

Below are the links for scheduling conferences for each school.

<https://kelvingrove.ptcwizard.com/parent/>

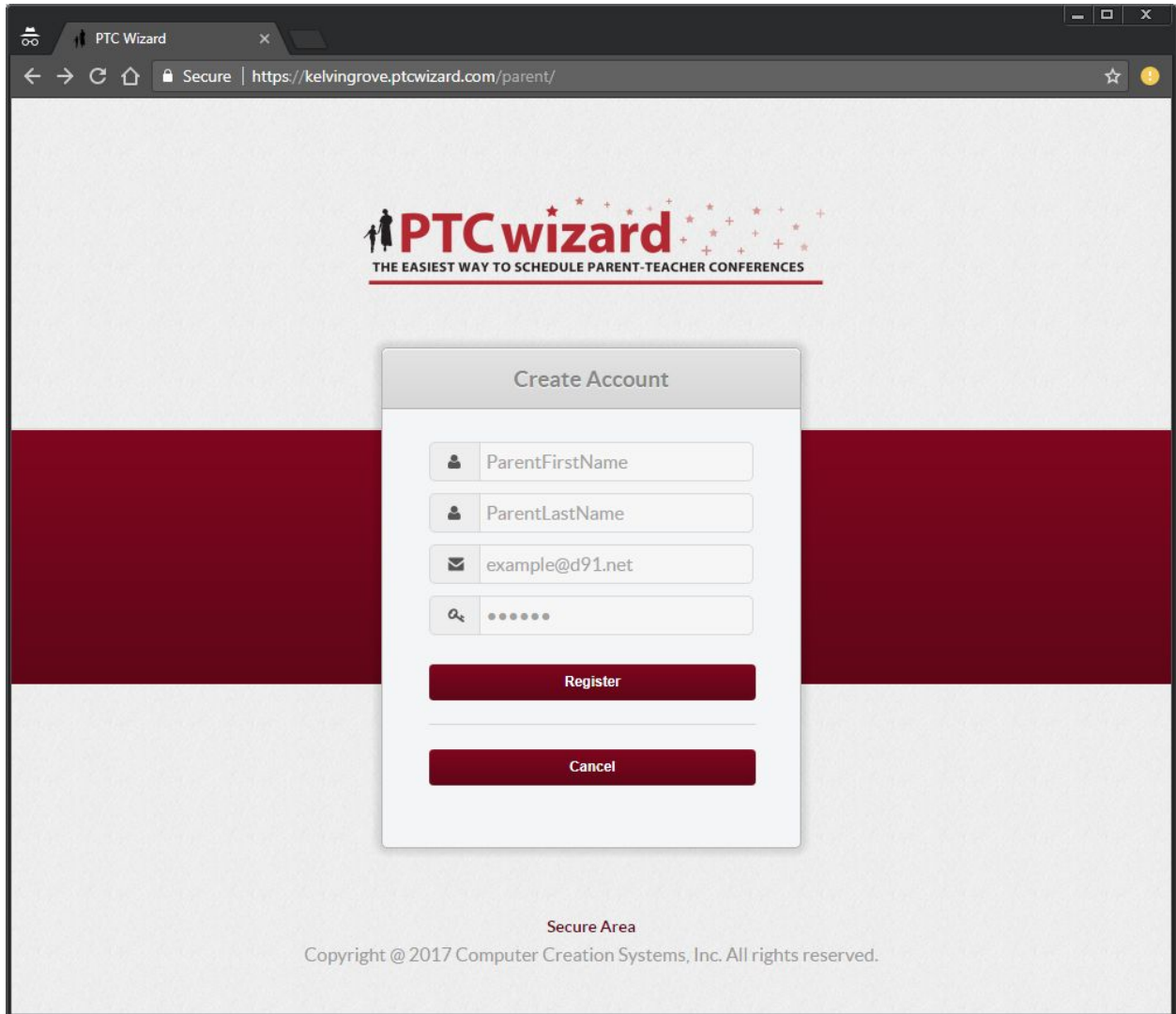
<https://milnegrove.ptcwizard.com/parent/>

