



# Scarsdale High School

## Parent-Teacher Conferences Sign-up Guide

### Sign In:

To access PTC Wizard, log into the [Campus Parent Portal](#). If you do not have a Campus Portal user account, or if you don't remember your username or password, please see the [PTC Wizard FAQ](#).

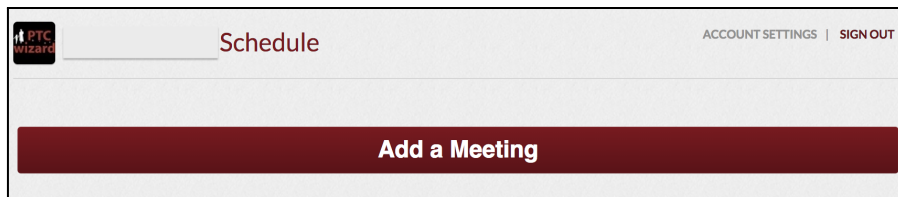
In the Campus Parent Portal, in the **Message Center**, click the links for the **Teacher Conference Room Locations** and **Floor Plans** and print them as needed.

When you are ready to proceed, Click **More > PTC Wizard**.

Please note, once a conference schedule is created for a student, each guardian listed in Infinite Campus will receive a confirmation email. Only the guardian who has created the schedule will be able to make adjustments. If any changes are made to the schedule, an additional confirmation email will be sent to each guardian associated with the student.

### Add a Meeting:

Click on the large maroon **Add a Meeting** button.



### Step 1: Choose the Conference:

Check the **box** next to your Parent-Teacher conference night, and then click **Continue**.

	Conference Name	Date
<input type="checkbox"/>	PT Conference Day 2 (L-Z) - October 25 2018	Thu Oct 25, 7 - 9 PM


### Step 2: Choose Teachers:



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Your children's teachers are listed on this page. Remove the check marks for those teachers with whom you don't want to schedule an appointment. Then click **Continue**.

 **Schedule** ACCOUNT SETTINGS | SIGN OUT

Step : 

1 PT Conference Day 2 (L-Z) - Octob


2

3 Thu Oct 25, 7 - 9 PM

Continue >

<input checked="" type="checkbox"/>	Teacher/Team	Student	Description	Room
<input checked="" type="checkbox"/>	Lauren Barton		Mathematics Teacher	361
<input checked="" type="checkbox"/>	Vanessa Blood		Science Teacher	306
<input checked="" type="checkbox"/>	Laura Estersohn		Mathematics Teacher	292
<input checked="" type="checkbox"/>	Alexander Greenberg		Physical Education Teacher	GYM5
<input checked="" type="checkbox"/>	Kathleen McGreal		English Teacher	284

### Step 3: Choose Time Slots:

 **Schedule** ACCOUNT SETTINGS | SIGN OUT

Step : 

1 PT Conference Day 1 (A-I)

2

3 Wed Oct 17, 7 - 9 PM

Continue >

	Jessica Pulford Room:314	Jason Noble Room:118	Jonathan Pai Room:3N5	Richard Clark Room:373	Jennifer Rosenzweig Room:2N4	Jose Lamela Room:309	David Scagnelli Room:GYM5	Patrick Healy Room:2N5
7:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:02 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:04 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:06 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:08 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a time slot for each teacher with whom you want to meet. Give yourself several minutes between appointments. You may need to scroll to the right to see the schedules for all the teachers. If a check box is greyed out, it means that another parent has already booked that time slot or that the time slot was set aside for parents who do not wish to sign up online.



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When you select a time slot for a teacher that teaches more than one of your children, you will be prompted with a popup window that shows your children's names. Click the radio button to the left of one child's name. You can then proceed to making another appointment for the other child.

**Choose a child**

☐

☐

After you have made all your selections, click **Continue** in the top right corner of the screen.

### Confirmation:

**Close** ✕

Thanks for using PTC Wizard

Your schedule has been saved.  
You will receive an email within 15 minutes.

You will see a popup window. Click **Close**. This will bring you back to the main landing page of PTC Wizard.

Each guardian listed in Infinite Campus will receive a confirmation email within approximately 15 minutes.

On the main landing page, you will see all your appointments. From here, you can print your schedule, export it to your calendar, or make changes.

If you are happy with your schedule, click **SIGN OUT** in the top right corner of the screen. If you would like to make changes to your schedule, please follow the instructions on the next page.

Schedule

ACCOUNT SETTINGS | SIGN OUT

Print

Email

Export iCal

Refresh

+ Add a Meeting

School	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Child	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Date	<input checked="" type="checkbox"/>	Time	<input checked="" type="checkbox"/>	Room	<input type="checkbox"/>	
Scarsdale High School		PT Conference Day 1 (A-K) - October 17 2018		<div></div>		Jessica Pulford		Wed Oct 17th		7:04 PM - 7:06 PM		314		
Scarsdale High School		PT Conference Day 1 (A-K) - October 17 2018		<div></div>		Jason Noble		Wed Oct 17th		7:08 PM - 7:10 PM		118		



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### Making Changes to your Schedule:

Only the guardian who has created the schedule will be able to make adjustments. If any changes are made to the schedule, an additional confirmation email will be sent to each guardian associated with the student.

To cancel an appointment, remain on the main landing page and click the trash icon to the right of the respective appointment.

You will be prompted with a confirmation popup. If you are sure that you want to cancel, click **Yes**, if not, click **No**.

Are you sure that you want to cancel this meeting?

Child	Meeting	Date	Time	Room
<input type="text"/>	Jessica Pulford	Wed Oct 17th	7:04 PM	314

After canceling your appointment, you can choose a different time slot for the respective teacher. To do so, click **Add a Meeting** and start over.

Don't forget to **SIGN OUT** when you are done.