

PTC Wizard Online Conference Scheduling System PARENT INSTRUCTIONS

HOW TO SCHEDULE A CONFERENCE

1. Go to the NLSD website, and select **Schedule Parent-Teacher Conferences** under the **Parents/Students** main menu. Click on your school.

PLEASE NOTE: All parents will need to register as a first-time user, even if they used the scheduling system last year.

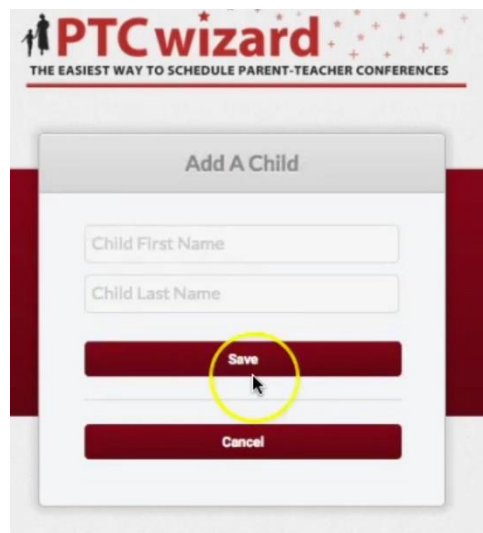
2. Click the red button **Create Account!** and enter your first name, last name, email and password in the resulting window, then click **Register**.

PLEASE NOTE: If you have multiple students in multiple schools, you will need to return to this page and follow the below steps for each school!



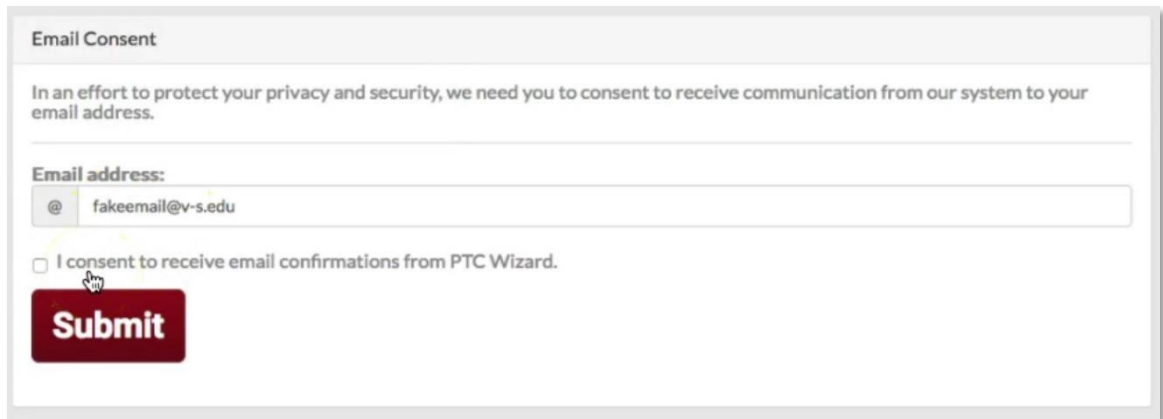
The image shows the 'Parent Sign In' window of the PTC Wizard system. At the top, the logo reads 'PTC wizard' with the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. The window has a title bar 'Parent Sign In'. It contains two input fields: 'Username' and 'Password'. Below these are two red buttons: 'Sign In' and 'Create Account!'. There is also a 'Sign in with Google' button with a Google+ icon. At the bottom, there is a link that says 'Forgot your password?'.

3. Fill in your child's first and last name and click the **Save** button.



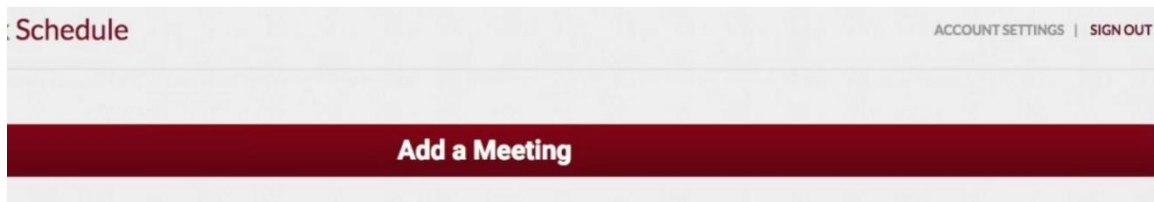
The image shows the 'Add A Child' window of the PTC Wizard system. At the top, the logo reads 'PTC wizard' with the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. The window has a title bar 'Add A Child'. It contains two input fields: 'Child First Name' and 'Child Last Name'. Below these are two red buttons: 'Save' and 'Cancel'. A yellow circle is drawn around the 'Save' button, with a mouse cursor pointing at it.

4. You will need to consent to emails in order to receive your conference schedule via the email. Enter your email address, check the **I consent** box, and click **Submit**.

