

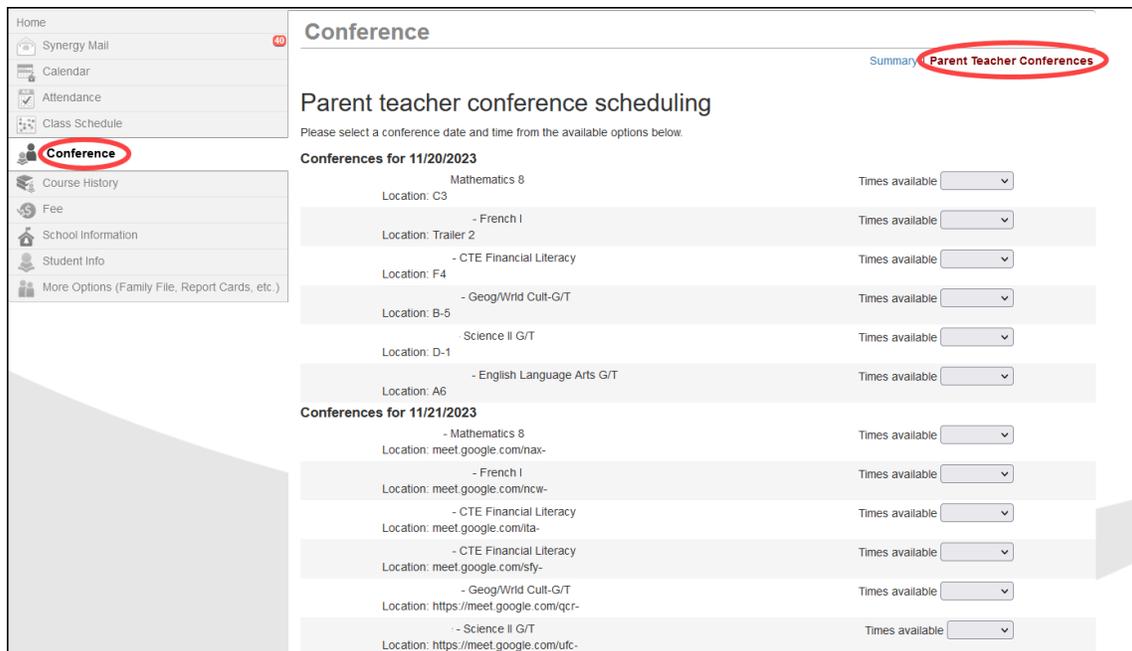
HCPSS Connect

Parent Conference Registration

 =Warning  =Timesaver  =Note

Register for a Conference

1. Log into HCPSS Connect.
2. In the Navigation pane, select **Conference** and click the **Parent Scheduled Conferences** link in the top right corner to schedule conferences.



The screenshot shows the HCPSS Connect interface for scheduling parent teacher conferences. On the left is a navigation pane with 'Conference' highlighted. The main area is titled 'Parent teacher conference scheduling' and includes a 'Summary' link for 'Parent Teacher Conferences'. Below this, there are sections for 'Conferences for 11/20/2023' and 'Conferences for 11/21/2023'. Each section lists various classes (e.g., Mathematics 8, French I, CTE Financial Literacy) with their respective locations and a 'Times available' dropdown menu for selecting a time slot.

3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.
4. To select a different time option, clear the first checkbox and select a new option.
5. If you have more than one child, select the next child in the top left corner.
6. Click **Email Schedule** in the top right corner to send yourself an email with your schedule.

 **NOTE:** Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

Schedule Conference Time for Secondary School

If your child attends a second school for additional courses, e.g., Applied Research Laboratory or a synchronous class in the Digital Education Program, conferences are scheduled on a separate screen.

1. In the Navigation Panel, select **More Options (Family File, Report Card, etc.)**.
2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link. A page displays the conference times available for your child.
3. Select a time option for each class listed. The conference will be saved automatically.

Date	Section	Conference Time	Teacher	Select	Location
November 23, 2020 (Monday)	Comptr Netwrk I-GT	9:00 AM		<input checked="" type="checkbox"/> Selected conference time	my class

4. If your child is more than one secondary program, select the additional program in the drop-down list at the top of the page.

View Conference Schedule for All Schools

1. In the Navigation Panel, select **More Options (Family File, Report Card, etc.)**.
2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link.
3. Click the **View My Conference Schedule** link in the left panel. A page displays listing all of the conferences for your children.

Join a Meeting

To attend the Parent Teacher Conferences, click on this Canvas link and follow the instructions in the **Join a Meeting** section.

<https://hcpss.instructure.com/courses/77796/pages/g-suite-google-meet>

This section describes how to join a meeting using a Google Meet Nickname/Code or a Google Meet link.