

**LaGrange District 105**  
**Technology Procedures**



Process	How To Use Scholastico Parent Teacher Conference Website
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Date Revised	
Revised By	

**Purpose:** This quick guide is for administrators of the Scholastico Parent Teacher Conference (PTC) Website.

1. You will receive a link from the Tech department that will allow you to login directly to your School instance.  
Type in your username and password.

2. You will be taken to your dashboard where you can see the data on your school and the different interfaces that are available or closed.

Scholastico PTC - Parent Teacher Conference-Hodgkins

**Dashboard**

Welcome!

**Parent Teacher Conference-Hodgkins** currently has:

- 97 parent records
- 97 parent automatic login URLs
- 98 student records
- 23 teacher records
- 105 course enrollment records
- 56 total timeslots (this is the total number of timeslots for all teacher types, not including individual bookings or breaks)
- 0 total parent conference bookings
- 690 total free timeslots remaining

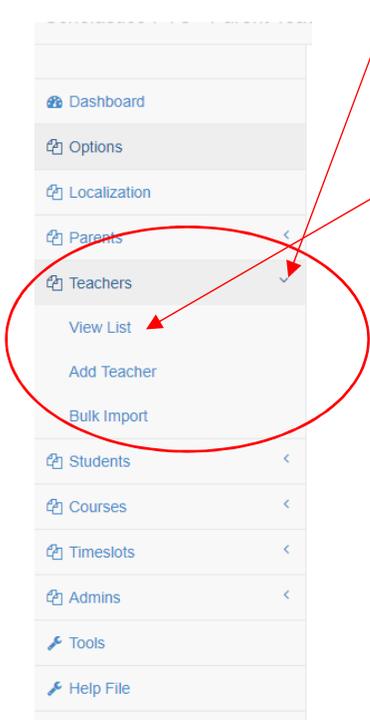
**Parent Teacher Conference-Hodgkins** status:

Interface	Status
Teachers' break-booking	Open
Early-access conference booking	Open
All-parents' conference booking	Open

- As an administrator, **you have full access to the software. Please be careful.** You will be using mainly 2 sections on the left: Teachers, and Parents. For Teachers, you can help with setting lunch/dinner breaks or opening up timeslots outside of the normal hours and printing schedules. For parents, you will be registering the parent for a conference.

### TEACHERS-How to Login as a Teacher and Edit Timeslots

- First select the Teachers drop down and then View List.



- You will see a listing of teachers in your school sorted by first name. Find the teacher you wish to assist and then select the blue **Login** button to the right. You can also use the search box to find teachers.

## Teachers

### List of existing teachers

These are the teacher log ins for the conference (*Parent Teacher Conference-Hodgkins*). You can [add teachers manually](#) one at a time, or you can use [the import utility](#) to mass-enroll a longer list of teacher log ins.

Passwords are hidden for security purposes. If you are in a secure location (and no one is looking over your shoulder) you may [display this list with passwords visible](#). Teachers can use these usernames and passwords to [sign in to the Teacher Interface](#) to book their breaks and see their schedules.

A screenshot of the 'Teachers' page. At the top, there are buttons for 'Generate CSV with links', 'Generate Login Links', 'Print Schedule', and 'Print Master Schedule (PDF)'. Below that is a search box and a 'Show 10 entries' dropdown. The main part of the page is a table with columns: First Name, Last Name, Username, Password, Email, Location, Type, and a column of action buttons (Login, Edit, Delete). The 'Login' button for Alyson Michels is circled in red, and a red arrow points from the text above to it.

First Name	Last Name	Username	Password	Email	Location	Type	
Adam	Bautista	aboutista	*****	aboutista@d105.net	2002	A	Login Edit Delete
Alyson	Michels	amichels	*****	amichels@d105.net	2002	A	Login Edit Delete
Angela	Lewandowski	alewandowski	*****	alewandowski@d105.net	2002	A	Login Edit Delete
Cheryl	Moran	cmoran	*****	cmoran@d105.net	2004	A	Login

6. You will see an up to date listing of the teacher's schedule. If the teacher would like to open a slot that is outside of the normal times, just select the blue **Release** button next to the time they wish to open. On the flip side, to block a time for a lunch/dinner break, click the blue **Block** button next to the time(s). In the example below, you will see that at 12:00 a parent has already booked a conference.

