



CONFERENCE SCHEDULER

SCHEDULE PARENT/TEACHER CONFERENCES. CREATE TIME SLOTS FOR TEACHERS EN MASSE WITH TEACHER BREAKS. SELECT AVAILABLE TIMES FROM WITHIN THE PARENT PORTAL FOR ONE OR MULTIPLE STUDENTS.

- Easily set up and create Parent/Teacher conferences to schedule meetings with the students' teachers
- Parents can view teacher availability and reserve time slots via Family Access
- Conferences can be enabled to schedule meetings with support staff, such as counselors or administration
- Create conferences for staff members so you can schedule staff meetings or individual staff check-ins
- Meetings can be set up as in-person, phone call, and/or virtual
- Conference sign-up reminders enable you to mass remind parents and guardians for students who have not signed up for a scheduled conference

Scheduled	Student	Period	Teacher	Class	Status
<input checked="" type="checkbox"/>	Audree Abernethy	1	Teacher11 Sandbox	English IV	Open
<input checked="" type="checkbox"/>	Audree Abernethy	Resource	Jacob Baumann	Public Speaking I	Open
<input checked="" type="checkbox"/>	Audree Abernethy	3	Teacher23 Sandbox	AP History of Art	Open
<input checked="" type="checkbox"/>	Audree Abernethy	4	Teacher24 Sandbox	AP U.S. History	Open
<input checked="" type="checkbox"/>	Shawn Adams	1	Teacher23 Sandbox	Economics	Conflict
<input checked="" type="checkbox"/>	Shawn Adams	Resource	Teacher23 Sandbox	Lifetime Nutrition & Wellness	Conflict
<input checked="" type="checkbox"/>	Shawn Adams	3	Teacher23 Sandbox	Band I	Open
<input checked="" type="checkbox"/>	Shawn Adams	3	Teacher23 Sandbox	Band I	Open

Date	Time Slot	Student	Teacher	Class	Method	Location
Monday 06/30/2025	3:00 PM - 3:10 PM	Shawn Adams	Teacher23 Sandbox	Band I	In-Person	Skylard North
Monday 06/30/2025	3:15 PM - 3:25 PM	Audree Abernethy	Teacher11 Sandbox	English IV	In-Person	Skylard North

EASY SETUP

With the conference scheduler, it is easy for a school to mass create and set up the available time slots for parents to meet with teachers. Mass creation allows the school to set the start time, end time, and length of each conference. Teacher breaks can be incorporated into the design time of the conference.

EASY SIGN-UP FOR PARENTS

Once the conference time slots are created, a parent can then select from the available times for each of their students and each of their teachers. The solution will ensure that the parents do not schedule overlapping conferences with different teachers for different students and across multiple buildings. Parents can provide a private note to the individual teacher when reserving a time slot and print their full schedules.

TEACHER MANAGEMENT

The teacher will have full access to their conference schedule. They can indicate the times they are unavailable. Teachers can assign a time slot to parents that are not scheduling their own meetings via Family Access. For each meeting they can track attendance, record additional support staff that attend the meeting, and track notes related to the meeting.