

Parent-Teacher Conference (PTC)

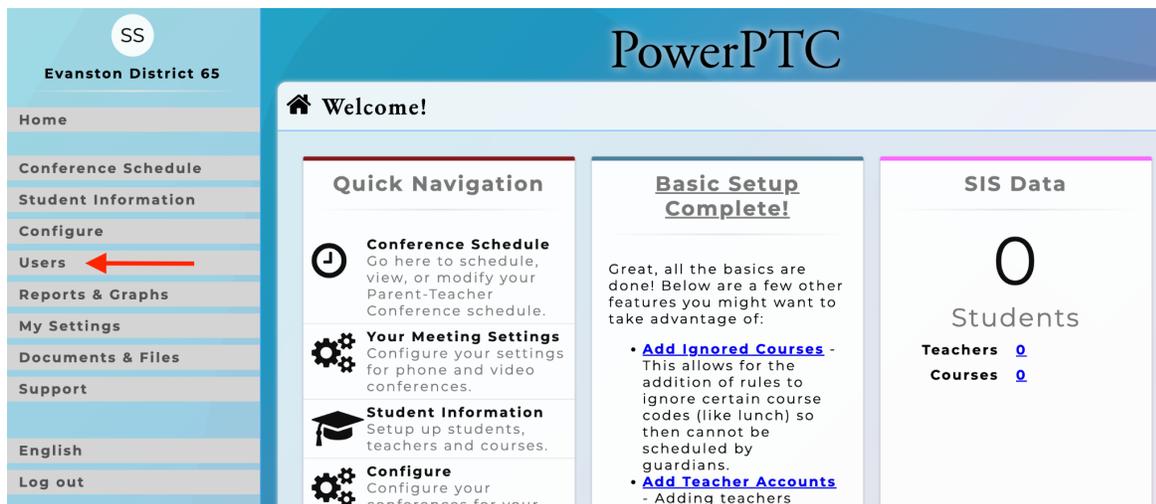
Admin Instructions (2.3.23)

1. Log into PowerSchool (admin), on the left side scroll down to Applications and select **PowerPTC**



2. To add conferences for a parent/guardian

- Click on **users** on the left



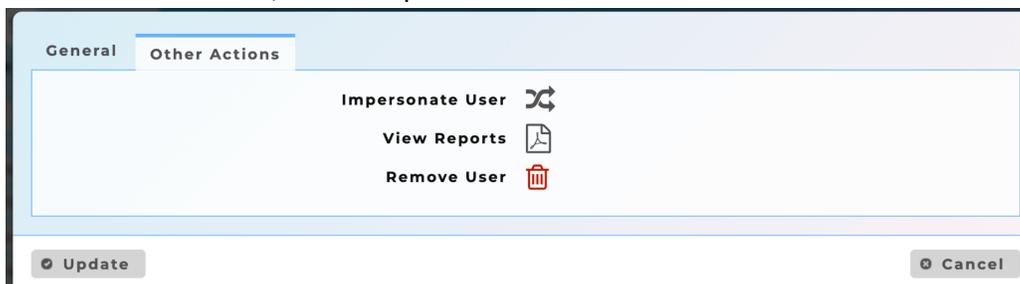
- Search by the parent/guardian's **last name**, hit enter

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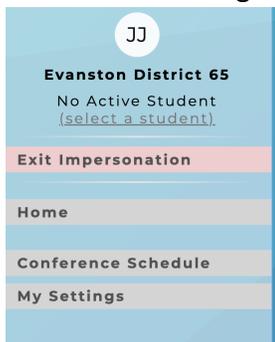
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- Select the parent name and then a new screen will open, Click on **Other Actions**. Under the other actions tab, select impersonate user.



