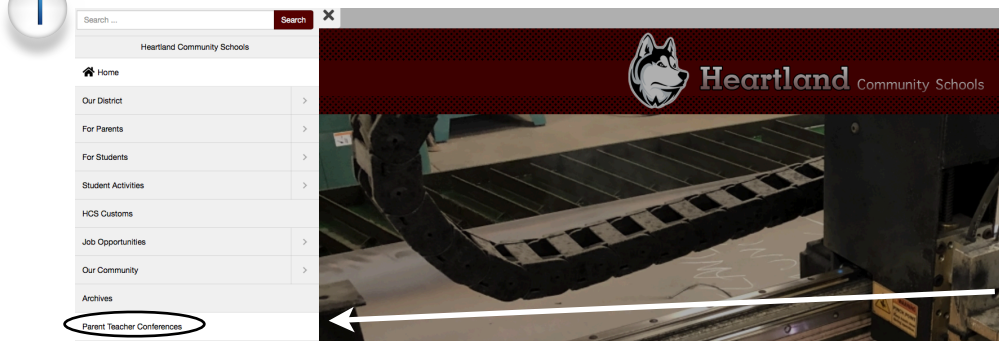


# Elementary Parent/Teacher Conference Scheduler Instructions

We are able to use our parent/teacher conferences feature of our website to allow you to choose what time you would like to meet with your child's elementary teacher(s). Please feel free to contact us with any questions!

1 Go to: [heartlandschools.org](http://heartlandschools.org)

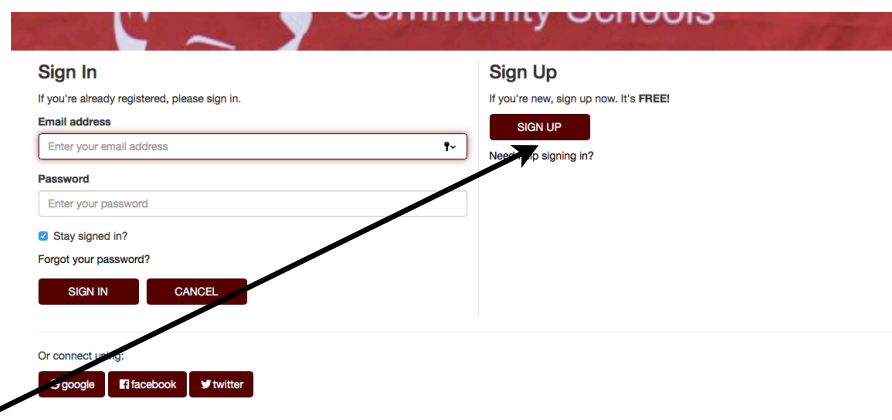


In order to use the system, you must have an account on our website.

Select Parent Teacher Conferences in the main menu.

2

If you already have an account, use the "sign in" feature on the left of the page.



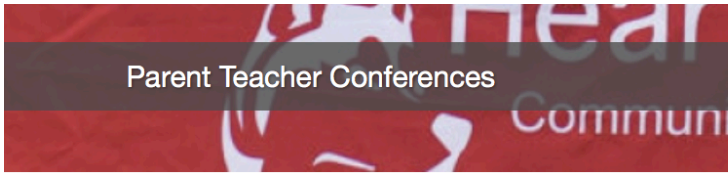
If you need to create an account, use the right hand side of the screen.

3

The information that you enter should be your actual personal information and a valid email address for correspondence purposes.

Be sure to use a password that you can remember.





# Parent Teacher Conferences

Home / Parent Teacher Conferences

## Parent Teacher Conferences

Welcome to Parent Teacher Conferences. Please select one of the available conferences for more options.

| Date       | Description                           |
|------------|---------------------------------------|
| 09/23/2019 | Elementary PT Conferences (4:30-8:30) |
| 09/30/2019 | Elementary PT Conferences (4:30-8:30) |

4

Once you have created an account and logged in to the website, you should see a list of conference dates.

Choose the conference on the date you wish to attend.

5

On this screen, you will select the teacher(s) for which you would like to see available times.

### IMPORTANT

At the bottom of the window, you will see a blank for "Student Name". This must be filled in to continue.



Parent Teacher Conferences

Please select from one or more of the available teachers for scheduling options. Up to eight teachers may be chosen at a time. You may return to this page and select additional teachers as needed.

Enter teacher name

Your search found 10 matches. 1 - 10 are shown below.

| Select                   | Name              | Class |
|--------------------------|-------------------|-------|
| <input type="checkbox"/> | Blase, Kasey      |       |
| <input type="checkbox"/> | Gergen, Christa   |       |
| <input type="checkbox"/> | Hiebner, Kim      |       |
| <input type="checkbox"/> | Maltsberger, Tara |       |
| <input type="checkbox"/> | Naber, Michelle   |       |
| <input type="checkbox"/> | Quiring, Dot      |       |
| <input type="checkbox"/> | Sundberg, Micah   |       |
| <input type="checkbox"/> | Thiesen, Sherry   |       |
| <input type="checkbox"/> | Veerhusen, Greg   |       |
| <input type="checkbox"/> | Waegli, Katie     |       |

Student Name

6

The next screen shows you those times that may be selected (clear), that you have selected (green), and those that are already reserved (gray).

You may return to this screen at any time to change your requests, as well.

Once you have made your selections, be sure to click on the "Update" button at the bottom of the window.

You can scroll down to see and print all of your reservations by teacher and time.

Parent Teacher Conferences Sign Out

Please check the boxes for the desired appointments. Press **Update** to reserve your times. A green background indicates the reservation has been successful. A grey background indicates the time slot is no longer available.

| Available Appointments |                                     |
|------------------------|-------------------------------------|
| Time                   | Regier, Carrie                      |
| March 06, 2018         |                                     |
| 6:30 PM                | <input checked="" type="checkbox"/> |
| 6:50 PM                | <input type="checkbox"/>            |
| 7:10 PM                | Reserved                            |
| 7:30 PM                | <input type="checkbox"/>            |
| 7:50 PM                | <input type="checkbox"/>            |
| 8:10 PM                | <input type="checkbox"/>            |

| Parent Teacher Conferences |         |                |     |
|----------------------------|---------|----------------|-----|
| March 06, 2018             |         |                |     |
| 6:30 PM                    | 6:50 PM | Regier, Carrie | Try |

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 Site URL: <http://heartlandschools.socs.net/>  
[Click here to print](#)

