



Scheduling Instructions for Conferences

Wednesday, October 21 & Thursday, October 22, 2020
11:00 a.m.-8:00 p.m.

It's that time of year again for student/teacher conferences, and this is a very important part of our partnership with you as parents. In order to make the scheduling process easier for you, it will take place online beginning Thursday, October 15 at 8:00am. Parents will schedule conferences online through *MyConferenceTime.com*. This allows parents to schedule and manage their own conference times. To schedule conferences, you will need a list of your student's teachers.

We are committed to ensuring that you have the opportunity to meet with your student's teachers. If for some reason the times available don't work for you or slots are filled, you can contact your student's teacher to set up either a phone call or a face-to-face conference with you and your student.

Items to note:

- Online scheduling **opens at 8:00am on Thursday, October 15 and closes at 11:59 p.m. on Sunday, October 18.**
- Scheduling only allows for one 10-minute conference per student, per teacher.
- Students need to be present at conferences.

To Schedule Conferences:

1. Click on the *Conference* button under the "What's Happening?" tab on Wheaton Academy's website.
 2. Read through the instructions at the top of the page.
 3. Click on Register for Multiple Conferences.
 4. Follow the step-by-step online instructions to create a schedule for each student based on the available time slots for the teachers you selected.
 - a) Enter the number of students you will be registering and press continue.
 - b) Enter the name(s) of your student(s).
 - c) If your student is unable to participate in conferences, please make note of this in the COMMENTS section so the teacher can plan accordingly.
 - d) Select Continue.
 - e) Select all the teachers you would like to meet with and select Find Schedules with Common Dates.
 - f) Select which day you would like to schedule conferences.
 - g) Select the times for each teacher.
 - h) Do the same for the 2nd day if needed.
 5. You will receive an email with your conference schedule and the location of your conferences. *If you do not receive an email, check your spam folder.*
 6. **IMPORTANT:** Please print and bring the confirmation email with you on conference day(s). *We are unable to print out your schedule for you.*
 7. Your confirmation email will have a link to view, edit or cancel your conference registration.
 8. If you are unable to find a conference time that works for you and your student, *please contact the teacher directly to schedule time outside of the Wednesday and Thursday conference times.*
 9. If you are planning on having a Zoom video conference instead of attending the conference in person, please plan on finding the link for the video conference on your student's Oncampus account. The classroom Zoom link is the same link that teachers will use to meet with you. Ask your student for help navigating to the appropriate Zoom link.
 10. If you attend conferences in person, please remember to bring a mask and be mindful of social distancing.
 11. If you have questions regarding conference scheduling, contact Gina Churchill at gchurchill@wheatonacademy.org.
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