## Conferences

The Conferences tab contains a list of conferences scheduled with school personnel (teachers, counselors, case managers) that have been made for the student and their guardian(s).


Your Conference List for Kevin Kline:


## Scheduling Conferences



## Schedule conference

Clicking on the calendar event link will bring up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments:


Each teacher or counselor has a column which will show all available slots:

| ALLISON, BOB PRECALCULUS, S2 |  |  | To select a conference slot, locate a date and time that works for you and click the Reserve button for that slot. A verification dialog will appear: | AUTRY, AL *ENGLISH 4 AP, FY |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Wed 09/03 | Thu 09/04 | Fri 09/05 |  | Wed 09/03 | Thu 09/04 | Fri 09/05 |
| Start: 7:00PM <br> End: 7:20PM <br> Reserve | $\begin{aligned} & \text { Start: 7:00PM } \\ & \text { End: 7:20PM } \\ & \text { Reserve } \end{aligned}$ | Start: 7:00PM <br> End: 7:20PM <br> Reserve |  | Start: 7:00PM End:7:20PM <br> Cancel | Start: 7:00PM <br> End: 7:20PM | Start: 7:00PM <br> End: 7:20PM |
| $\begin{array}{c\|} \hline \text { Start: 7:25PM } \\ \text { End: 7:45PM } \\ \text { Reserve } \end{array}$ | $\begin{aligned} & \text { Start: 7:25PM } \\ & \text { End: 7:45PM } \\ & \text { Reserve } \end{aligned}$ | $\begin{aligned} & \hline \text { Start: 7:25PM/ } \\ & \text { End: 7:45PN } \\ & \text { Reserve } \end{aligned}$ |  | Start: 7:25PM <br> End: 7:45PM | Start: 7:25PM <br> End: 7:45PM | $\begin{aligned} & \text { Start: 7:25PM } \\ & \text { End: 7:45PM } \end{aligned}$ |
| Start: 7:50PM <br> End: 8:10PM <br> Reserve |  | $\begin{aligned} & \text { Start: 7:50PM } \\ & \text { End: : :10PM } \\ & \text { Reserve } \end{aligned}$ | Click OK to reserve the slot. | Start: 7:50PM <br> End: 8:10PM | Start: 7:50PM End: 8:10PM | Start: 7:50PM End: 8:10PM |
| Start: 8:15PM <br> End: 8:35PM <br> Reserve | $\begin{array}{c\|} \hline \text { Start: 8:15PM } \\ \text { End: 8:35PM } \\ \text { Reserve } \end{array}$ | $\begin{aligned} & \text { Start: 8:15PM } \\ & \text { End: 8:35PM } \\ & \text { Reserve } \end{aligned}$ | Once you have reserved a slot, all the remaining slots for that | Start: 8:15PM <br> End: 8:35PM <br> $\rightarrow$ (1) | Start: 8:15PM End: 8:35PM | Start: 8:15PM End: 8:35PM |
| $\begin{aligned} & \text { Start: 8:40PM } \\ & \text { End: 9:00PM } \\ & \text { Reserve } \end{aligned}$ | $\begin{aligned} & \text { Start: 8:40PM } \\ & \text { End: 9:00PM } \\ & \text { Reserve } \\ & \hline \end{aligned}$ | $\begin{aligned} & \text { Start: 8:40PM } \\ & \text { End: 9:00PM } \\ & \text { Reserve } \end{aligned}$ | person will become unavailable. | Start: 8:40PM End: 9:00PM | Start: 8:40PM End: 9:00PM | Start: 8:40PM End: 9:00PM |
|  |  |  | You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event. |  |  |  |

You will notice slots may have different colors. Each represents a different conference status:

* Green = Available Conference
* Red = Conference is reserved for another student
* White = Conference you already reserved (and can cancel at any time)
* Yellow = Conference that conflicts with an already reserved conference time (Please do not schedule multiple conferences at the same time.)


## Requesting a Conference



Requesting a Conference is different than Scheduling a Conference. This feature is currently not being used.

