

LaGrange District 105 Technology Procedures



Process	How To Use Scholastico Parent Teacher Conference Website: Teachers
Date Created	9/24/2018
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Date Revised	
Revised By	

Purpose: This quick guide is for teachers using the Scholastico Parent Teacher Conference (PTC) Website.

You will receive a link from the Tech department that will allow you to go directly to your conference schedule.

Both scheduled dates will be shown. The system has been configured to allow for conference times to be setup outside the normal times. Those times have been blocked from parental view, so parents will only see the available scheduled times.

****If you want to open a time slot outside of the scheduled time and immediately book it with a specific parent, you will need to have the school secretary do it. They have the ability to emulate you to open the time slot and then sign the parent up immediately. Requests for translators are available when parents book a slot and will be sent to Marci once signups have concluded.**

To setup a lunch/dinner break, go to the time you wish to have your break and select the blue **Block** button to block out the time.

Date	Time	Status	Action
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	Available	Block
Nov 06, 2018	12:20 pm - 12:40 pm	Available	Block
Nov 06, 2018	12:40 pm - 01:00 pm	Available	Block
Nov 06, 2018	01:00 pm - 01:20 pm	Available	Block
Nov 06, 2018	01:20 pm - 01:40 pm	Available	Block
Nov 06, 2018	01:40 pm - 02:00 pm	Available	Block
Nov 06, 2018	02:00 pm - 02:20 pm	Available	Block

It then will show it as blocked on your screen and the parents will not see this time slot on their screen.

Nov 06, 2018	12:00 pm - 12:20 pm	Blocked	Release
Nov 06, 2018	12:20 pm - 12:40 pm	Available	Block

If you wish to release a time outside of the schedule, click on the blue **Release** button. We will do it for a 11:00 conference.

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

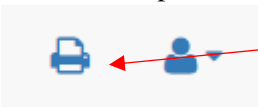
You then will see it as available as will the parents.

Nov 06, 2018	11:00 am - 11:20 am	Available	Block
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Once you have set your break time(s) the system will be opened to allow parents to start booking timeslots. When a slot has been booked, you will see Booked by parent on your schedule to indicate the slot has been taken.

Nov 06, 2018	12:00 pm - 12:20 pm	Booked by parent
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After the close of scheduling, you or the school secretary can go in and click on the blue **Print** button in the upper right of the screen to print a copy of your full schedule.



You will see the name of the student(s) when you print your schedule. It will also show if a translator is requested.

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		
Nov 06, 2018	12:20 pm - 12:40 pm	Marco Pulido	Requested
Nov 06, 2018	12:40 pm - 01:00 pm		