

Student-Led Conferences

Online Scheduler Instructions

Just a Few Clicks Away

For teams who decide to try the Online Scheduler, parents can expect to receive directions through a team newsletter or informational handout. Below are step-by-step directions on how to use the scheduler.

1. Parents begin the process by finding their school in the drop down menu, selecting the grade, and clicking on the correct team of teachers.














The screenshot shows a web form for selecting a team and conference date. It includes dropdown menus for 'School' (Wendler Middle School) and 'Student's Grade' (7). A 'Team Name' dropdown is selected, showing 'Team: Yukon | Teachers: | Schoenborn ,Janene | Hepler ,Jack | Barnes ,Tasha | Meyer ,Janene'. Below this is a 'Team Teachers' table with columns for 'First Name' and 'Last Name', listing Janene Schoenborn, Jack Hepler, Tasha Barnes, and Janene Meyer. A 'Conference Date' dropdown is set to 11/7/2007. A 'Continue' button is at the bottom left.

First Name	Last Name
Janene	Schoenborn
Jack	Hepler
Tasha	Barnes
Janene	Meyer

2. Parents have a choice of attending conferences either on Wednesday, March 26 or Thursday, March 27. Conference hours are from 12:15 – 7 p.m. but may vary slightly from team to team.
3. A schedule for the team will appear. Depending on the size of the team, there will be a number of slots available labeled Conference #1, #2, #3, etc. More than one conference on a team takes place at a time. The core teachers rotate through all of the conferences spending time with each family. Parents choose one available conference time and enter their child's information. Parents should

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print out the final screen and place it in a central area. (Hanging it on the refrigerator is always a good idea!)

Conference Time	Conference 1	Conference 2	Conference 3
12:15 PM - 12:45 PM			
12:45 PM - 1:15 PM			
1:15 PM - 1:45 PM			
1:45 PM - 2:15 PM			
2:15 PM - 2:45 PM			
2:45 PM - 3:15 PM			
3:15 PM - 3:45 PM	Scheduled	Scheduled	Scheduled

- Parents who provide a current e-mail address will also find an instant confirmation in their e-mail inbox of their selected conference time.

Add Student

First Name:

Last Name:

In order to receive electronic reminders, please provide a current Email address.

Email Address:

- That same E-mail address will be used to send parents a second reminder two days before the actual conference.
- But...there is one minor option we cannot provide at this point with our technology. Parents who find they must **change their conference time** because of a conflict will need to **contact the team teachers directly by phone or e-mail**. The teachers will be happy to schedule a more convenient conference time for you. Editing conference times online is just not available right now. We appreciate everyone's patience with this.