

Parent/Teacher Conference Scheduler Instructions

You can now choose what time you would like to meet with your child's elementary teacher(s). Please feel free to contact us with any questions! If you would like us to set a schedule for you, just give us a call.

1

Go to: 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.

A screenshot of the website's login and registration section. On the left is the 'Sign In' form with fields for 'Email address' and 'Password', a 'Stay signed in?' checkbox, a 'Forgot your password?' link, and 'SIGN IN' and 'CANCEL' buttons. On the right is the 'Sign Up' form with a 'SIGN UP' button. An arrow points from the 'Sign In' text in the instructions to the 'SIGN IN' button.

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.

A screenshot of the 'Register' form. It has the title 'Register (All Fields Required)'. The form contains six input fields: 'Email' (with a placeholder 'Enter your email address'), 'Confirm Email' (with a placeholder 'Confirm your email address'), 'Password' (with a placeholder 'Enter your password'), 'Confirm Password' (with a placeholder 'Confirm your password'), 'First name' (with a placeholder 'Enter your first name'), and 'Last name' (with a placeholder 'Enter your last name'). At the bottom are 'SIGN UP' and 'CANCEL' buttons.

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

Home / Parent Teacher Conferences

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.

SEARCH

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"/>	Malsberger, 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"/>	Waagli, Katie	

Student Name

CONTINUE

BACK

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"/>

Teacher Selection

Update

Parent Teacher Conferences

March 06, 2018	
6:30 PM	6:50 PM
Regier, Carrie	Try

This report was generated from Heartland Community Schools
Site URL: <http://heartlandschools.socs.net/>
[Click here to print](#)



7

A day or so prior to conferences, we will send you an email that would include a listing of the teachers, times, and links on which you will click to join each conference at your specified time. Be sure to save this email for use on your evening of conferences.

8

On the evening of conferences, in order to join a specific conference at your scheduled time, open the email that we sent with the listing of times and teachers and click on the video conference link. Once the connection is established, you may be placed in a “waiting room” for a few minutes while the teacher finishes up a preceding conference. Simply leave the connection open and the teacher will connect with you when they are ready.

If you have more than one meeting scheduled, simply go back to your email and click on the next scheduled link to connect to your conference.

9

We will be monitoring the phones for technical support during the evening. If you have questions or experience issues connecting for your conferences, please give us a call at 402-723-4434 and we will do our best to help.

Need Help?

- We can schedule the conferences for you.
- If you don't have access to the technology, email, or devices with a camera, please give us a call. We can either set you up with a device to use or arrange for the conferences to be conducted via a phone call.

