PTC Wizard Online Conference Scheduling System
PARENT INSTRUCTIONS

Go to the NLSD website, select Schedule Parent-TeacherConferences 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.

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 sign in with this account for each school!*

Click on the "Create My Account" link at the bottom.

After you register your account you will receive a confirmation message.
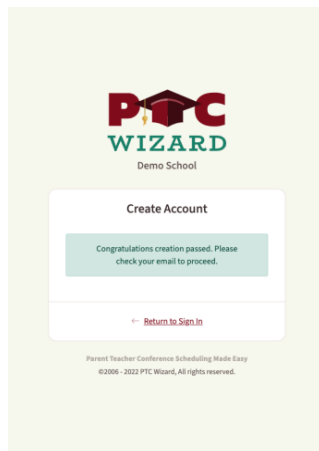
After registration you will be asked to add a student to your account.
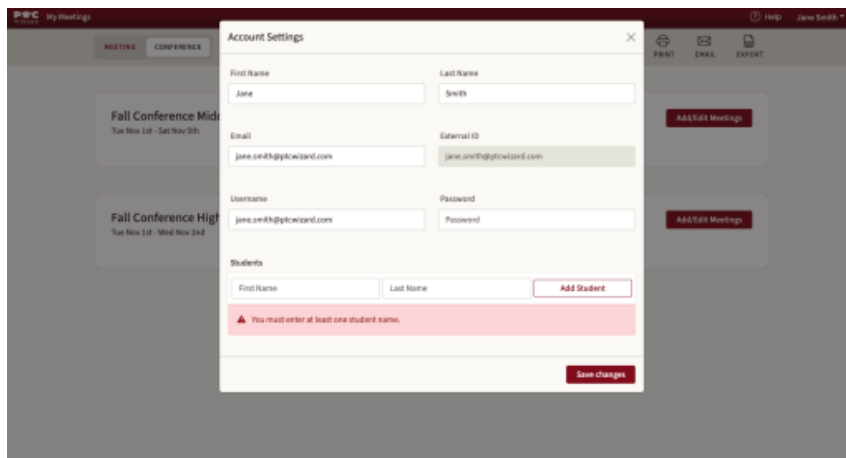
Enter the first name and last name of your student/child.
If you have more than one student to register at this school, click "Add Student". When you
are finished, click "Save Changes" then click "Close"

Scheduling Meetings

When you choose to Add/Edit meetings for a conference from the Agenda view, you will see the Schedule View.

In order to begin you must first add teachers to the page.
All of the teachers that are available to you will be visible when you open the "Teacher drawer" from the left side of the page by clicking the "Teachers" button.

All teachers with conference times will be visible in that drawer.
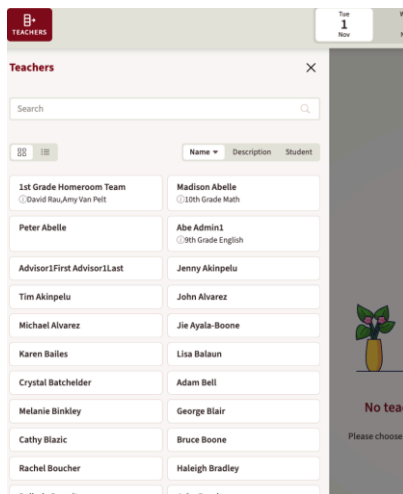
As you select teachers, they will appear in a matrix view on the page behind the drawer.
Once you close the drawer you will be able to make appointments for all of the teachers you selected.

You can open the teacher drawer and add or remove teachers from the page at any time.

After you close the drawer you will see the schedules for the teachers you have selected.

You can only see one day at a time. The selected day is visible at the top. If there is more than one day for the In Person conference, then you will see multiple options for the day at the top.

Meetings are saved in real time when you select them.

As you select meeting times, your agenda will grow. The Agenda Drawer slides out from the right side of the display and will contain all of your meetings for the conference you are viewing.
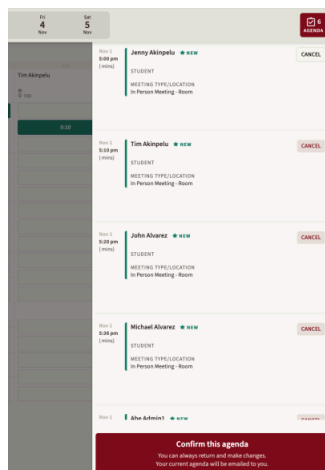
You can cancel a meeting from here or by unselecting the time itself.

Confirm and Email

After you finish reviewing your meetings, you should press the "Confirm this agenda" button to receive an email confirmation of your selections.

If you do not click that button, you will not receive an email confirmation. However, your meetings are still saved.

IMPORTANT: If you sign in for Google Meets Conference and you did **NOT** sign up with a gmail account, you will be asked to supply your name when you log into the conference.