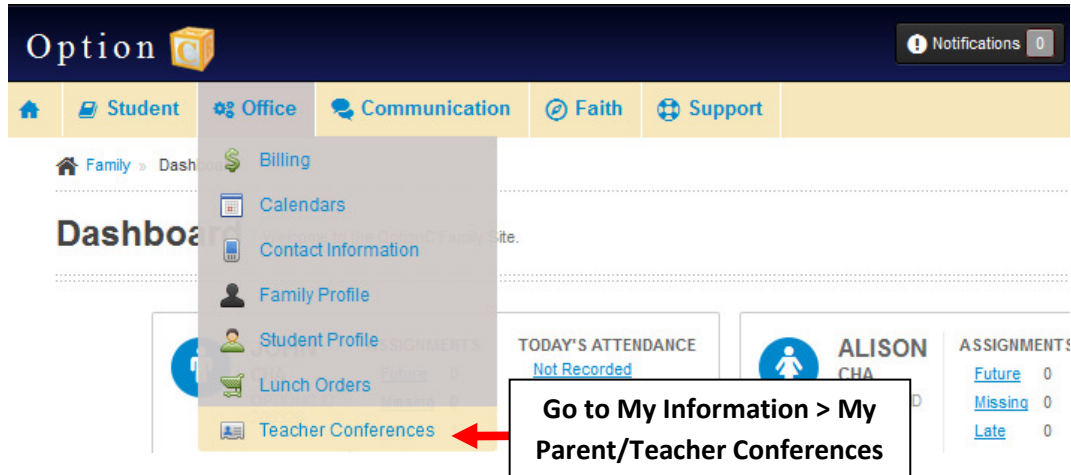


Accessing Teacher Conferences on the Family Portal

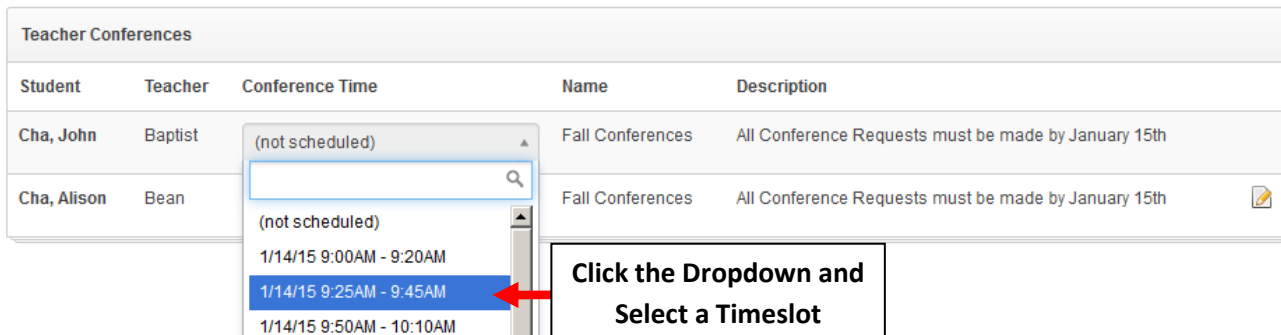
Once logged into OptionC, please go to Office > Teacher Conferences.



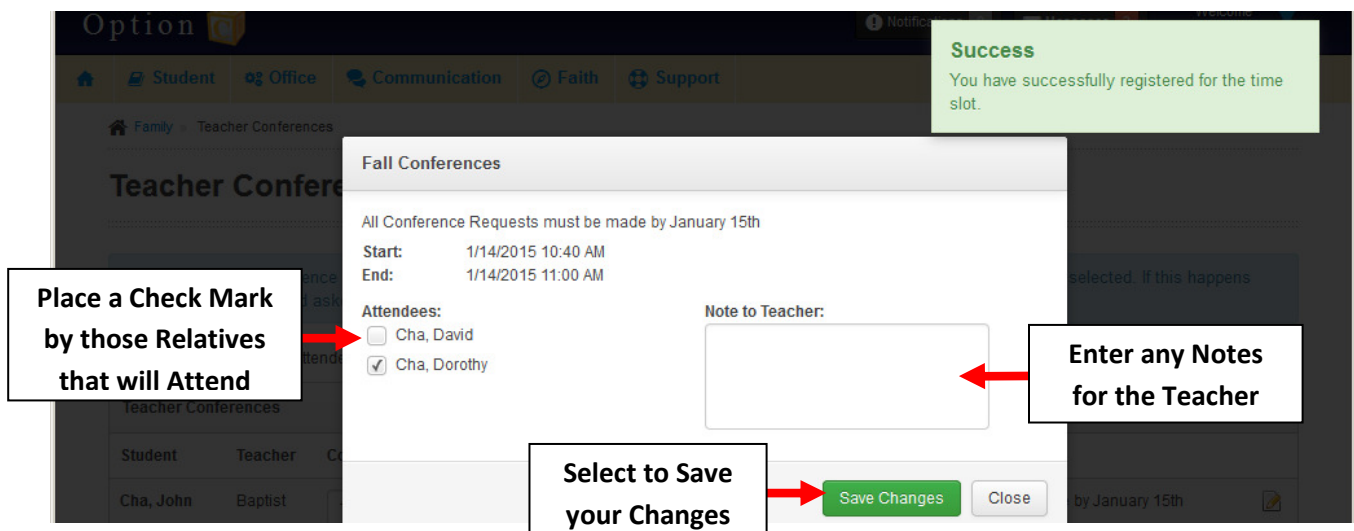
Click the Dropdown and Select a Timeslot for your Conference.

Teacher Conferences | Schedule your teacher conferences

Open the conference attendees/notes automatically when I select a conference time.



Place a Check Mark by those Relatives who will Attend the Conference. You may also Enter any Notes for the Teacher.



You will be returned to the Main Teacher Conference. To View Notes and Attendees Click on the Paper and Pencil Icon.


Teacher Conferences | Schedule your teacher conferences

Changes to your conference time will be saved automatically. However, it is possible there may be a conflict with the time you selected. If this happens you will be informed and asked to select a different time.

Open the conference attendees/notes automatically when I select a conference time.

Click on the Paper and Pencil Icon

Teacher Conferences

Student	Teacher	Conference Time	Name	Description
Cha, John	Baptist	1/14/15 10:40AM - 11:00AM	Fall Conferences	All Conference Requests must be made by... Attendees and Notes 
Cha, Alison	Bean	1/14/15 12:20PM - 12:40PM	Fall Conferences	All Conference Requests must be made by January 15th 