



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 log into PTC Wizard, click here: <https://scarsdaleschools.ptcwizard.com>. You can also go to the District website and go to **Parent-Teacher Conferences** under the **Parents** menu. To log into PTC Wizard, click on the PTC Wizard icon on the Overview page:



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

IMPORTANT NOTE: the usernames and passwords are case sensitive.

SCARSDALE
PUBLIC SCHOOLS

Welcome to the PTC Wizard :: Sign in here

Infinite Campus Username

Infinite Campus Password

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Visit PTC Wizard (<http://www.ptcwizard.com>) - The premier web based parent-teacher conference scheduling software system



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Step 1: Choose your Conference Day:

Select the conference day you would like to attend, and then click **Continue**. If you want to meet with different teachers on different days or if you want to see the teachers' availability on more than one day, you can check the box next to all the appropriate dates. If you choose to do that, the system will lead you through the following steps for each of the selected dates.

SCARSDALE PUBLIC SCHOOLS

User: []
[My Account](#) :: [Logout](#) ::

Home PTC Wizard

My Schedule Start Wizard >> Step 1

Ready to begin?
Start by selecting the conference that you will be attending.

Edgewood Elementary School

PT Conferences K-5 Day 1 (12/05/13)

PT Conferences K-5 Day 2 (12/10/13)

PT Conferences K-5 Day 3 (12/11/13)

Back Continue



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The system confirms the conference date you picked. Click **Continue**.

The screenshot shows the PTC Wizard interface for Scarsdale Public Schools. At the top left is the school's logo. To its right, the text 'SCARSDALE PUBLIC SCHOOLS' is displayed in a large, serif font. Further right, there is a user login field labeled 'User: L' and a 'Logout' link. Below the logo and text is a navigation bar with 'Home' and 'PTC Wizard' tabs. Underneath, there are three buttons: 'My Schedule', 'Start Wizard >>', and 'Step 1'. The main content area features a photograph of a school building on the left and a confirmation message on the right. The message reads: 'Great! You have selected the following conferences: PT Conferences K-5 Day 1 (12/05/13) Now we will select the teachers from each grade.' At the bottom of the message box are two buttons: 'Back' and 'Continue'.



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Step 2: Choose Teachers:

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

SCARSDALE PUBLIC SCHOOLS

User: []
[My Account](#) :: [Logout](#) ::

[Home](#) [PTC Wizard](#)

[My Schedule](#) [Start Wizard >>](#) [Step 1 >>](#) [Step 2](#)

PT Conferences K-5 Day 1 : Meeting on Thursday, December 5, 2013

Please select the teachers with whom you will need to meet.
Only teachers that are attending this conference will be displayed.
Therefore it is possible that the teacher you are looking for will not be displayed.

Name	Description	Room	Student Name
<input checked="" type="checkbox"/> M []	(Homeroom Teacher)	[]	[]
<input checked="" type="checkbox"/> P []	(Homeroom Teacher)	[]	[]
<input checked="" type="checkbox"/> L []	(Homeroom Teacher) 06	[]	[]

[Back](#) [Continue](#)



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Click **Continue**:



EDGEWOOD ELEMENTARY SCHOOL

User: []
[My Account](#) :: [Logout](#) ::

[Home](#) [PTC Wizard](#)

[My Schedule](#) [Start Wizard >>](#) [Step 1 >>](#) [Step 2](#)

PT Conferences K-5 Day 1 : Meeting on Thursday, December 5, 2013

You are doing great!
You have selected the following:

M [] (Homeroom Teacher)
L [] (Homeroom Teacher)
F [] (Homeroom Teacher)

Now you will be able to choose an available time slot for your selection.

[Back](#) [Continue](#)



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Step 3: Choose Time Slots:

Select a time slot for each teacher. Once you have made your selections, click **Continue**. An email confirmation will be sent to all guardian contacts for which email addresses are on file.

PT Conferences K-5 Day 1 : Meeting on Thursday, December 5, 2013

Please choose the time slots that you want to reserve.
You must specify which child you intend the reservation to focus on.