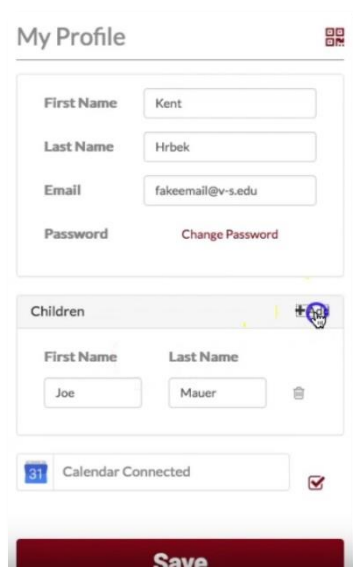


The form is titled "Email Consent". It contains a paragraph stating: "In an effort to protect your privacy and security, we need you to consent to receive communication from our system to your email address." Below this is a text input field labeled "Email address:" containing the text "fakeemail@v-s.edu". Underneath the input field is a checkbox with the text "I consent to receive email confirmations from PTC Wizard." and a red "Submit" button.

5. Add the Add a Meeting screen you can add additional children who attend the same school by clicking on **Account Settings** in the top-right, next to Sign Out. You could then click **+ADD** to add a child on the Account Settings screen.

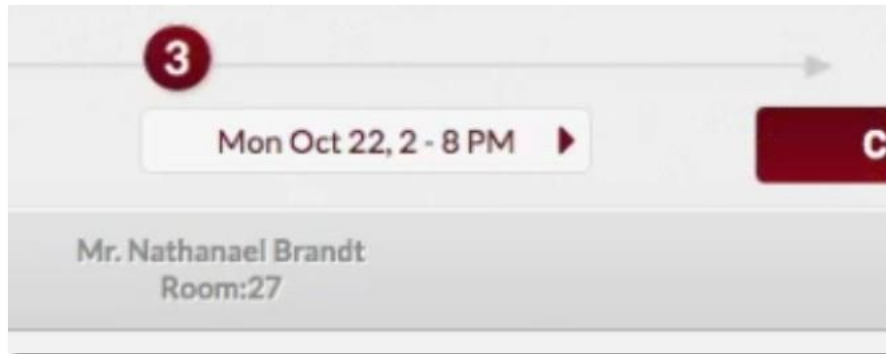


A horizontal bar with a dark red background and white text that reads "Add a Meeting". Above the bar, the word "Schedule" is visible on the left, and "ACCOUNT SETTINGS | SIGN OUT" is visible on the right.

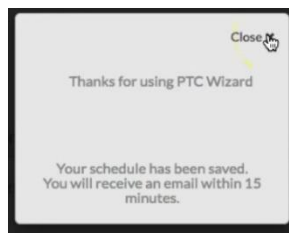


The form is titled "My Profile". It contains several input fields: "First Name" (Kent), "Last Name" (Hrbek), "Email" (fakeemail@v-s.edu), and "Password" (Change Password). Below these is a section titled "Children" with a "+ADD" button. Under "Children", there are input fields for "First Name" (Joe) and "Last Name" (Mauer), and a trash icon. At the bottom, there is a "Calendar Connected" checkbox with a checkmark. A red "Save" button is at the very bottom.

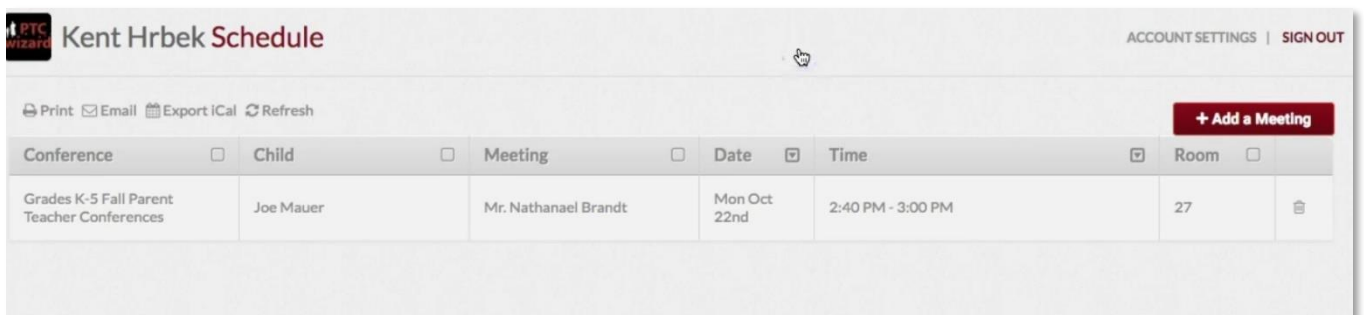
- Click the big **Add a Meeting** button and select a conference type (*Either ZOOM (if available) or In Person*) then day; A list of teachers will appear. Select a teacher and then click on available time slot. If no available times work for you on the first day of conferences, you can select a different day in the date selection box.



- You will get a pop-up message informing you that a meeting has been scheduled.



- After closing the confirmation pop-up, you will be taken to your conference schedule screen. You can print your schedule of conferences from this screen with the Print icon (your schedule will also be emailed to you). To schedule other conferences with other teachers or for other students at the same school, select the **+ Add a Meeting** button to follow the steps again.



- PLEASE NOTE:** If you need to schedule conferences for students at another building, please go back up to step 1 to get to the other school's conference scheduling website.

PTC Wizard Online Conference Scheduling System
WALK-THROUGH VIDEOS

Click below for a video walk-through of conference scheduling made by PTCWizard:

<https://www.youtube.com/watch?v=uxq2IiySF48>

Click the below link for a video walk-through of conference scheduling made by a different school district (more detailed):

https://www.youtube.com/watch?v=vKv_Xpdk6G8