



# The Scarsdale Public Schools

Seeking to inspire lives of contribution through an exemplary public education in the liberal arts tradition

## PTC Wizard - Elementary Parent Guide

### Sign In:

To access PTC Wizard, log into the [Campus Parent Portal](#), click **More**, and then click **PTC Wizard**. 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](#).

### Add a Meeting:

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

The screenshot shows the 'PTC wizard' logo in the top left corner. To its right is a search bar and the word 'Schedule'. In the top right corner, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. A large maroon button with the text 'Add a Meeting' is centered at the bottom of the page.

### Step 1: Choose the Conference Name:

The screenshot shows the 'PTC wizard' logo and 'Schedule' header. In the top right corner, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header is a table with two columns: 'Conference Name' and 'Date'. The first row of the table has a checkbox, the text 'GA PT Conf K-5 Fall 2017', and the date range 'Thursday Nov 30th - Tuesday Dec 12th'. At the bottom of the page, there are three buttons: 'Cancel', '< Go Back', and 'Continue >'.

	Conference Name	Date
<input type="checkbox"/>	GA PT Conf K-5 Fall 2017	Thursday Nov 30th - Tuesday Dec 12th

Click the checkbox next to the Conference Name you would like to attend; then click **Continue**.



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### Step 2: Choose the Teacher:

The screenshot shows the 'Schedule' page of the PTC Wizard. At the top left is the PTC Wizard logo. To its right is a search bar. Further right is the word 'Schedule' in red. At the top right are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the search bar is a dropdown menu showing 'GA PT Conf K-5 Fall 2017'. To the right of this is a date and time selector showing 'Thu Nov 30, 8 AM - 3 PM'. Below these is a table with three columns: 'Teacher/Team', 'Student', and 'Room'. The 'Room' column has a value of '11'. Below the table are three buttons: 'Cancel', '< Go Back', and 'Continue >'. The 'Continue >' button is highlighted in red.

Teacher/Team	Student	Room
<input type="checkbox"/>		11

Select the Teacher you would like to meet with and click **Continue**.

### Step 3: Choose the Conference Date and Time:

The screenshot shows the 'Schedule' page of the PTC Wizard for Step 3: Choose the Conference Date and Time. At the top left is the PTC Wizard logo. To its right is a search bar. Further right is the word 'Schedule' in red. At the top right are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the search bar is a dropdown menu showing 'GA PT Conf K-5 Fall 2017'. To the right of this is a date and time selector showing 'Thu Nov 30, 8 AM - 3 PM'. Below these is a table with two columns: 'Time' and 'Room'. The 'Room' column has a value of '11'. The 'Time' column lists times from 12:20 PM to 1:40 PM. The 1:00 PM time slot is selected with a checkmark. Below the table are three buttons: 'Cancel', '< Go Back', and 'Continue >'. The 'Continue >' button is highlighted in red. Blue arrows and text annotations are present: 'a) Select a date' points to the date/time selector; 'b) Scroll through the day' points to a vertical scrollbar on the right; 'c) Select an open time' points to the 1:00 PM time slot.

Time	Room:11
12:20 PM	<input type="checkbox"/>
12:40 PM	<input type="checkbox"/>
1:00 PM	<input checked="" type="checkbox"/>
1:20 PM	<input type="checkbox"/>
1:40 PM	<input type="checkbox"/>



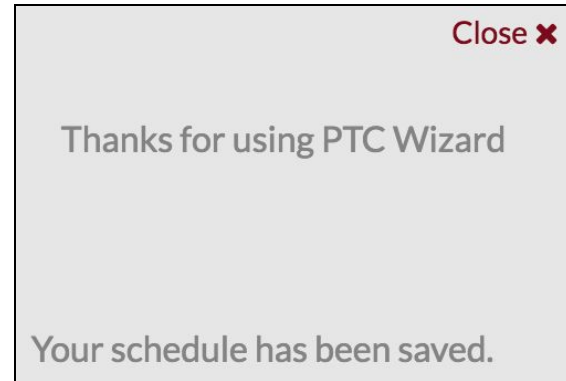
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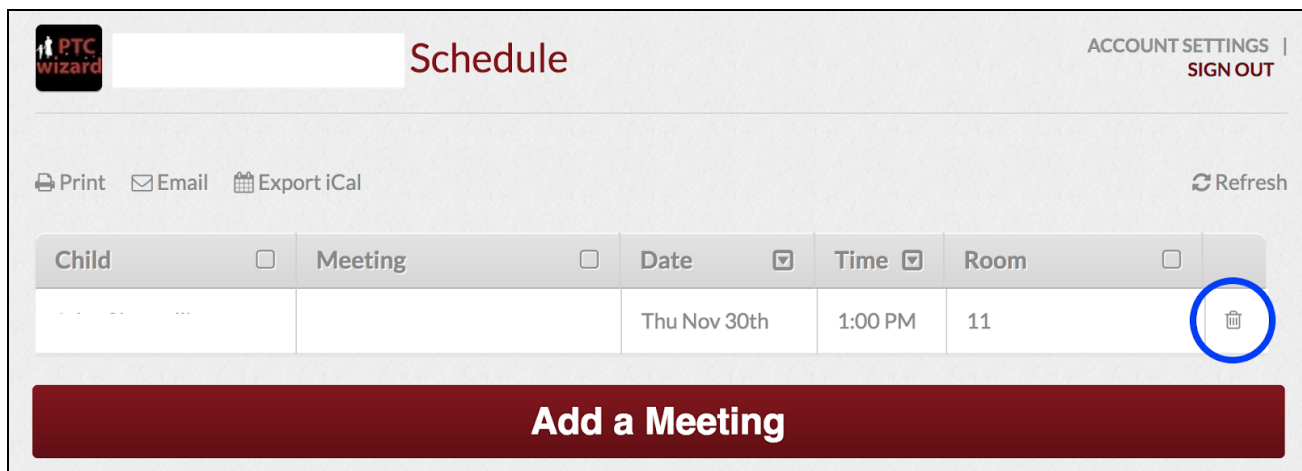
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After you click **Continue**, your conference will be saved. An email confirmation will be sent to all guardian contacts for which email addresses are on file.

Click **Close**.



### To Cancel a Conference:



Click on the **trash can icon** to the right of the conference you would like to remove.