Parent Teacher Conference-Hodgkins  
Teachers' Interface For Breaks Booking

Alyson Michels's conference bookings :

Date	Time	Status	
Nov 06, 2018	08:00 am - 08:20 am	Blocked	Release
Nov 06, 2018	08:20 am - 08:40 am	Blocked	Release
Nov 06, 2018	08:40 am - 09:00 am	Blocked	Release
Nov 06, 2018	09:00 am - 09:20 am	Blocked	Release
Nov 06, 2018	09:20 am - 09:40 am	Blocked	Release
Nov 06, 2018	09:40 am - 10:00 am	Blocked	Release
Nov 06, 2018	10:00 am - 10:20 am	Blocked	Release
Nov 06, 2018	10:20 am - 10:40 am	Blocked	Release
Nov 06, 2018	10:40 am - 11:00 am	Blocked	Release
Nov 06, 2018	11:00 am - 11:20 am	Blocked	Release
Nov 06, 2018	11:20 am - 11:40 am	Blocked	Release
Nov 06, 2018	11:40 am - 12:00 pm	Blocked	Release
Nov 06, 2018	12:00 pm - 12:20 pm	Booked by parent	
Nov 06, 2018	12:20 pm - 12:40 pm	Available	Block
Nov 06, 2018	12:40 pm - 01:00 pm	Available	Block

\*\*Once the sign up period has ended, at the main teacher screen, there is an option to Print Master Schedule PDF which includes all of the schedules. This may be quite lengthy, so you may wish to do each separately or have the teachers print their own.

7. To print a schedule of all bookings that shows the students names for an individual teacher, click on the blue **print** icon in the upper right of the screen.



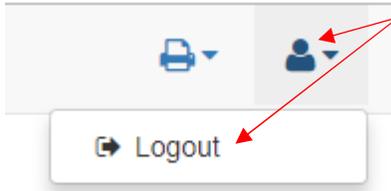
8. It will then show a listing for the teacher which can be printed via the web browser print function, or Ctrl+P.

Hodgkins Elementary  
Parent Teacher Conference-Hodgkins

Conference Schedule for Alyson Michels

Date	Time	Student	Translator
Nov 06, 2018	08:00 am - 08:20 am	Blocked	
Nov 06, 2018	08:20 am - 08:40 am	Blocked	
Nov 06, 2018	08:40 am - 09:00 am	Blocked	
Nov 06, 2018	09:00 am - 09:20 am	Blocked	
Nov 06, 2018	09:20 am - 09:40 am	Blocked	
Nov 06, 2018	09:40 am - 10:00 am	Blocked	
Nov 06, 2018	10:00 am - 10:20 am	Blocked	
Nov 06, 2018	10:20 am - 10:40 am	Blocked	
Nov 06, 2018	10:40 am - 11:00 am	Blocked	
Nov 06, 2018	11:00 am - 11:20 am	Blocked	
Nov 06, 2018	11:20 am - 11:40 am	Blocked	
Nov 06, 2018	11:40 am - 12:00 pm	Blocked	
Nov 06, 2018	12:00 pm - 12:20 pm	Jose Morales	
Nov 06, 2018	12:20 pm - 12:40 pm		

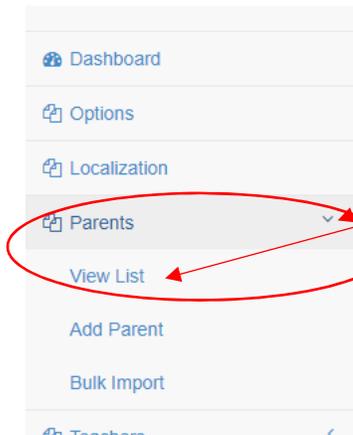
9. If you want to assist another teacher, you will need to first **logout** of the current teacher. Select the logout button in the upper right of the screen.