M	L	F
Room: [redacted]	Room: [redacted]	Room: [redacted]
12:30 PM <input type="checkbox"/>	12:30 PM UNAVAILABLE	12:30 PM <input type="checkbox"/>
12:50 PM <input type="checkbox"/>	12:45 PM UNAVAILABLE	12:50 PM <input type="checkbox"/>
01:10 PM <input type="checkbox"/>	01:00 PM <input type="checkbox"/>	01:10 PM <input type="checkbox"/>
02:30 PM <input type="checkbox"/>	02:00 PM <input type="checkbox"/>	02:30 PM <input type="checkbox"/>
02:50 PM <input type="checkbox"/>	02:15 PM <input type="checkbox"/>	02:50 PM <input type="checkbox"/>
03:10 PM <input type="checkbox"/>	02:30 PM <input type="checkbox"/>	03:10 PM <input type="checkbox"/>
03:30 PM <input type="checkbox"/>	02:45 PM <input type="checkbox"/>	03:30 PM <input type="checkbox"/>
03:50 PM <input type="checkbox"/>	03:00 PM <input type="checkbox"/>	03:50 PM <input type="checkbox"/>
04:10 PM <input type="checkbox"/>	03:15 PM <input type="checkbox"/>	04:10 PM <input type="checkbox"/>
04:30 PM <input type="checkbox"/>	03:30 PM <input type="checkbox"/>	04:30 PM <input type="checkbox"/>
04:50 PM <input type="checkbox"/>	03:45 PM <input type="checkbox"/>	04:50 PM <input type="checkbox"/>
UNAVAILABLE	04:00 PM <input type="checkbox"/>	UNAVAILABLE
UNAVAILABLE	04:15 PM <input type="checkbox"/>	UNAVAILABLE
UNAVAILABLE	04:30 PM UNAVAILABLE	UNAVAILABLE
	04:45 PM UNAVAILABLE	

[Back](#) [Continue](#)



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Confirmation:

Verify your schedule on the Confirmation page. If you want to make changes, see the instructions on the next page.

[My Account](#) :: [Logout](#) ::

[Home](#) [PTC Wizard](#)

[My Schedule](#) [Start Wizard](#)



You have successfully signed up for parent teacher conferences.
An email confirmation of your schedule has been sent to [redacted] org
[Click here to return to Edgewood Elementary School web site.](#)

Congratulations!
Here is your summary.

01:45 PM	L [redacted] ([redacted])	Thu, Dec 5, 2013
03:10 PM	P [redacted] ([redacted])	Thu, Dec 5, 2013
04:30 PM	M [redacted] ([redacted])	Thu, Dec 5, 2013

[Click here to start the wizard again](#)



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Your Schedule:

Click **My Schedule**. You will see your schedule.

To cancel, check the box next to the appointment(s). Then click **Cancel Appointments**.

To schedule new appointments, click **Start Wizard** and repeat steps.

To receive another email confirmation, click **Email Schedule**.

To print the schedule, click **Print Schedule**.

The screenshot shows the PTC Wizard web application interface. At the top right, there are links for "My Account" and "Logout ::". Below this is a navigation bar with "Home" and "PTC Wizard" tabs. Under "PTC Wizard", there are sub-tabs for "My Schedule" and "Start Wizard". In the top right corner of the main content area, there are icons for "Email Schedule" and "Print Schedule". The main content area is titled "Your Schedule" and contains the following text:

This is your schedule so far.
If you want to add more meetings to your schedule simply use the PTC wizard again.
Clicking the cancel link next to your appointments will release that time slot.

How to change an appointment:
If you want to change an appointment, please click the cancel button next to the appointment you no longer want. After you have canceled your appointment you can use the wizard again to schedule a new appointment.

Child	Meeting	Date	Time	Room	Cancel Appointment
[Redacted]	L [Redacted]	Thursday, December 5, 2013	01:45 PM	[Redacted]	<input type="checkbox"/>
[Redacted]	F [Redacted]	Thursday, December 5, 2013	03:10 PM	[Redacted]	<input type="checkbox"/>
[Redacted]	M [Redacted]	Thursday, December 5, 2013	04:30 PM	[Redacted]	<input type="checkbox"/>

At the bottom right of the table area, there is a button labeled "Cancel Appointments".