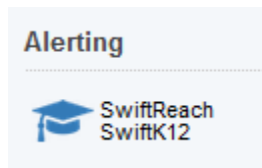


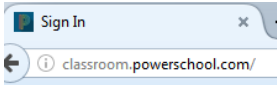

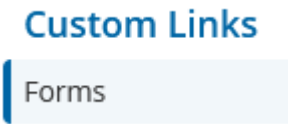

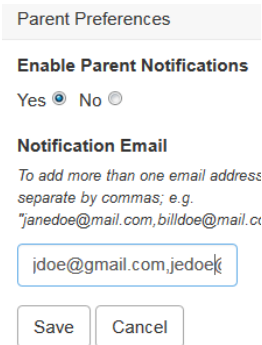


Amity Region #5 PS Unified Classroom Instructions – Sign up for Teacher Conferences

SIGN UPS FOR CONFERENCES DO NOT OPEN UP UNTIL FRIDAY 10/30/2020 12:00 PM. THE CONFERENCES WILL CLOSE ON NOVEMBER 5TH AND THEN REOPEN AGAIN AFTER THE FIRST CONFERENCES ARE COMPLETED SO YOU CAN SIGN UP FOR OTHER DATES IF NEEDED.

Your child’s schedule is posted on the top left hand side of the Portal Login page under the Alerting heading. Click on SwiftReach SwiftK12 and you will see your child’s schedule under Documents & Files. Please use this schedule to choose the correct teachers. Do not choose the following class teachers, Study Hall, Academic Success, Lunches, Spartan Seminar or Advisory.





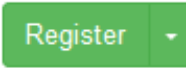

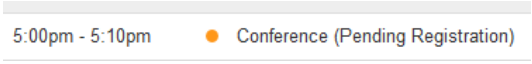


	<ul style="list-style-type: none"> Log onto Unified Classroom with your user name (email and password) https://classroom.powerschool.com
	<ul style="list-style-type: none"> Click on Quick Links from the list on the left hand side of your screen
	<ul style="list-style-type: none"> Click Forms under Custom Links The Forms will open under a new tab If not click forms on the left hand side of the page
	<ul style="list-style-type: none"> To get a confirmation email after you submit your conferences, click on Ecollect Parent Preferences
	<ul style="list-style-type: none"> Choose Yes and add your email(s) that you would like the confirmation email to be sent to Click Save If you have more than one child in the district, you will have to do this for each child.



Amity Region #5 PS Unified Classroom Instructions – Sign up for Teacher Conferences

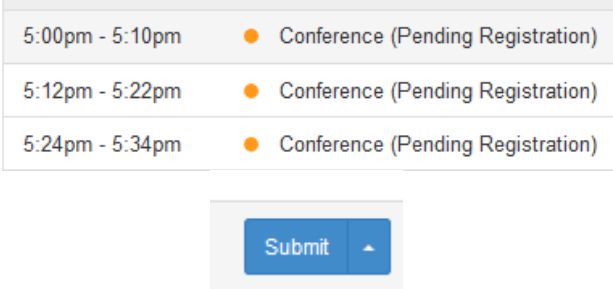
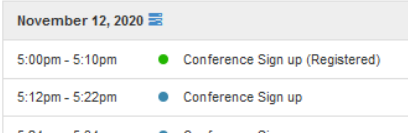
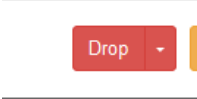
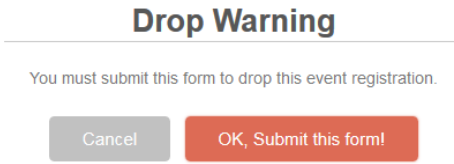
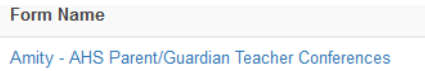
Updated October 2020

	<ul style="list-style-type: none"> Choose the Parent/Guardian Teacher Conferences under the Conference Heading <ul style="list-style-type: none"> AHS for the high school AMSB for Bethany Middle AMSO for Orange Middle NOTE – Middle School parents/guardians can also sign up for the support staff. Choose the Conference title that has support staff in it.
<p>Parent/Guardian/Teacher Conferences Use the <> buttons above the calendar to move to the date that choosing the Parent and/or Guardian/Teacher Conference link. To view a student’s schedule with room numbers please click o</p>	<ul style="list-style-type: none"> Please read all the instructions before choosing the date and times of your conferences.
	<ul style="list-style-type: none"> Click on the 3 lines next to the conference date to view what each teacher has available
	<ul style="list-style-type: none"> If the conferences are blue you can choose from here when you would like to register or go back to the list view, see below If the conference is red, then the time is already taken If the conference is green, then you already signed up for that time.
	<ul style="list-style-type: none"> If you want to choose from the time list just click on the Conference time that you would like to schedule
<p>Provider: <input type="text" value="STAFF, STAFF"/></p>	<ul style="list-style-type: none"> Choose a Provider (teacher) you would like to see PLEASE DO NOT CHOOSE THE FOLLOWING: STUDY HALLS, ADVISORY, SPARTAN SEMINAR, LUNCH, ACADEMIC SUCCESS TEACHERS
	<ul style="list-style-type: none"> Click Register
	<ul style="list-style-type: none"> Click Submit Form to register for the conference You can choose I’ll submit later, once you choose all the teachers you would like to meet with
	<ul style="list-style-type: none"> If you choose I’ll Submit Later the Conference will stay orange until you submit the form



Amity Region #5 PS Unified Classroom Instructions – Sign up for Teacher Conferences

Updated October 2020

	<ul style="list-style-type: none"> • IF YOU DO NOT CLICK SUBMIT AND SOMEONE ELSE TAKES THE TIME, YOU WILL GET AN ERROR AND WILL HAVE TO RE-CHOOSE A TIME
	<ul style="list-style-type: none"> • Continue to choose all the teachers you would like to see and then click on submit at the bottom of the page
	<ul style="list-style-type: none"> • The conference times will be green after you submit
	<ul style="list-style-type: none"> • If you need to drop a time you can go back into the conference you would like to drop and click it again and choose drop
	<ul style="list-style-type: none"> • A warning will come up that you need to submit to drop the conference • Click on OK, Submit this form! Or Cancel if you change your mind
	<ul style="list-style-type: none"> • Once you are done signing up for the conferences you can view your sign ups by clicking into the Conference Link again
<p>YOU WILL RECEIVE A ZOOM LINK FOR EACH OF THE TEACHERS THAT YOU SIGN UP WITH. YOU WILL BE PLACED IN A WAITING ROOM BEFORE YOU ARE LET INTO THE ZOOM CONFERENCE BY THE TEACHER.</p>	
<p>If you have any questions please contact helpdesk@amityschools.org</p>	