

## PARENT DOCUMENTATION

For



## Parent Teacher Conferences



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**Berman Consulting Group**

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**Technology Integration and Management Solutions**

## Table of contents

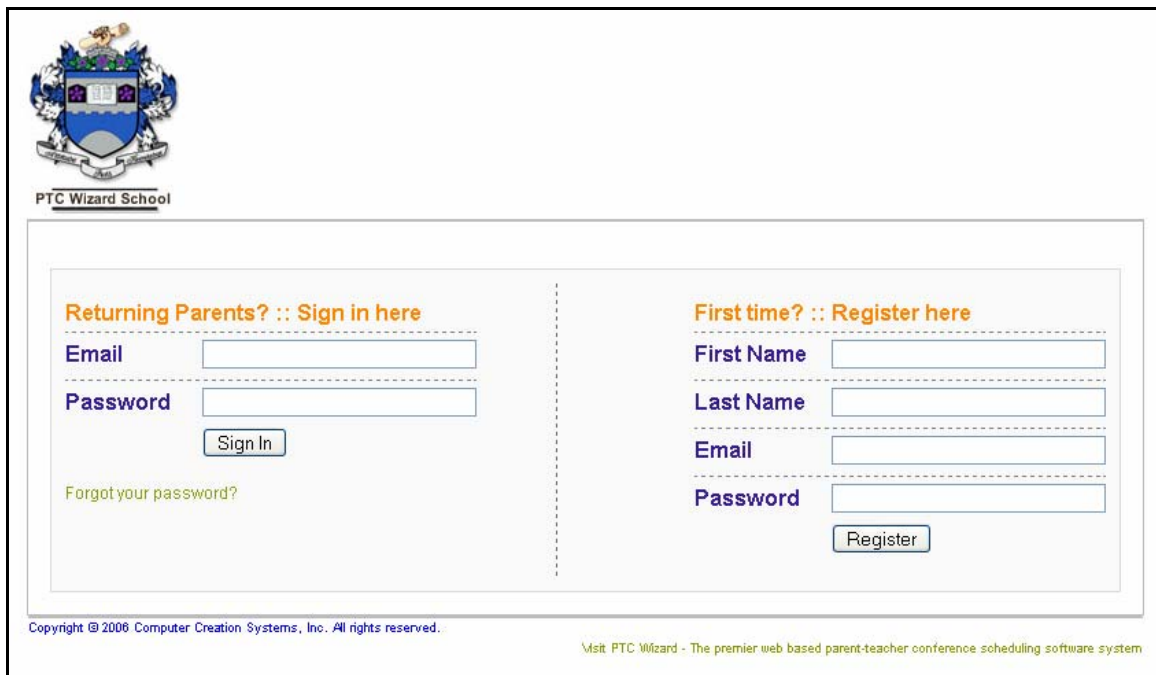
Registration/Sign In .....	3
Adding Children: .....	4
Updating Children.....	5
Start the Wizard: .....	6
Step 1: .....	7
Step 2: .....	8
Step 3: .....	9
My Schedule: .....	10
FAQ.....	11
I forgot my password – how can I sign in?.....	11
Do I have to register as a new parent for each school in the district?.....	11
Why am I being asked for my child’s name? .....	11
Can I add more than one child to my account?.....	11
Why do some time slots say BREAK? .....	11
Why do some time slots say RESERVED? .....	12
How can I get another copy of my schedule?.....	12
All I am seeing is the PTC Wizard company web page - Where do I go to sign up for appointments? .....	12

## Registration/Sign In

As a parent, you must first sign in to your school's account by entering your email address and the password you selected when you registered the first time you used the system.

If this is the first time you are using the system then you should enter your information (first name, last name, email address, password) in the registration form to the right.