After clicking the link, you will see a screen like this, click on 'Create Account'

(If you have students at both schools, you only need to do this once)

The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page has a white background with a dark red horizontal band across the middle. At the top center, there is a logo for "PTC wizard" with the tagline "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES". Below the logo is a "Parent Sign In" form. The form contains two input fields: "Username" and "Password". Below these fields are three buttons: "Sign In", "Create Account!" (which is highlighted with a red rectangular box), and "Sign in with Google". At the bottom of the form, there is a link that says "Forgot your password?". At the very bottom of the page, there is a footer that reads "Secure Area" and "Copyright @ 2017 Computer Creation Systems, Inc. All rights reserved."

Enter in your info,



The image shows a web browser window with the title "PTC Wizard" and the URL "https://kelvingrove.ptcwizard.com/parent/". The page features the PTC Wizard logo, which includes a silhouette of a family and the text "PTC wizard" in red, with "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES" below it. A "Create Account" modal form is centered on the page. The form contains four input fields: "ParentFirstName", "ParentLastName", "example@d91.net" (with an email icon), and a password field with six dots. Below the fields are two buttons: "Register" and "Cancel". At the bottom of the page, it says "Secure Area" and "Copyright @ 2017 Computer Creation Systems, Inc. All rights reserved."

PTC Wizard
THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES

Create Account

ParentFirstName

ParentLastName

example@d91.net

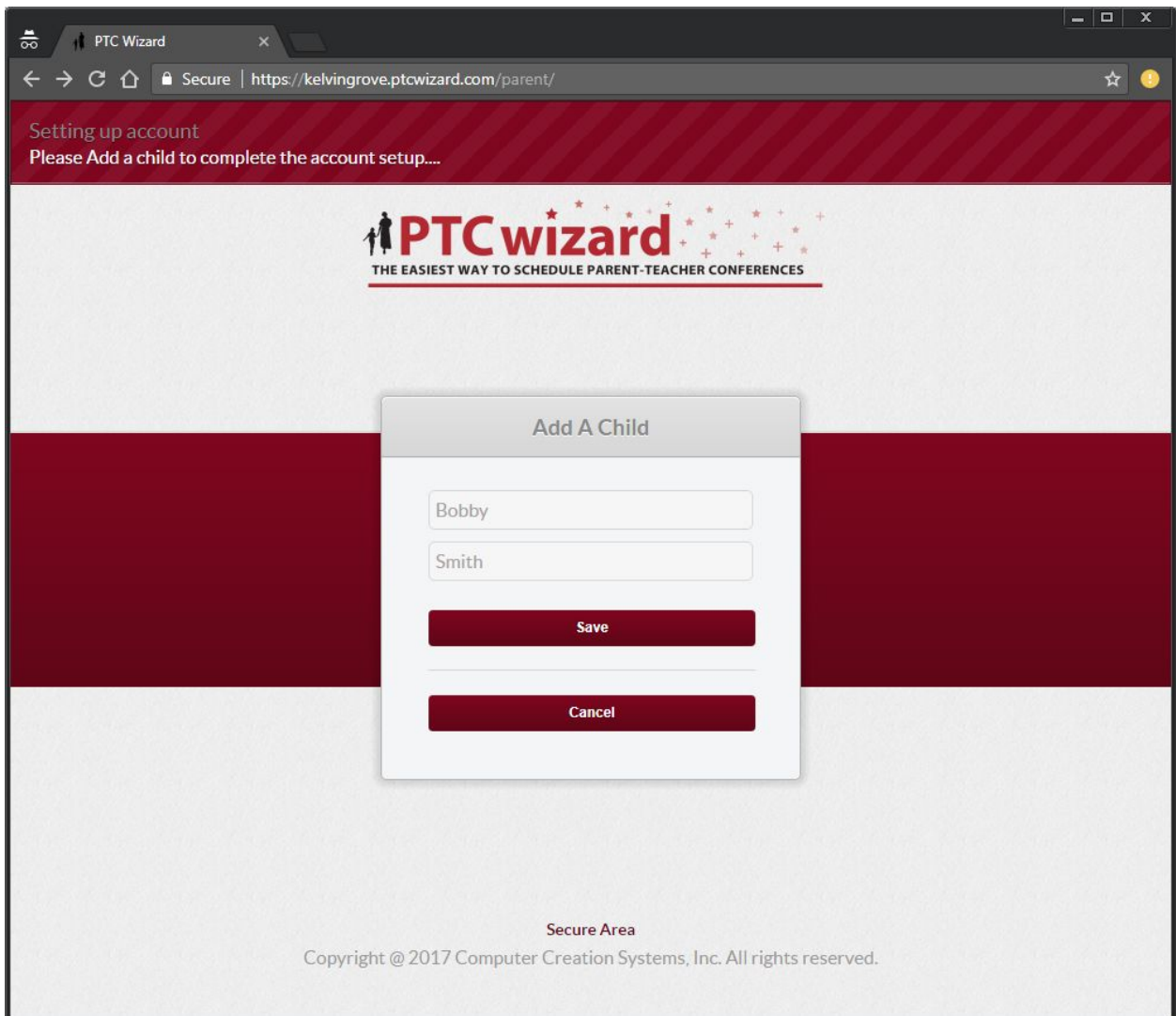
.....

