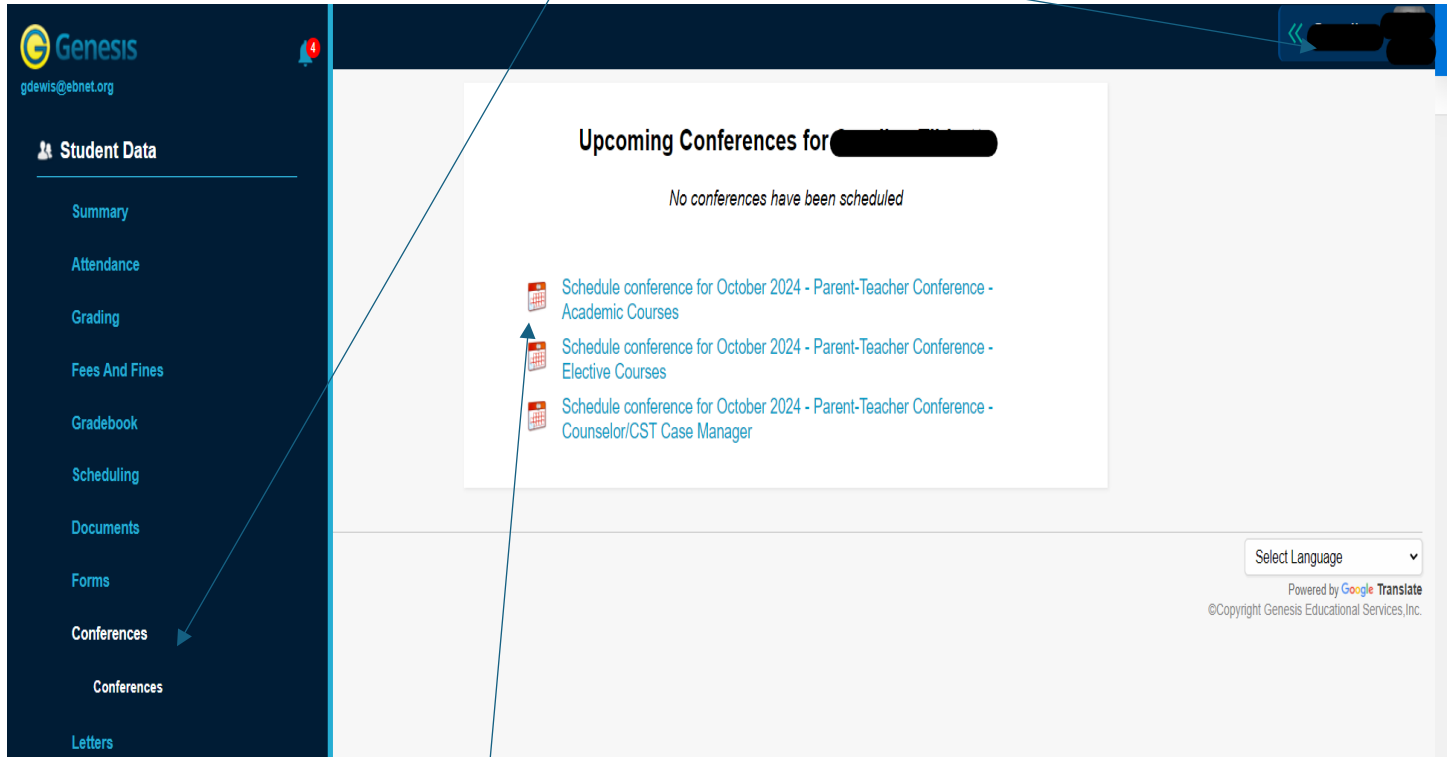




# Scheduling Conferences

Under Student Data, click on Conferences. Be sure to select which of your students you want to schedule under the Student dropdown in the top right corner.



Click on the Schedule Conference link to bring up a screen where you can select a time slot for your student's teachers and lock in your conference appointments.

