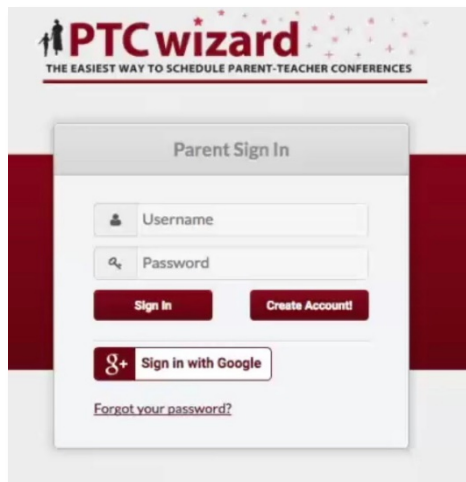


PTC Wizard Online Conference Scheduling System PARENT INSTRUCTIONS

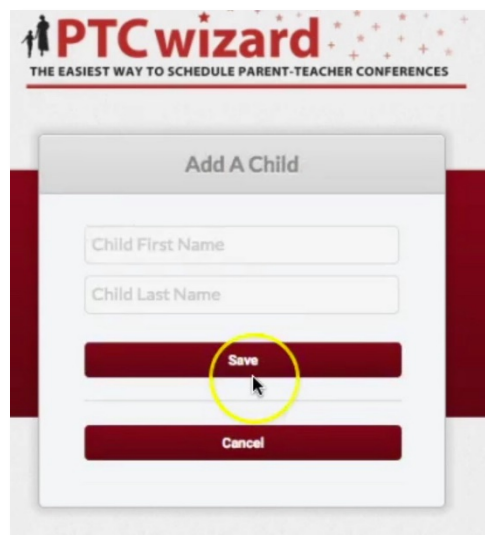
HOW TO SCHEDULE A CONFERENCE

1. Go to the NLSD website, and select **Schedule Parent-Teacher Conferences** under the **Parents/Students** main menu. Click on your school.
PLEASE NOTE: If you have multiple students in multiple schools, you will need to return to this page and follow the below steps for each school!
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: All parents will need to register as a first-time user, even if they used the scheduling system last year.



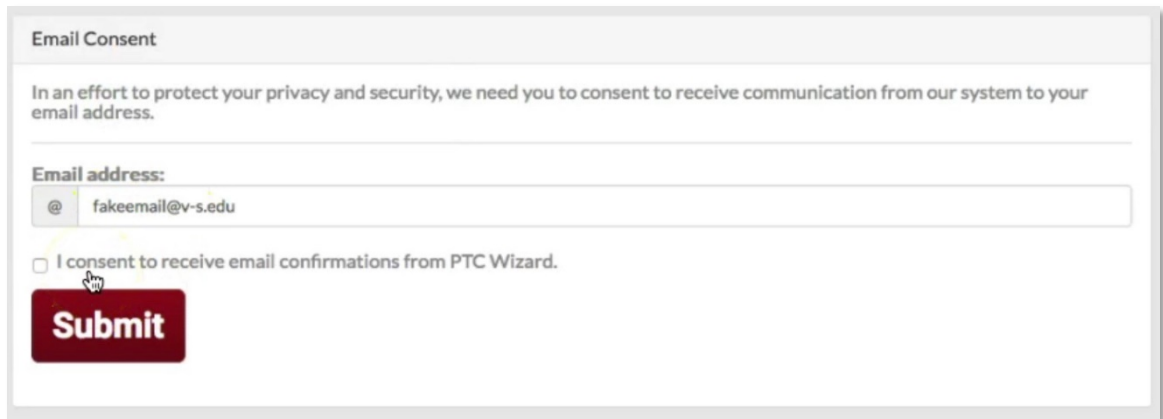
The screenshot shows the 'Parent Sign In' interface. At the top, the 'PTC wizard' logo is displayed with the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. Below the logo is a 'Parent Sign In' box containing a 'Username' field, a 'Password' field, a 'Sign In' button, a 'Create Account!' button, and a 'Sign in with Google' button. A link for 'Forgot your password?' is located at the bottom of the sign-in box.