Register

Cancel

Secure Area
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Add your first child



The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page title is "PTC Wizard" and the browser indicates it is a "Secure" connection. The main content area features a red banner with the text "Setting up account" and "Please Add a child to complete the account setup....". Below this is the PTC Wizard logo, which includes a silhouette of a family and the text "PTC wizard" and "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES". A central dialog box titled "Add A Child" is open, containing two text input fields with the values "Bobby" and "Smith", and two buttons labeled "Save" and "Cancel". At the bottom of the page, there is a "Secure Area" notice and a copyright notice: "Copyright @ 2017 Computer Creation Systems, Inc. All rights reserved."

Setting up account
Please Add a child to complete the account setup....

PTC wizard
THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES

Add A Child

Bobby

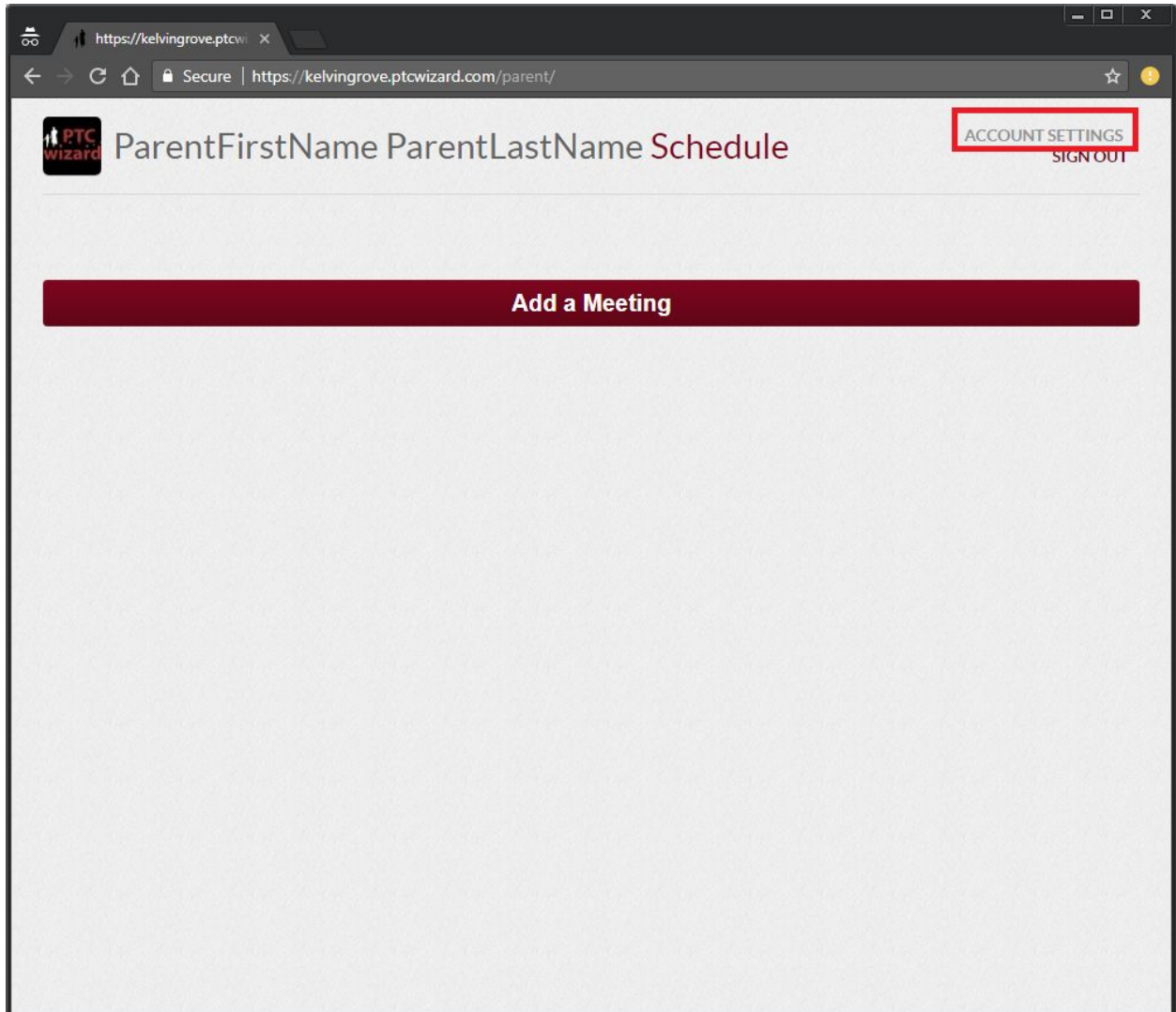
Smith

Save

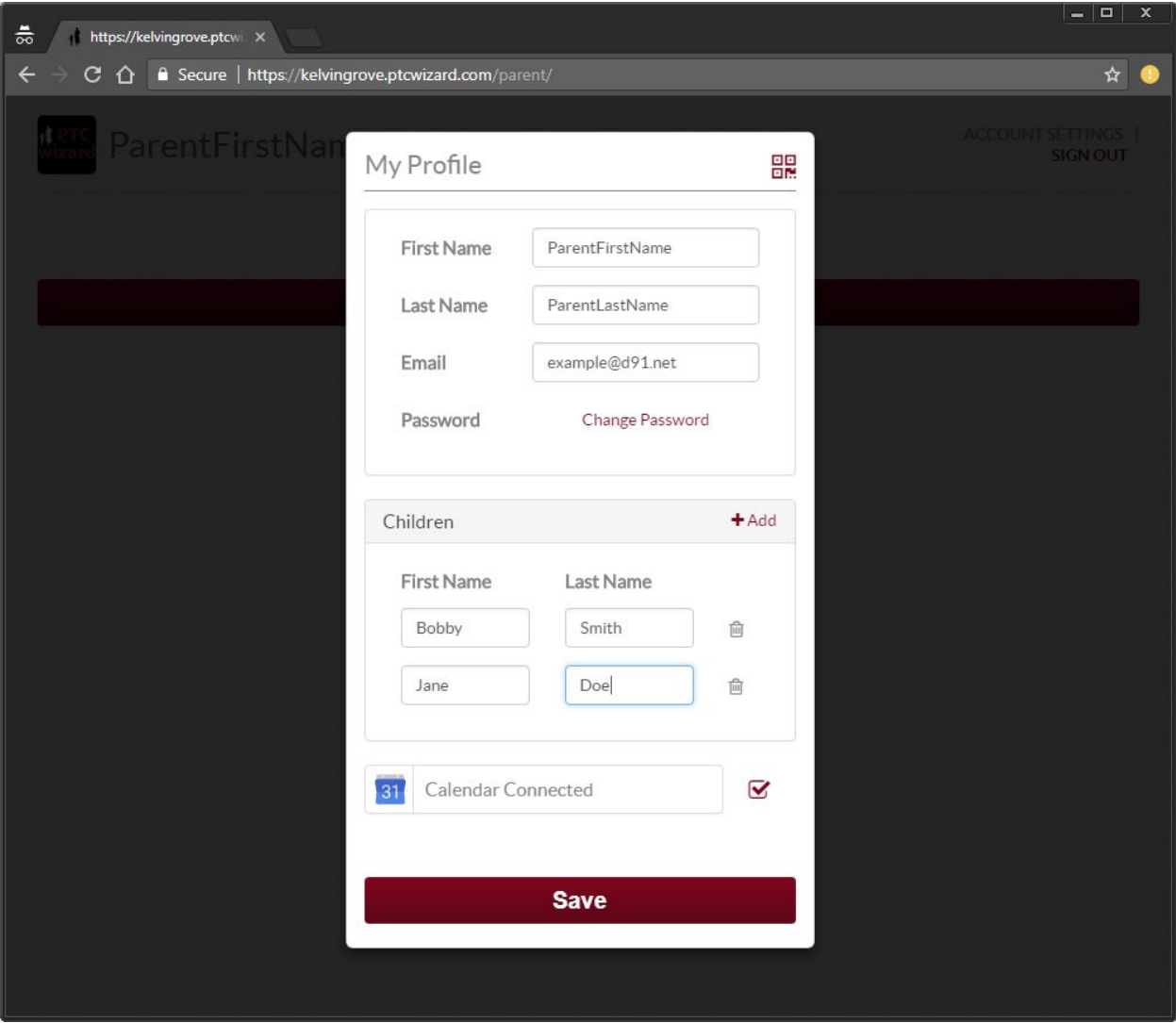
Cancel

Secure Area
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After you add your first child, you will be brought to this screen. If you have more than one child you can add another by clicking account settings in the top right.



There you can click “+Add” then enter in that student’s info. You can do this as many times as needed. Click “Save” when done.



Once you have your students entered in, click the “Add a meeting” button on the main page and you will be brought here. You should only see one Conference per school, click on it.

The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page header includes the PTC Wizard logo, a user profile section with fields for "ParentFirstName" and "ParentLastName", and a "Schedule" link. In the top right corner, there are links for "ACCOUNT SETTINGS" and "SIGN OUT".

A progress indicator shows "Step: 1" in a red circle, with "2" and "3" in grey circles. Below this are "Go Back" and "Continue >" buttons.

	Conference Name	Date
<input type="checkbox"/>	KG 2018 Nov19-20	Monday Nov 19th - Tuesday Nov 20th

Now select all the teachers you will want to meet with.

The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page title is "ParentFirstName ParentLastName Schedule". In the top right corner, there are links for "ACCOUNT SETTINGS" and "SIGN OUT".

The interface features a progress bar with three steps. Step 1 is "Go Back", Step 2 is the current step, and Step 3 is "Continue >". A dropdown menu shows "KG 2018 Nov19-20" and a date/time selector shows "Mon Nov 19, 12:30 - 8 PM".

