sign up for Parent Teacher Conferences" link which appears to the right side of the page.



5. Only students whose advisors/teachers have conference times will show up with a number next to the word teachers. Follow the instructions. If you only have one student click "View Teachers"

The screenshot shows the 'Teacher Conferences' page. At the top, there is a navigation bar with 'Home', 'My Children', and 'Directories'. Below this, the page title 'Teacher Conferences' is displayed. A red box highlights the 'INSTRUCTIONS' section, which contains four steps: 1. Click "View Teachers" for each student, 2. Select a conference time for each teacher, 3. Review the conference schedule, and 4. Click "Reserve Times". To the right of the instructions are two buttons: 'RESERVE TIMES' and 'Download Schedule'. Below the instructions is a section titled 'SELECT A STUDENT' with a table listing students. The first student, 'Sam', has '1 teachers' (highlighted with a red box and an arrow pointing to it) and '0 scheduled'. A 'View Teachers ->' link is also highlighted with a red box. The second student, 'Marcus', has '0 teachers' and '0 scheduled', with a 'View Teachers ->' link. At the bottom right, there is a 'CONFERENCE SCHEDULE' section with a greyed-out area.

6. Select the arrow next to NO CONFERENCE SELECTED to view a list of available conference times.

The screenshot shows the 'Teacher Conferences' page for a specific student, 'Sam'. The navigation bar at the top includes 'Parent Portal', 'Home', 'My Children', and 'Directories'. The 'INSTRUCTIONS' section is highlighted with a red box and contains the same four steps as in the previous screenshot. Below the instructions is a link to '<- back to children'. The student's name 'Sam' is prominently displayed. Underneath, there is a 'Teacher Name' field with a placeholder image and the text 'Teacher Name'. To the right, there is an 'AVAILABLE TIMES' section with a dropdown menu that currently displays '--NO CONFERENCE SELECTED--' and a small downward-pointing arrow, which is highlighted with a red box. Below the dropdown is an 'Advisory: Teacher Name' field. On the right side of the page, there are 'RESERVE TIMES' and 'Download Schedule' buttons, and a 'CONFERENCE SCHEDULE' section with a greyed-out area.

7. Select a time from those available and click "RESERVE TIMES." Once you have reserved your time you may wish to click "Download Schedule" to keep a copy of your conference appointment.

The screenshot shows the 'Teacher Conferences' page for a student named Sam. At the top, there is a purple navigation bar with 'Home', 'My Children', and 'Directories' links. Below the navigation bar, the page title 'Teacher Conferences' is displayed. On the left side, there is a sidebar with a 'back to children' link and the student's name 'Sam'. The main content area is divided into two columns. The left column contains an 'INSTRUCTIONS' box with four steps: 1. Click 'View Teachers' for each student, 2. Select a conference time for each teacher, 3. Review the conference schedule, and 4. Click 'Reserve Times'. Below the instructions is a 'CLASSES' section showing 'Advisory: Advisory Class'. The right column features a 'CONFERENCE SCHEDULE' section with two buttons: 'RESERVE TIMES' and 'Download Schedule'. A dropdown menu is open, showing a list of available times for Friday, August 17, in room 5204. The time '9:40 AM-10:00 AM Fri, Aug 17 (in 5204)' is highlighted with a red box and labeled with a red '1.'. The 'RESERVE TIMES' and 'Download Schedule' buttons are also highlighted with red boxes and labeled with red '2.' and '3.' respectively.

Home My Children Directories

Teacher Conferences

INSTRUCTIONS

1. Click "View Teachers" for each student
2. Select a conference time for each teacher
3. Review the conference schedule
4. Click "Reserve Times"

[← back to children](#)

Sam

Advisor/Teacher Name

AVAILABLE TIMES

CLASSES

Advisory: Advisory Class

1. 9:40 AM-10:00 AM Fri, Aug 17 (in 5204)

2. RESERVE TIMES

3. Download Schedule

CONFERENCE SCHEDULE

--NO CONFERENCE SELECTED--

--NO CONFERENCE SELECTED--

8:00 AM-8:20 AM Fri, Aug 17 (in 5204)

8:25 AM-8:45 AM Fri, Aug 17 (in 5204)

8:50 AM-9:10 AM Fri, Aug 17 (in 5204)

9:15 AM-9:35 AM Fri, Aug 17 (in 5204)

9:40 AM-10:00 AM Fri, Aug 17 (in 5204)

10:05 AM-10:25 AM Fri, Aug 17 (in 5204)

10:30 AM-10:50 AM Fri, Aug 17 (in 5204)

10:55 AM-11:15 AM Fri, Aug 17 (in 5204)

11:20 AM-11:40 AM Fri, Aug 17 (in 5204)