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



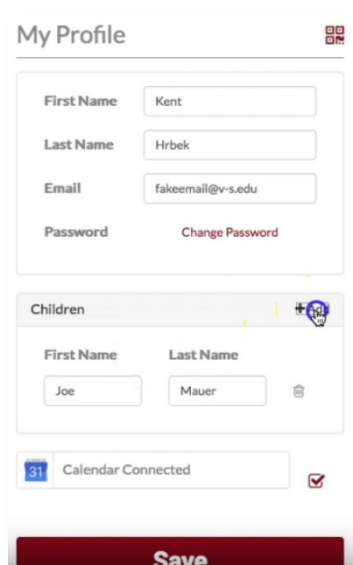
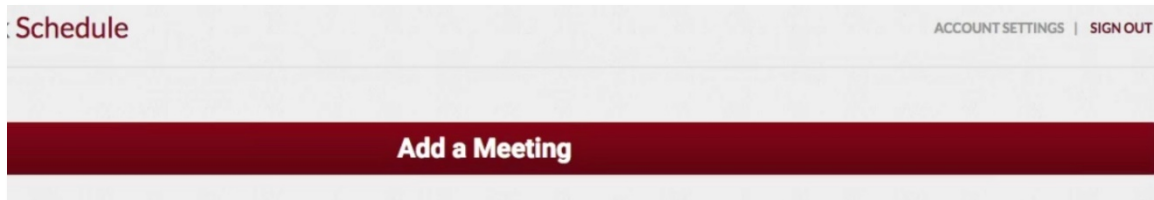
The screenshot shows the 'Add A Child' interface. At the top, the 'PTC wizard' logo is displayed with the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. Below the logo is an 'Add A Child' box containing two text input fields: 'Child First Name' and 'Child Last Name'. Below these fields are two buttons: 'Save' and 'Cancel'. A yellow circle highlights the 'Save' button, and a mouse cursor is 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**.



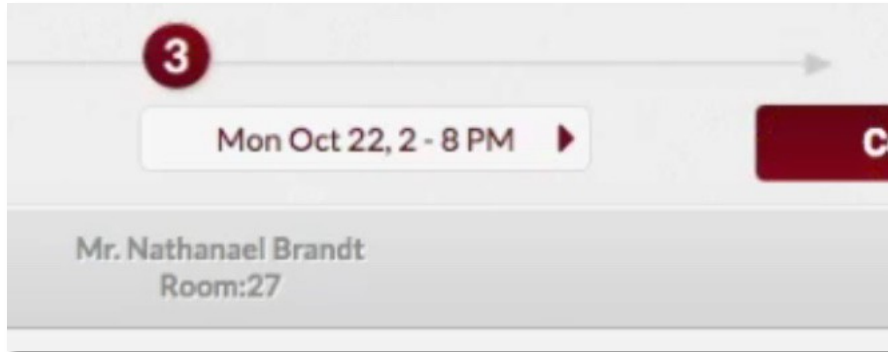
The screenshot shows a form titled "Email Consent". The text reads: "In an effort to protect your privacy and security, we need you to consent to receive communication from our system to your email address." Below this is a text input field for the "Email address:" containing "fakeemail@v-s.edu". Underneath the input field is a checkbox with the text "I consent to receive email confirmations from PTC Wizard." A mouse cursor is hovering over the checkbox. At the bottom of the form is a prominent 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.

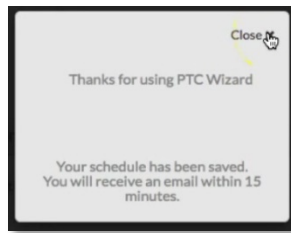


The screenshot shows a "My Profile" page. It contains several input fields: "First Name" with "Kent", "Last Name" with "Hrbek", and "Email" with "fakeemail@v-s.edu". There is a "Password" field with a "Change Password" link next to it. Below these fields is a "Children" section with a "+ADD" button and a trash icon. It lists a child with "First Name" "Joe" and "Last Name" "Mauer". At the bottom, there is a "Calendar Connected" status with a checkmark icon. A red "Save" button is at the very bottom.

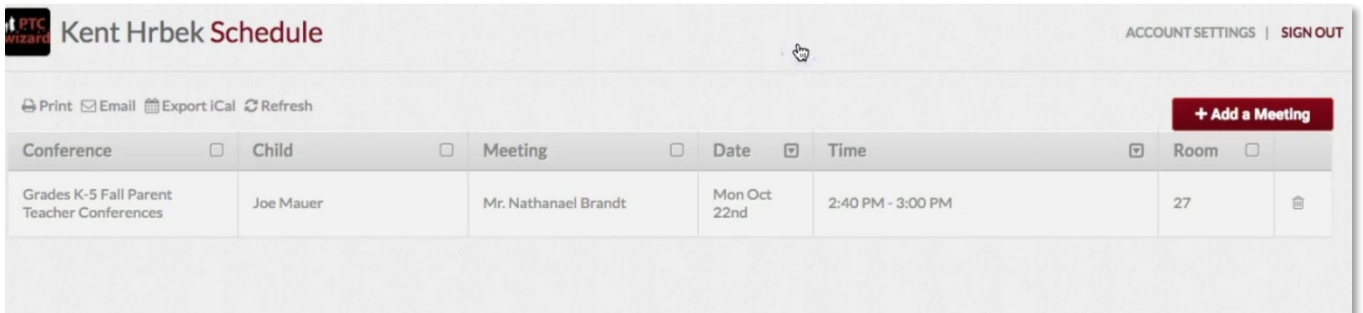
6. Click the big **Add a Meeting** button and select a conference type (*Either ZOOM or In Person*) then day; A list of teachers will appear. Select a teacher and then click on available time slot. If no available times work for you on the first day of conferences, you can select a different day in the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



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



8. 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.



9. **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=uxq2IjySF48>

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