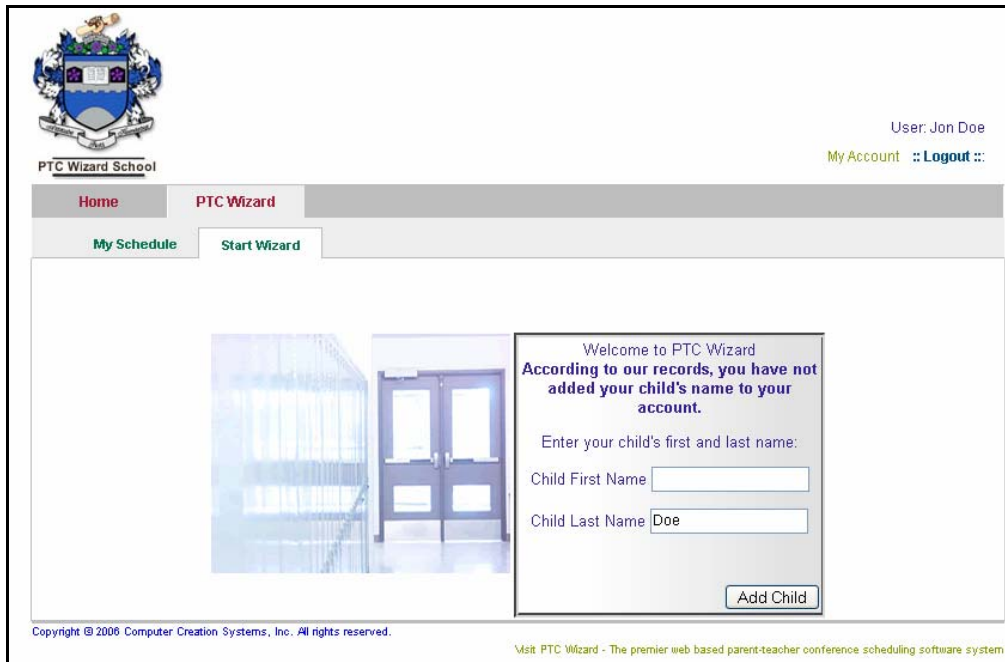
Once you have registered, you can use the same email and password to log into your school's PTC Wizard account. If you have children in different schools that are using PTC Wizard, then you only have to register once.



The screenshot shows the PTC Wizard School login and registration page. At the top left is the school's crest and the text "PTC Wizard School". The main content area is divided into two columns by a vertical dashed line. The left column is titled "Returning Parents? :: Sign in here" and contains input fields for "Email" and "Password", a "Sign In" button, and a link for "Forgot your password?". The right column is titled "First time? :: Register here" and contains input fields for "First Name", "Last Name", "Email", and "Password", along with a "Register" button. At the bottom of the page, there is a copyright notice: "Copyright © 2006 Computer Creation Systems, Inc. All rights reserved." and a link: "Visit PTC Wizard - The premier web based parent-teacher conference scheduling software system".

## Adding Children:

You must add at least one child to your account. The system will pre-fill your last name for your child, but you can change the last name for your child if necessary.

