



The Scarsdale Public Schools

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

PTC Wizard - Scarsdale Middle School Parent Guide

Sign In:

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

Add a Meeting:

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

PTC Wizard Schedule ACCOUNT SETTINGS | SIGN OUT

Add a Meeting

Step 1: Choose the Conference Date(s):

PTC Wizard Schedule ACCOUNT SETTINGS | SIGN OUT

	Conference Name	Date
<input type="checkbox"/>	2017 SMS PT Conference Nov 28 2017	Tue Nov 28, 3 - 4:15 PM
<input type="checkbox"/>	2017 SMS PT Conference Nov 29 2017	Wed Nov 29, 3 - 4:15 PM
<input type="checkbox"/>	2017 SMS PT Conference Dec 4 2017	Mon Dec 4, 3 - 4:15 PM
<input type="checkbox"/>	2017 SMS PT Conference Dec 5 2017	Tue Dec 5, 3 - 4:15 PM
<input type="checkbox"/>	2017 SMS PT Conference Dec 7 2017 Fountain	Thu Dec 7, 3 - 4:15 PM

Cancel < Go Back Continue >

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



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Step 2: Choose the Teacher(s):

	Teacher/Team	Student	Room
<input checked="" type="checkbox"/>	FOUNTAIN8TEAM MS		F79
<input checked="" type="checkbox"/>	Jose Toscano		Fountain Dining Room

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

Step 3: Choose the Time Slots:

	TEAM MS Room:F79	Room:Fountain Dining Room
3:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3:04 PM	<input type="checkbox"/>	<input type="checkbox"/>
3:08 PM	<input type="checkbox"/>	<input type="checkbox"/>
3:12 PM	<input type="checkbox"/>	<input type="checkbox"/>
3:15 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>



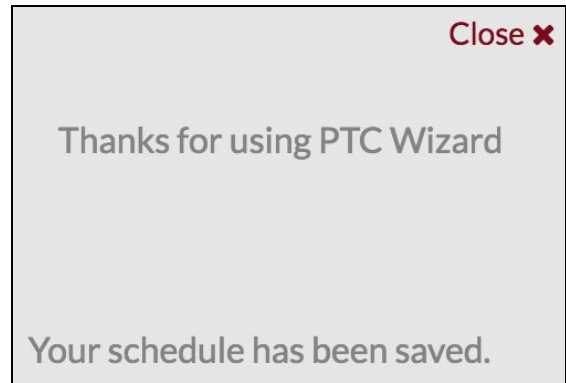
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After you click **Continue**, your conference(s) will be saved. An email confirmation will be sent to all guardian contacts for which email addresses are on file.

Click **Close**.



To Cancel Conference(s):

Child	Meeting	Date	Time	Room	
[Redacted]	Jose Toscano	Tue Nov 28th	3:00 PM - 3:04 PM	Fountain Dining Room	
[Redacted]	FOUNTAIN8TEAM MS	Tue Nov 28th	3:15 PM - 3:30 PM	F79	

Click on the **trash can icon** to the right of the conference(s) you would like to cancel.

Are you sure that you want to cancel this meeting?

Child	Meeting	Date	Time	Room
[Redacted]	[Redacted]	Thu Nov 30th	1:00 PM	11

No **Yes**

Click **Yes** to confirm.