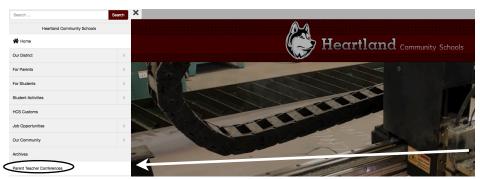
## Parent/Teacher Conference Scheduler Instructions

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.

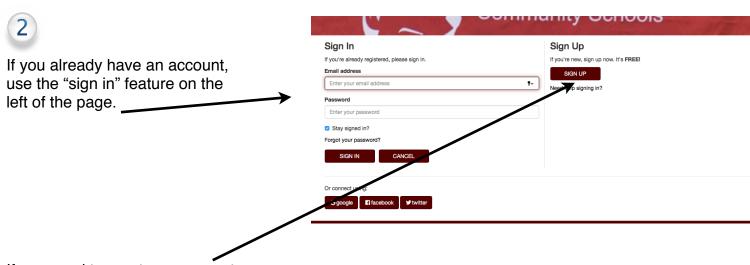


Go to: heartlandschools.org



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

Select Parent Teacher Conferences in the main menu.



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

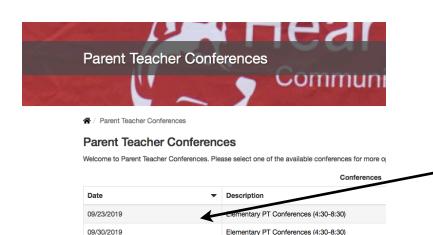
TO VICE THE RESERVE OF THE PERSON OF THE PER	~ /					
Register (All Fields Required)						
Email	Enter your email address					
Confirm Email	Confirm your email address					
Password	Enter your password					
Confirm Password	Confirm your password					
First name	Enter your first name					
Last name	Enter your last name					
	SIGN UP CANCEL					

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.

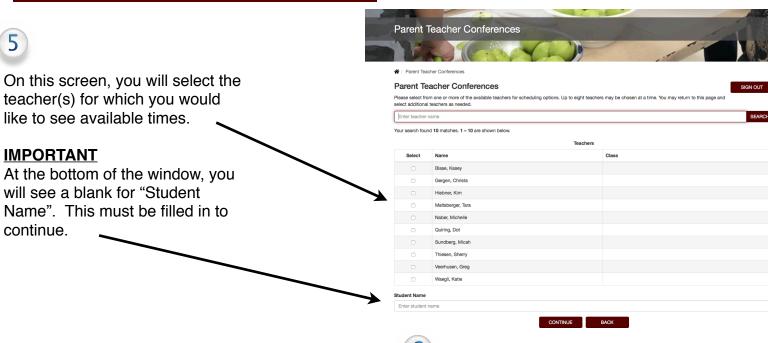






Once you have created an account and logged in to the website, you should see a list of conference dates.

Choose the conference on the date you wish to attend.



Available Appointments

Time Regier, Carrie

March 06, 2018

6:30 PM 

6:50 PM 

7:10 PM Reserved

7:30 PM

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

**Parent Teacher Conferences** 

7:50 PM 8:10 PM

indicates the time slot is no longer available.

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



Sign Out

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 a the bottom of the window.

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





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.



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 <u>click on the video conference link</u>. 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.



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.