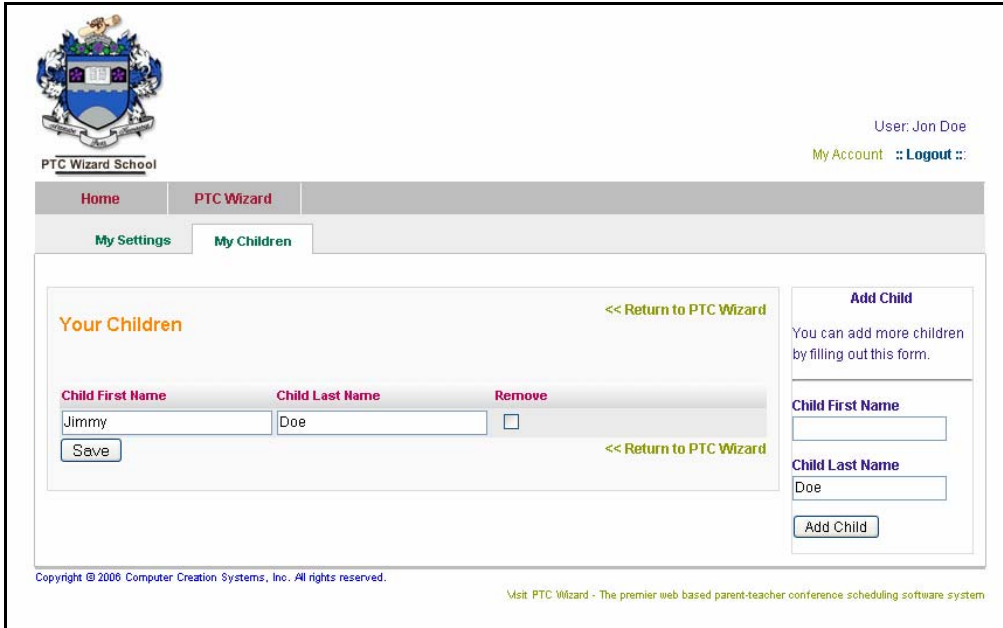


The screenshot shows the PTC Wizard interface. At the top left is the school's crest and the text "PTC Wizard School". At the top right, it says "User: Jon Doe" and "My Account :: Logout ::". Below this is a navigation bar with "Home" and "PTC Wizard" tabs, and "My Schedule" and "Start Wizard" buttons. The main content area features a large image of a school hallway on the left and a form on the right. The form has the following text: "Welcome to PTC Wizard", "According to our records, you have not added your child's name to your account.", "Enter your child's first and last name:", "Child First Name" (empty field), "Child Last Name" (field containing "Doe"), and an "Add Child" button. At the bottom left of the page, it says "Copyright © 2006 Computer Creation Systems, Inc. All rights reserved." and at the bottom right, "Visit PTC Wizard - The premier web based parent-teacher conference scheduling software system".

After you add a child you will be brought to the My Children page. You can always return to this page by clicking the My Account link near the Logout link at the top right and then selecting the My Children section.

## Updating Children

In the My Children section, you can update your child(ren)'s information, add more children, or remove children from your account.



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

[Home](#) | [PTC Wizard](#) | [My Settings](#) | [My Children](#)

**Your Children** [<< Return to PTC Wizard](#)

Child First Name	Child Last Name	Remove
Jimmy	Doe	<input type="checkbox"/>

[Save](#) [<< Return to PTC Wizard](#)

**Add Child**

You can add more children by filling out this form.