<input type="checkbox"/>	Teacher/Team	Description	Room
<input checked="" type="checkbox"/>	Ms. Sally Anderson	PE	Old Gym
<input type="checkbox"/>	Lynn Brock	4th Grade	9
<input type="checkbox"/>	Mrs. Laurel Clark	PE	New Gym
<input checked="" type="checkbox"/>	Mrs. Jessica Cravens	Art	19
<input type="checkbox"/>	Angela Cushman	5th Grade	13
<input type="checkbox"/>	Ms. Nicole Dickson	Accelerated ELA	29
<input checked="" type="checkbox"/>	Mrs. Lia Ditter	Instructional ELA	24
<input type="checkbox"/>	Maria Farina	5th Grade	11
<input type="checkbox"/>	Mrs. Linda Forristall	8th Grade - ELA	32

Next, select the time you would like to meet. You can switch between days with the menu in the top right.

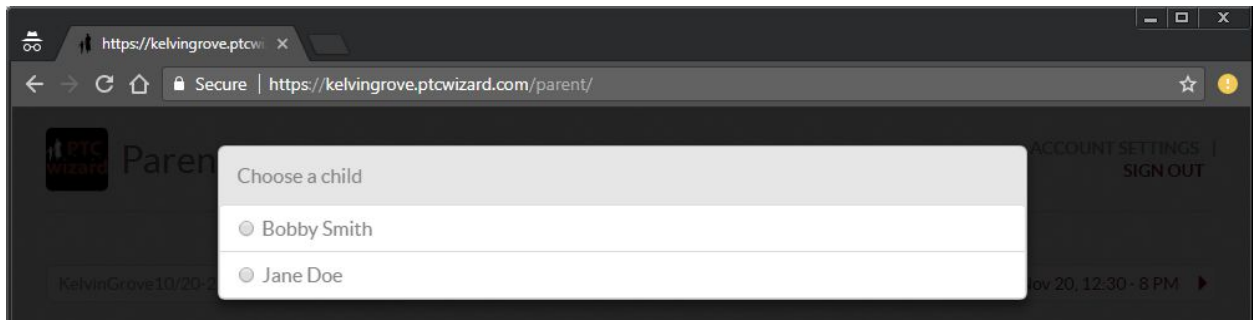
The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page title is "ParentFirstName ParentLastName Schedule". In the top right corner, there are links for "ACCOUNT SETTINGS" and "SIGN OUT".

The interface features a progress bar with three steps. Step 1 is "Go Back", Step 2 is "KG 2018 Nov19-20", and Step 3 is "Mon Nov 19, 12:30 - 8 PM", which is highlighted with a red box. A "Continue >" button is located to the right of the date selection.

Below the progress bar is a table with the following structure:

	Ms. Sally Anderson Room:Old Gym	Mrs. Jessica Cravens Room:19	Mrs. Lia Ditter Room:24
12:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:15 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:45 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After selecting a time slot, it will ask which student that conference is for.



Once you added all your conferences and click “Continue” the final time, you will be brought to the home screen. Listed on the homescreen will be all the conferences you have scheduled. You can also click “Add a meeting” to schedule more.

The screenshot shows a web browser window with the URL <https://kelvingrove.ptcwizard.com/parent/>. The page header includes the PTC Wizard logo, the user's name (ParentFirstName ParentLastName), and the word "Schedule" in red. There are links for "ACCOUNT SETTINGS" and "SIGN OUT". Below the header, there are utility icons for Print, Email, Export iCal, and Refresh. A red button labeled "+ Add a Meeting" is positioned above a table of scheduled conferences.

Conference	Child	Meeting	Date	Time	Room	
KG 2018 Nov19-20	Bobby Smith	Ms. Sally Anderson	Mon Nov 19th	1:15 PM - 1:30 PM	Old Gym	
KG 2018 Nov19-20	Bobby Smith	Mrs. Jessica Cravens	Mon Nov 19th	1:45 PM - 2:00 PM	19	