

Elementary and Jr. High 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 or junior high teacher(s). Please feel free to contact us with any questions!

1 Go to: heartlandschools.org

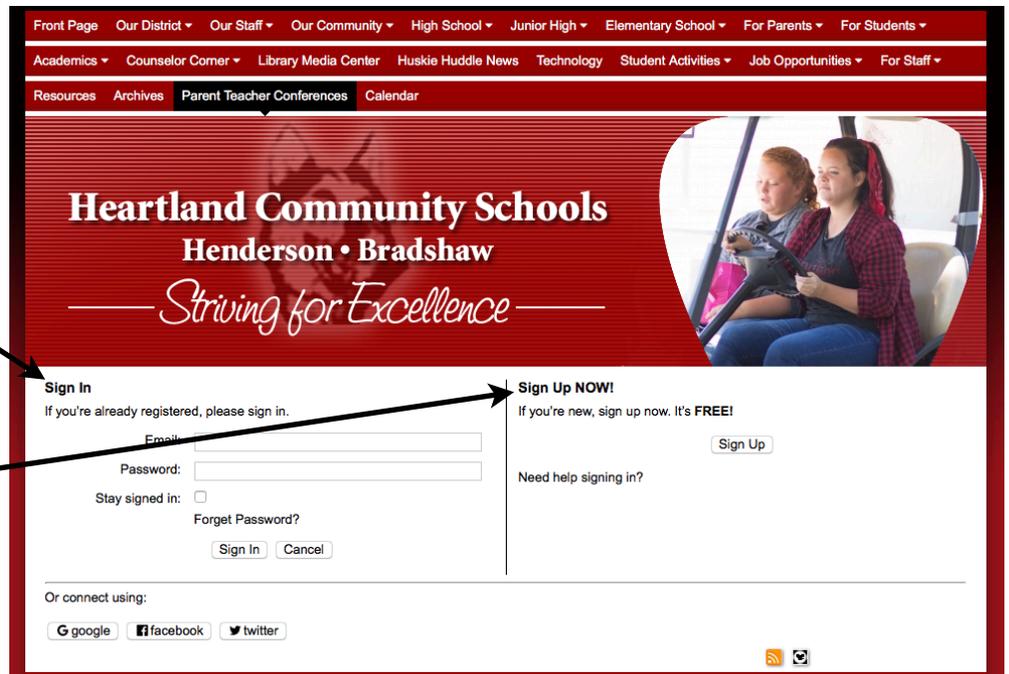


In order to use the system, you must have an account on our website.

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.



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.



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.

Parent Teacher Conferences Sign Out

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

Conferences	
Date	Description
March 05, 2018	Elementary Parent/Teacher Conferences (4:30-8:30)
March 06, 2018	Elementary Parent/Teacher Conferences (4:30-8:30)
March 06, 2018	Jr. High Student-Led Parent/Teacher Conference (6:30-8:30)

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 Sign Out

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 Teachers:

Your search found 4 matches. 1 – 4 are shown below.

Teachers		
Select	Name	Class
<input type="checkbox"/>	McClarnen, John	
<input type="checkbox"/>	Ostmeyer, Sarah	
<input checked="" type="checkbox"/>	Regier, Carrie	
<input type="checkbox"/>	Renz, Britany	

Student Name:

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"/>

6

The next screen shows you those times that may be chosen (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

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

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