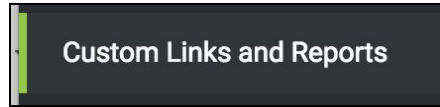
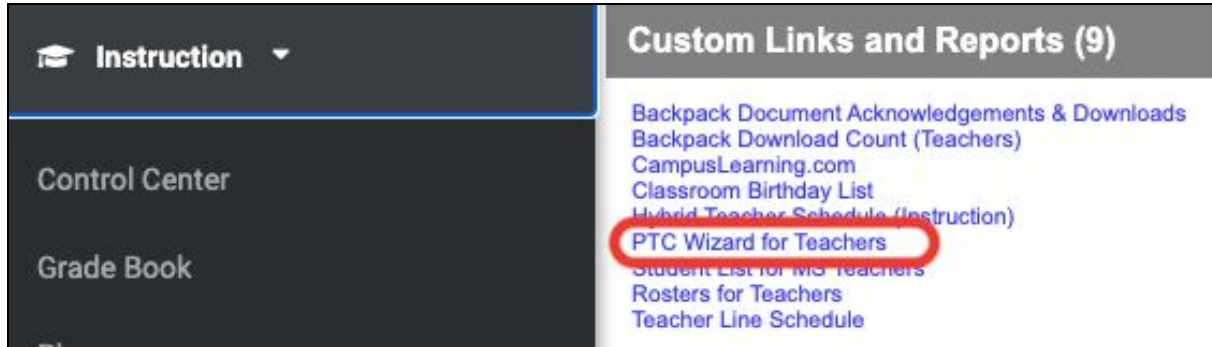


PTC Wizard Instructions for SHS Teachers

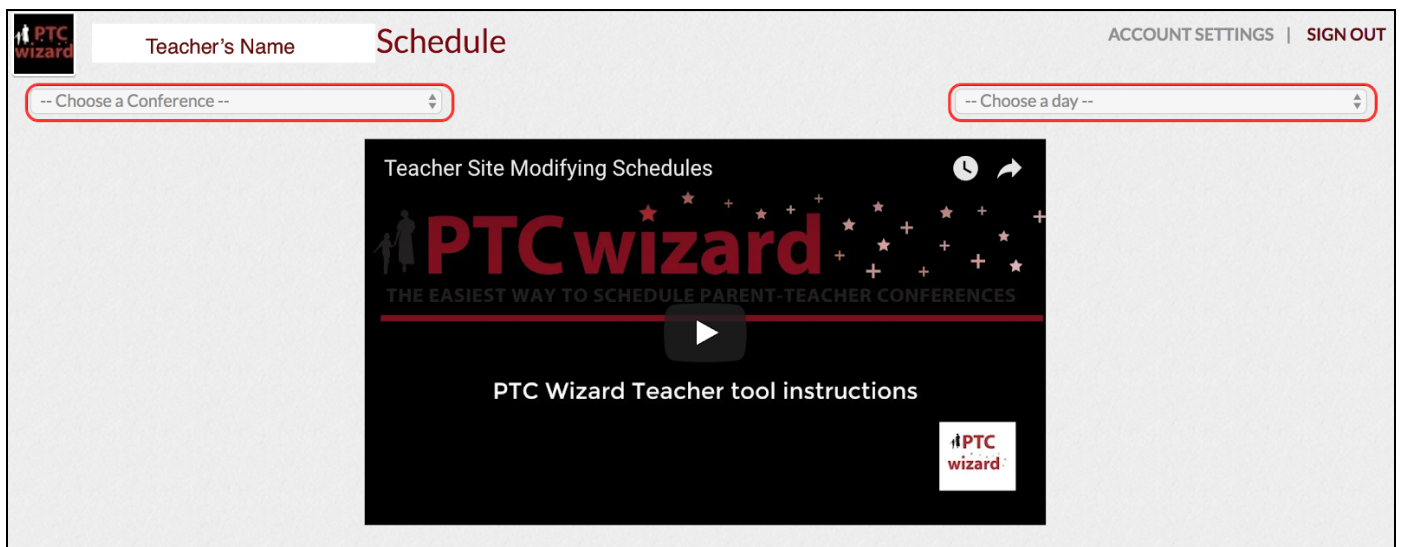
To access PTC Wizard, log into [Infinite Campus](#) and click **Custom Links and Reports** in the left-hand navigation bar.



Then click **PTC Wizard for Teachers**.



On the PTC Wizard landing page, you may watch the brief video tutorial, but please note that the Modify Schedule functionality does not apply to high school teachers. To find out who your timekeeper is or to view your conference schedule, use the **Choose a conference** and the **Choose a day** drop-downs.



PTC Wizard Instructions for SHS Teachers

To find out who your timekeeper is, select a **SHS Timekeepers** conference from the **Choose the Conference** drop-down; to view your conference schedule, select a **PT Conference**.

✓ -- Choose a Conference --
PT Conference Day 1 (A-K) - October 17 2018
PT Conference Day 2 (L-Z) - October 25 2018
SHS Timekeepers for Day 1 - October 17 2018
SHS Timekeepers for Day 2 - October 25 2018

✓ -- Choose a Conference --
PT Conference Day 1 (A-K) - October 17 2018
PT Conference Day 2 (L-Z) - October 25 2018
SHS Timekeepers for Day 1 - October 17 2018
SHS Timekeepers for Day 2 - October 25 2018

Select the conference day from the **Choose a day** drop-down.

✓ -- Choose a day --
Oct 17th 2018 (6:20 pm - 9:10 pm)

✓ -- Choose a day --
Oct 17th 2018 (7:00 pm - 9:00 pm)

To print your schedule, click the **Print** button at the top of your schedule screen.

PT Conference Day 1 (A-K) - October 17 : ▾ Print Oct 17th 2018 (7:00 pm - 9:00 pm) ▾

	Time	Meeting	
	Wed Oct 17th 2018 7:00 PM	Parent: - Student:	
	Wed Oct 17th 2018 7:02 PM	Parent: - Student:	

Your conference schedule will open in a new window in a printer-friendly format. **Right-click** on the schedule and select **Print** to print your schedule.

Note that your schedule is not final until the registration window is closed. Parents are able to make new appointments or cancel/change their appointments until the conference registration window is closed. Even after the registration window closes, parents can still cancel appointments, but they can no longer add new appointments or move existing ones.