- You are now seeing the parent/guardian's view



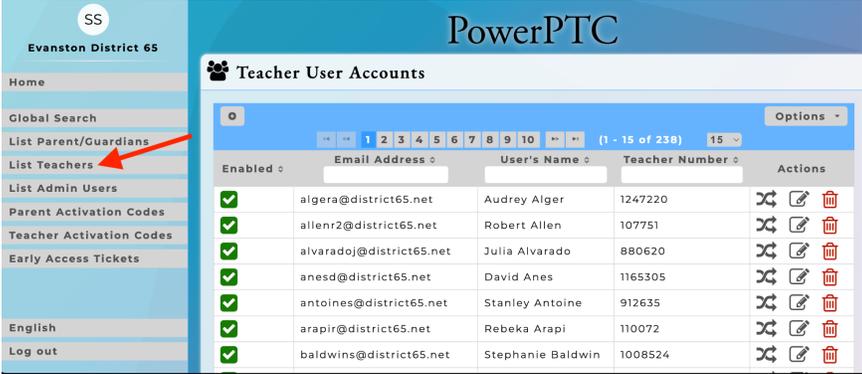
Follow [these](#) steps to schedule a conference for the family



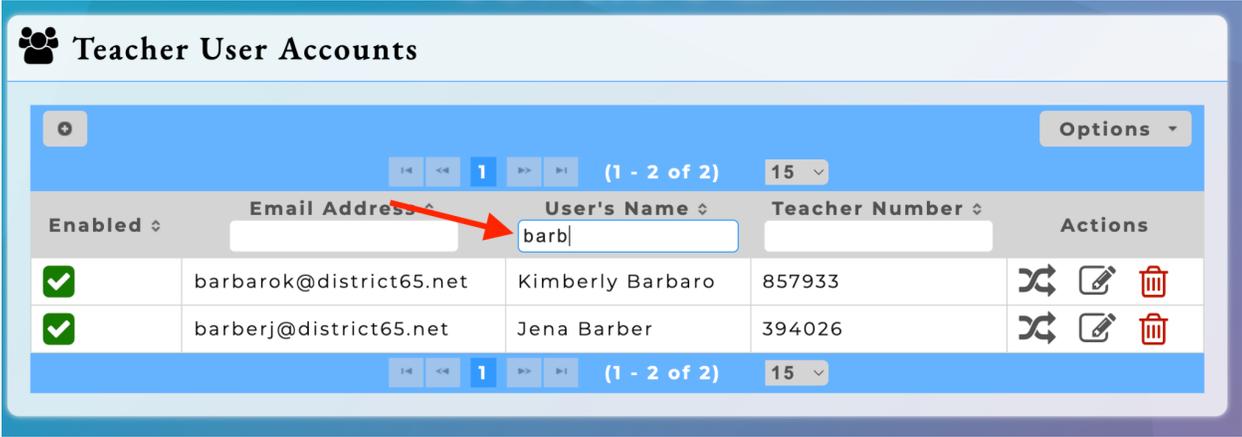
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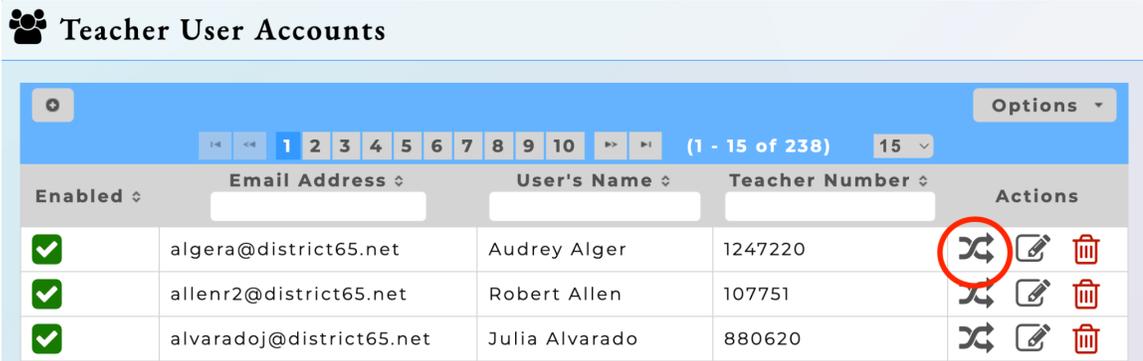
- 3. To find conferences for a particular teacher
 - Click on **list teachers** on the left



- Search teacher by **last name**



- Under actions click on **impersonate**



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Admin Instructions (2.3.23)

- Once in the teacher account you can see their schedule and zoom links by clicking on **Conference Schedule**