## October 2024 - Parent-Teacher Conference - Academic Courses

Conferences are available for 8 courses  

Display Conferences across Horizontally

Kaplan, Elizabeth STUDY SKILLS 8-9 SEM, S1				Payano-Moore, Candy SPANISH IV, FY				PA B- F	
Tuesday, 10/22	Wednesday, 10/23	Thursday, 10/24	Friday, 10/25	Tuesday, 10/22	Wednesday, 10/23	Thursday, 10/24	Friday, 10/25	Tuesday, 10/22	Wednesday, 10/23
Spanish									
Start: 5:00PM End: 5:10PM <b>Scheduled</b> <a href="#">Change</a>	Start: 1:30PM End: 1:40PM Not Available	Start: 5:00PM End: 5:10PM Not Available	Start: 1:30PM End: 1:40PM Not Available	Start: 5:00PM End: 5:10PM <a href="#">Reserve</a>	Start: 1:30PM End: 1:40PM <a href="#">Reserve</a>	Start: 5:00PM End: 5:10PM <a href="#">Reserve</a>	Start: 1:30PM End: 1:40PM <a href="#">Reserve</a>	Start: 5:00PM End: 5:10PM <a href="#">Reserve</a>	Start: 1:30PM End: 1:40PM <a href="#">Reserve</a>
Start: 5:10PM End: 5:20PM Not Available	Start: 1:40PM End: 1:50PM Not Available	Start: 5:10PM End: 5:20PM Not Available	Start: 1:40PM End: 1:50PM Not Available	Start: 5:10PM End: 5:20PM <a href="#">Reserve</a>	Start: 1:40PM End: 1:50PM <a href="#">Reserve</a>	Start: 5:10PM End: 5:20PM <a href="#">Reserve</a>	Start: 1:40PM End: 1:50PM <a href="#">Reserve</a>	Start: 5:10PM End: 5:20PM <a href="#">Reserve</a>	Start: 1:40PM End: 1:50PM <a href="#">Reserve</a>
Start: 5:20PM	Start: 1:50PM End: 2:00PM	Start: 5:20PM End: 5:30PM	Start: 1:50PM End: 2:00PM	Start: 5:20PM End: 5:30PM	Start: 1:50PM End: 2:00PM	Start: 5:20PM End: 5:30PM	Start: 1:50PM End: 2:00PM	Start: 5:20PM End: 5:30PM	Start: 1:50PM End: 2:00PM

To reserve a conference, select the Reserve button. Once you have reserved the slot, you will be given the option of requesting a translator. If you are requesting a translator, select Yes, and select the Language required, and then Submit.

### Conference Options ✕

Would you like to request a translator?  
 Yes  No

Select Language: Spanish ▾

---

[Submit](#) [Cancel](#)

Once you have reserved a slot, all the remaining slots for that person will become unavailable.

If you need to make change to the Conference, click on the Change button

Spanish			
Start: 5:00PM End: 5:10PM <b>Scheduled</b> <a href="#">Change</a>	Start: 1:30PM End: 1:40PM Not Available	Start: 5:00PM End: 5:10PM Not Available	Start: 1:30PM End: 1:40PM Not Available
Start: 5:10PM End: 5:20PM	Start: 1:40PM End: 1:50PM Not Available	Start: 5:10PM End: 5:20PM Not Available	Start: 1:40PM End: 1:50PM Not Available

To cancel the Conference, select the red Cancel Conference button. To change the translator preferences, select the blue Change Conference Options button.

Scheduled for 05:00PM on Tuesday, 10/22/24

[Change Conference Options](#)

- OR -

[Cancel Conference](#)

[Close](#)

For a full list of the conferences you have scheduled, return to the first conference page.

 **Wed 10/23/24 1:30PM to 1:40PM**

With **Kaplan, Elizabeth**

For 

Subject: **Parent Meeting** *(October 2024 - Parent-Teacher Conference - Academic Courses)*

Location: **Classroom**

Status: **Scheduled**

[Update](#)

 **Tue 10/22/24 5:00PM to 5:10PM**

With **Payano-Moore, Candy**

For 

Subject: **Parent Meeting** *(October 2024 - Parent-Teacher Conference - Academic Courses)*

Location: **Classroom**

Status: **Scheduled**

[Update](#)