10. Close the current browser tab and then repeat steps 5 and 6 above for the next teacher.

### PARENTS-How to Login and Book a Timeslot

11. Go back to the main screen or login as done in Step 1 above. Select the Parents drop down and then select View List



12. On the left, select the Show xx Entries and select 100. Either scroll to the parent name or type in a name in the search box. Once the parent has been located, click on the blue **Login** button.

First Name	Last Name	Username	Password	Email	
Adriana	Rangel	12040	*****		Login Edit Delete
Adriana	Rangel	12745	*****		Login Edit Delete
Alma Lorena	Espinoza	12321	*****	almae0714@gmail.com	Login Edit Delete

13. The next screen will show you all the student(s) that are linked to that parent account via their phone number at your school. If they have a student at a different school, then you will not be able to schedule that student.

Select Student ▾

👤

### Hodgkins Elementary

Parent Teacher Conference-Hodgkins

To book a conference, please select a child from the list below:

Jose Morales	Select
Marco Pulido	Select

14. Click on the blue **Select** button next to the student to schedule first. You then will be able to select the homeroom teacher for that student. For Gurrie students, see screen shot on step 20.

Jose Morales's conferences ▾

👤

### Hodgkins Elementary

Parent Teacher Conference-Hodgkins

👤 You are booking conferences with Jose Morales's teachers...

Please select a teacher to book an appointment with:

Alyson Michels	Home Room Grade 4	Select
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15. You then will see all the open slots for that teacher. Select the blue **Book** button on the time the parent wishes to see the teacher. If a translator is needed, please click on the request translator checkbox.

Jose Morales's conferences ▾

👤

### Hodgkins Elementary

Parent Teacher Conference-Hodgkins

👤 You are booking conferences with Jose Morales's teachers...

Please select a time to meet with **Alyson Michels [Home Room Grade 4]**:

We would like to request a translator for this conference.

Nov 06, 2018	12:00 pm - 12:20 pm	Book
Nov 06, 2018	12:20 pm - 12:40 pm	Book
Nov 06, 2018	12:40 pm - 01:00 pm	Book
Nov 06, 2018	01:00 pm - 01:20 pm	Book
Nov 06, 2018	01:20 pm - 01:40 pm	Book
Nov 06, 2018	01:40 pm - 02:00 pm	Book
Nov 06, 2018	02:00 pm - 02:20 pm	Book
Nov 06, 2018	02:20 pm - 02:40 pm	Book

16. After selecting the time, you will see a summary screen and if there is another student, you have the option to select the other student and repeat the steps above. You can also cancel the request by clicking on [cancel] next to the teacher name.

Jose Morales's conferences

Hodgkins Elementary  
Parent Teacher Conference-Hodgkins

You are booking conferences with Jose Morales's teachers...

Great! You have blocked Nov 06, 2018 - 12:00 pm with Alyson Michels (Home Room Grade 4). Please use the form below to book another teacher conference.

Click here to view or hide your confirmed appointments.

Date	Time	Student	Teacher	Translator
Nov 06, 2018	12:00 - 12:20 pm	Jose Morales	Alyson Michels [cancel]	

Thank you for your bookings. All of Jose Morales's teachers have been booked. We look forward to seeing you on conference days.

Book Marco Pulido's conferences

17. After all student(s) have been registered, you will see the summary for all of them.

Marco Pulido's conferences

Hodgkins Elementary  
Parent Teacher Conference-Hodgkins

You are booking conferences with Marco Pulido's teachers...

Great! You have blocked Nov 06, 2018 - 12:20 pm with Grant Kramer (Home Room Grade 2). Please use the form below to book another teacher conference.

Click here to view or hide your confirmed appointments.