**Child First Name**

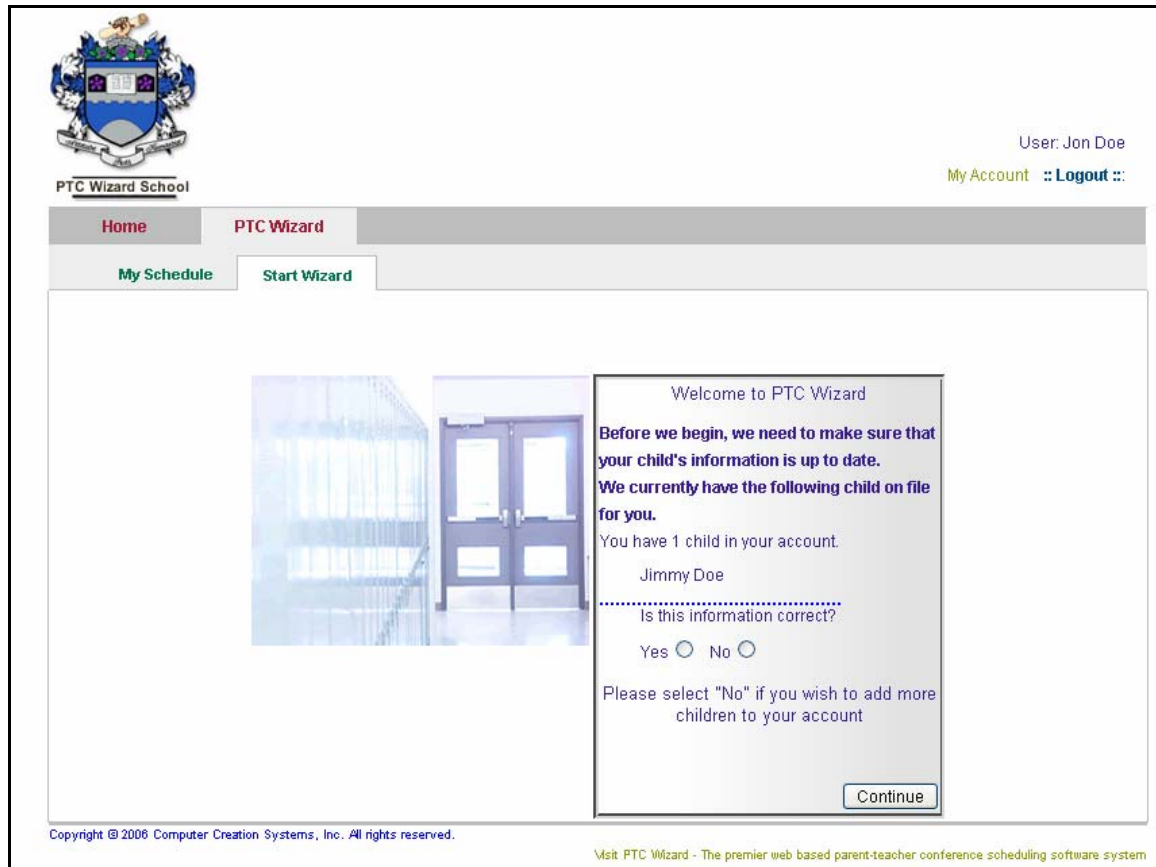
**Child Last Name**

[Add Child](#)

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## Start the Wizard:

After you have added children to your account, you should click the link that says Return to PTC Wizard. That will bring you to the Start Wizard page. There you will be prompted to confirm that your children settings are correct. If your child(ren)'s information is accurate then you should select Yes and click Continue.



PTC Wizard School

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

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

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

Welcome to PTC Wizard

**Before we begin, we need to make sure that your child's information is up to date.**

**We currently have the following child on file for you.**

You have 1 child in your account.

Jimmy Doe

.....

Is this information correct?

Yes  No

Please select "No" if you wish to add more children to your account

[Continue](#)

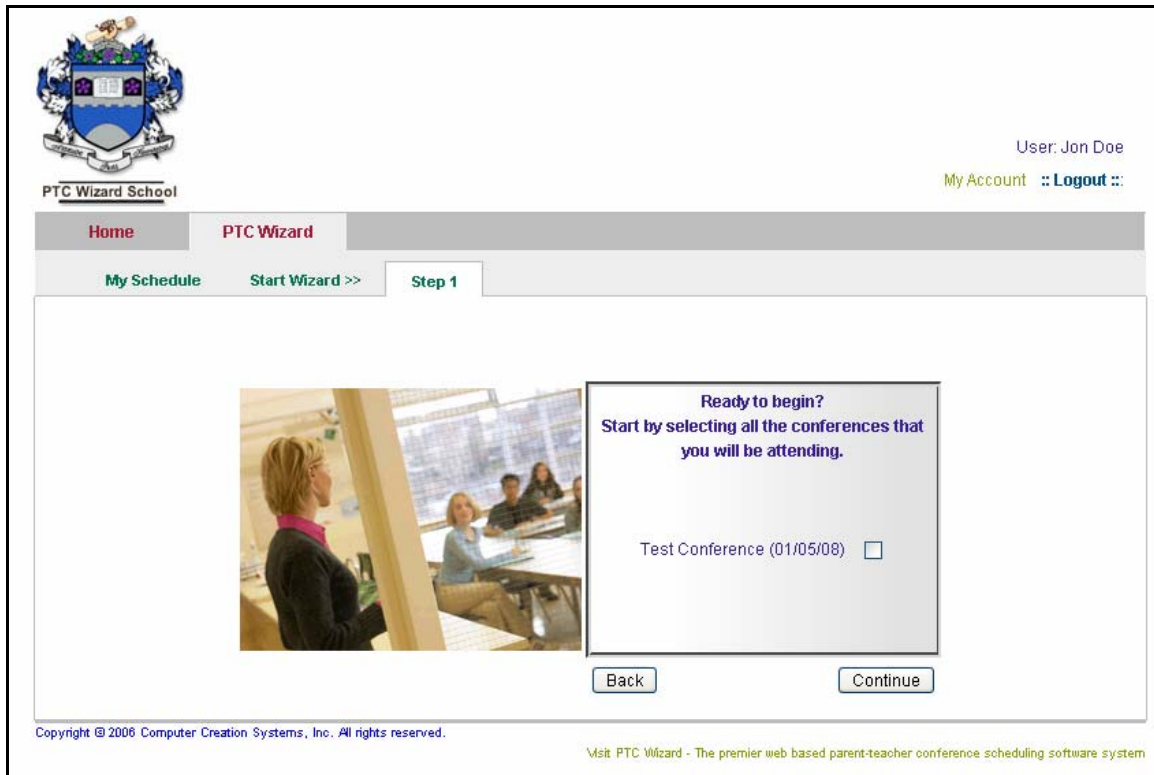
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Visit [PTC Wizard](#) - The premier web based parent-teacher conference scheduling software system

## Step 1:

After you confirm your child(ren)'s information, you will be brought to step 1 of the wizard.

