## Scheduling Parent/Teacher Conferences on Genesis Parent Portal (www.freeholdboro.k12.nj.us)

## On the right hand side under Site Shortcuts click on Genesis Parent Portal Link Box

Attendance Gradebook Contacts

Conferences

In Box

Parent Resources

Home

- 2. Click on the new Conference Tab  $\mathbf{\Lambda}$ Schedule a conference by clicking a link below: 3. Click on Request a Conference Request a Conference Week of 01/30/2012 4. The Available Conference screen defaults to the current week. X /02/2012 02/03/2012 Click on the calendar icon and choose August 27, 2012 Fri Sat 2 3 Capone, Elizabeth 5 6 12 13 19 20 26 27 10 17 24 31 7 8 9 14 15 16 21 22 23 28 29 30 Campfield, Tami Physical Education 5. You will see conference dates and times listed for the teachers Valentine, Megan tolillo, Anitra your child has. Available Co 3/05/2012 03/06/2012 03/07/2012 03/08/2012 03/09/2012 6. Click on the date and time you would like to schedule ne, Elizabeth a conference for Teasher Name Language Arts - Reading 03/07 Click the Reserve button for the conference time you would like to schedule. 7. End: 6:11P Reserve 8. Click OK to continue start: 6:15P ?) This will reserve the conference starting at 6:00PM on 03/07/2012. Are you sure you would like to continue Reserve OK Cancel tart: 6:30P End: 6:41P Reserve have been added to the 9. OK to confirm Conference ОК End: 6:56P Reserve **Teasher Name** Language Arts - Reading End: 7:11P Reserve 10. The conference icon will change to white 03/07 Wed indicating that you have reserved the conference slot. tart: 7:15P End: 7:26P Start: 6:00PM Reserve (example: Wed March 7<sup>th</sup> Start: 6:00pm) End: 6:11PN Cancel
- To Cancel the conference time click the Cancel button.
  You can ONLY cancel conferences you have scheduled.

1. Login to Genesis Parent Portal