Date	Time	Student	Teacher	Translator
Nov 06, 2018	12:00 - 12:20 pm	Jose Morales	Alyson Michels [cancel]	
Nov 06, 2018	12:20 - 12:40 pm	Marco Pulido	Grant Kramer [cancel]	Requested

Thank you for your bookings. All of Marco Pulido's teachers have been booked. We look forward to seeing you on conference days.

18. If you wish, click on the blue **Print** icon in the upper right of the screen to produce a summary that can then be printed for the parent.

Print Schedule For:

- Jose Morales
- Marco Pulido
- All Students

19. You will see a summary for printing.

9/25/2018

Print PTC Schedule

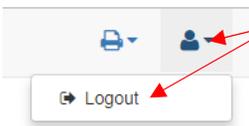
### Hodgkins Elementary Parent Teacher Conference-Hodgkins

Conference Schedule for <b>Jose Morales</b>			
Date	Time	Teacher	Translator
Nov 06, 2018	12:00 - 12:20 pm	Alyson Michels	

Conference Schedule for <b>Marco Pulido</b>			
Date	Time	Teacher	Translator
Nov 06, 2018	12:20 - 12:40 pm	Grant Kramer	Requested

20. If you need to do another parent, you will have to logout of the parent first before selecting the login for the next parent. Select the blue **Logout** button in the upper right. Close the browser tab and then select the next parent.



### GURRIE-Booking Multiple Class Sections

21. For Gurrie students, you will be presented with all their current class sections. You can pick two teachers the parent is requesting and follow the same steps above to book them. Select the **first** teacher.

### Gurrie Middle School

Parent Teacher Conference-Gurrie

You are booking conferences with **Nikolas Soofi's** teachers...

Please select a teacher to book an appointment with: \*\*\*\*\*Due to time constraints, please only pick from TWO teachers lists.\*\*\*\*\*

Amy Synowiec	Social Studies 8	<b>Select</b>
Dana Halper	Design and Modeling 8	Select
Joseph Pontrelli	Physical Education	Select
Julie McGovern	English-8	Select
Margaret Quinn	Science 8	Select
Megan Yena	Spanish 8	Select
Sylvia Zalewska	Math 8	Select
Thomas Schwartz	District Band	Select
Tracy Kay	Piano 8	Select



22. After selecting the first teacher and booking a timeslot, you will come back to the screen listing all the other teachers. Select the **second** teacher to book.

Gurrie Middle School  
Parent Teacher Conference-Gurrie

You are booking conferences with **Nikolas Soofi's** teachers...

Great! You have booked **Nov 06, 2018 - 01:10 pm** with **Amy Synowiec (Social Studies 8)**. Please use the form below to book another teacher conference. ✕

[Click here to view or hide your confirmed appointments.](#)

Date	Time	Student	Teacher	Location	Translator
Nov 06, 2018	01:10 - 01:20 pm	Nikolas Soofi	Amy Synowiec (Social Studies 8) [cancel]	1001	

Please select a teacher to book an appointment with: \*\*\*\*\*Due to time constraints, please only pick from TWO teachers lists.\*\*\*\*\*

Dana Halper	Design and Modeling 8	<a href="#">Select</a>
Joseph Pontrelli	Physical Education	<a href="#">Select</a>
Julie McGovern	English-8	<a href="#">Select</a>
Margaret Quinn	Science 8	<a href="#">Select</a>
Megan Yena	Spanish 8	<a href="#">Select</a>
Sylwia Zalewska	Math 8	<a href="#">Select</a>

23. Follow steps 18-20 to print the schedule and logout to select another parent. Use the blue **Print** icon to print the schedule for the parent. An example of a Gurrie printout is below.

9/24/2018

Print PTC Schedule

**Gurrie Middle School**  
Parent Teacher Conference-Gurrie

Conference Schedule for <b>Nikolas Soofi</b>				
Date	Time	Teacher	Location	Translator
Nov 06, 2018	01:10 - 01:20 pm	Amy Synowiec (Social Studies 8)	1001	
Nov 06, 2018	03:40 - 03:50 pm	Sylwia Zalewska (Math 8)	1001	

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