

### LS Conference Signup Instructions 2011-2012

1. Online Conference Registration will be open from 8:00 a.m. on October 17 until noon on October 31.
2. Access the Columbus Academy website <http://www.columbusacademy.org/>
3. Under *Quick Links* on the top left side of the homepage, click on the link for *LS Conferences Online Scheduler*. This will take you directly to the LS conference scheduler.

#### Create an Account/Log in:

1. Enter your email address.
2. Enter a password of your choice. Please remember your password, as I am unable to retrieve it should you forget it. If you have signed up for lunch bunch, you will use the same password.
3. Click **Add**.

#### Add a Student:

1. Enter the **StudentID**, which is your student's first name, last name concatenated to the format FirstnameLastname (e.g. RobertSmith). If your child uses a nickname, use their full given first name.
2. Enter the student's birth date in the following form: 8/23/99 or 10/4/00.

Available conference times for your child's teachers will be displayed with a color-coded legend on the top. **Although it appears that conference times are 30 minutes, conferences are actually 25 minutes with 5 minutes travel time.** This enables us to allow you to schedule back-to-back conferences. **Specialist conferences are 10 minutes in length with 5 minutes travel time.**

To add additional students, go to the "Enter Values" box on the right side of the page.

#### Schedule Conference Appointments:

1. Schedule appointment by clicking the appropriate box in the time grid.
2. Enter the number of days prior to appointment that you wish to receive an e-mail reminder (default is set to 5 days)
3. Click on **Create Appointment**. Appointment confirmation information will be displayed.
4. Click **Return** to schedule your next conference.  
\*\*\*Scheduling conflict messages will appear in red at the top of the page.

#### Your Schedule... View your conference schedule:

1. **Cancel:** Allows you to cancel appointment time. Just click **Cancel Appointment** or click **Return** if you change your mind.
2. **Details:** This information contains the same information as Appointment Confirmation.
3. **Edit:** Allows you to change the number of days before conferences to receive the e-mail reminder.
4. **Change Time:** Your current appointment will be highlighted in red. You will be prompted to select a new date/time. The new one will replace your old date/time unless indicated by a scheduling error message at the top of the page. Click **Change Appointment**.

**Printable Schedule...** View and print your conference schedule. It is extremely important for you to verify your conference dates/times. The report includes Parent Conference information (date, time, teacher, room and student name) in an easy-to-read format.

**Questions???** Please call Michelle Saling (509-2258) in the Lower School Office.

**SAVE THESE INSTRUCTIONS FOR FUTURE USE**