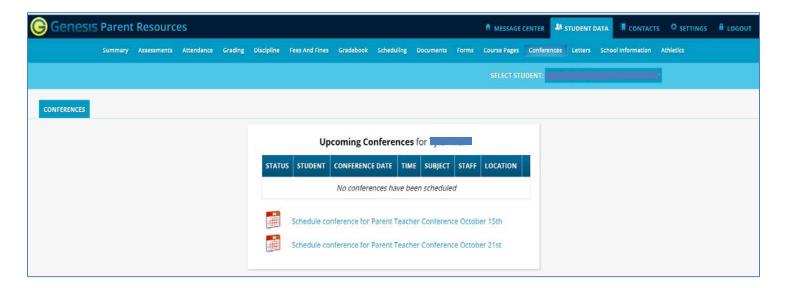
In the Parents Access, users will be able to access the Conference tab under Student Data. Click on the Conferences tab under Student Data. On the Conferences screen, a link will appear at the bottom that will say "Schedule conference for Parent Teacher Conference". You need to click on this link to schedule an appointment with a teacher. You will be presented with all conferences that your student has access to on that date. That means that all teachers within your student's schedule will be shown.



Click on an available time slot to schedule the Parent Teacher Conference desired. Once a time has been reserved for a teacher, you will no longer be able to reserve a time for that same teacher.

| Parent Teacher Conference              |   |                                      |                                |                                  |  |
|--|---|--------------------------------------|--------------------------------|----------------------------------|--|
| MOORE, ADELLA COMPUTER ANIMATION 8, Q1 | ROMANKO, REBECCA<br>LANGUAGE ARTS 8, FY | SWAIN, S. ARIEL ALGEBRA I HONORS, FY | JOHNSON, LYNN<br>PHYS ED 8, FY | PETERS, GREGORY<br>SCIENCE 8, S1 |  |
| Thursday 10/15                         | Thursday 10/15                          | Thursday 10/15                       | Thursday 10/15                 | Thursday 10/15                   |  |
| Start: 1:15PM                          | Start: 1:15PM                           | Start: 1:15PM                        | Start: 1:15PM                  | Start: 1:15PM                    |  |
| End: 1:25PM                            | End: 1:25PM                             | End: 1:25PM                          | End: 1:25PM                    | End: 1:25PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |
| Start: 1:30PM                          | Start: 1:30PM                           | Start: 1:30PM                        | Start: 1:30PM                  | Start: 1:30PM                    |  |
| End: 1:40PM                            | End: 1:40PM                             | End: 1:40PM                          | End: 1:40PM                    | End: 1:40PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |
| Start: 1:45PM                          | Start: 1:45PM                           | Start: 1:45PM                        | Start: 1:45PM                  | Start: 1:45PM                    |  |
| End: 1:55PM                            | End: 1:55PM                             | End: 1:55PM                          | End: 1:55PM                    | End: 1:55PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |
| Start: 2:00PM                          | Start: 2:00PM                           | Start: 2:00PM                        | Start: 2:00PM                  | Start: 2:00PM                    |  |
| End: 2:10PM                            | End: 2:10PM                             | End: 2:10PM                          | End: 2:10PM                    | End: 2:10PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |
| Start: 2:15PM                          | Start: 2:15PM                           | Start: 2:15PM                        | Start: 2:15PM                  | Start: 2:15PM                    |  |
| End: 2:25PM                            | End: 2:25PM                             | End: 2:25PM                          | End: 2:25PM                    | End: 2:25PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |
| Start: 2:30PM                          | Start: 2:30PM                           | Start: 2:30PM                        | Start: 2:30PM                  | Start: 2:30PM                    |  |
| End: 2:40PM                            | End: 2:40PM                             | End: 2:40PM                          | End: 2:40PM                    | End: 2:40PM                      |  |
| Reserve                                | Reserve                                 | Reserve                              | Reserve                        | Reserve                          |  |

## Scheduling Parent Teacher Conferences in Genesis Parent Access Portal

When the conference has been successfully scheduled, the time slot will change color to darker green and the text will change to Scheduled. For the other teachers the student has, the time slot that you selected will be shaded yellow, so that you know that you have a meeting at that time. To schedule a conference with another teacher, the parent will need to select another time slot.

| Parent Teacher Conference                           |   |   |   |   |  |  |
|---|---|---|---|---|--|--|
| MOORE, ADELLA<br>COMPUTER ANIMATION 8, Q1           | ROMANKO, REBECCA<br>LANGUAGE ARTS 8, FY | SWAIN, S. ARIEL ALGEBRA I HONORS, FY    | JOHNSON, LYNN<br>PHYS ED 8, FY          | PETERS, GREGORY<br>SCIENCE 8, S1        |  |  |
| Thursday 10/15                                      | Thursday 10/15                          | Thursday 10/15                          | Thursday 10/15                          | Thursday 10/15                          |  |  |
| Start: 1:15PM<br>End: 1:25PM<br>Scheduled<br>Cancel | Start: 1:15PM<br>End: 1:25PM<br>Reserve | Start: 1:15PM<br>End: 1:25PM<br>Reserve | Start: 1:15PM<br>End: 1:25PM<br>Reserve | Start: 1:15PM<br>End: 1:25PM<br>Reserve |  |  |
| Start: 1:30PM<br>End: 1:40PM                        | Start: 1:30PM<br>End: 1:40PM<br>Reserve | Start: 1:30PM<br>End: 1:40PM<br>Reserve | Start: 1:30PM<br>End: 1:40PM<br>Reserve | Start: 1:30PM<br>End: 1:40PM<br>Reserve |  |  |
| Start: 1:45PM<br>End: 1:55PM                        | Start: 1:45PM<br>End: 1:55PM<br>Reserve | Start: 1:45PM<br>End: 1:55PM<br>Reserve | Start: 1:45PM<br>End: 1:55PM<br>Reserve | Start: 1:45PM<br>End: 1:55PM<br>Reserve |  |  |
| Start: 2:00PM<br>End: 2:10PM                        | Start: 2:00PM<br>End: 2:10PM<br>Reserve | Start: 2:00PM<br>End: 2:10PM<br>Reserve | Start: 2:00PM<br>End: 2:10PM<br>Reserve | Start: 2:00PM<br>End: 2:10PM<br>Reserve |  |  |
| Start: 2:15PM<br>End: 2:25PM                        | Start: 2:15PM<br>End: 2:25PM<br>Reserve | Start: 2:15PM<br>End: 2:25PM<br>Reserve | Start: 2:15PM<br>End: 2:25PM<br>Reserve | Start: 2:15PM<br>End: 2:25PM<br>Reserve |  |  |
| Start: 2:30PM<br>End: 2:40PM                        | Start: 2:30PM<br>End: 2:40PM            | Start: 2:30PM<br>End: 2:40PM<br>Reserve | Start: 2:30PM<br>End: 2:40PM<br>Reserve | Start: 2:30PM<br>End: 2:40PM<br>Reserve |  |  |

If the appointment needs to be canceled for any reason, please click the cancel button and reschedule for a more appropriate time.