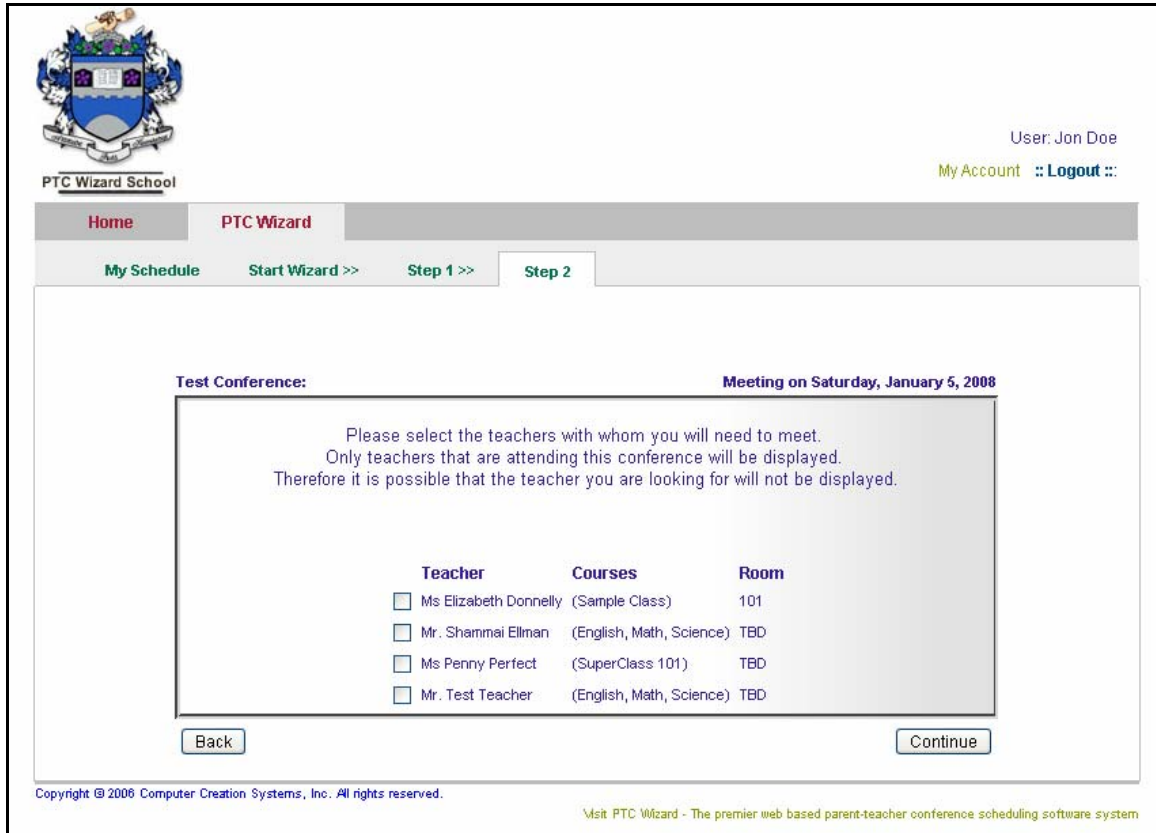
Step 1 will display a list of available conferences and you should select the conferences you wish to attend and then click Continue.



The screenshot shows the PTC Wizard interface for a user named Jon Doe. The page is titled "PTC Wizard School" and includes navigation links for "Home", "PTC Wizard", "My Schedule", "Start Wizard >>", and "Step 1". A central panel displays a photograph of a teacher and students in a classroom. To the right of the photo is a dialog box titled "Ready to begin?" with the instruction "Start by selecting all the conferences that you will be attending." Below this instruction is a list item "Test Conference (01/05/08)" with an unchecked checkbox. At the bottom of the dialog box are "Back" and "Continue" buttons. The footer contains copyright information for Computer Creation Systems, Inc. and a link to visit the PTC Wizard website.

## Step 2:

After you confirm the conference you selected, you will see a list of teachers that are available at the conference. Select the teachers with whom you wish to make an appointment. You may select multiple teachers.



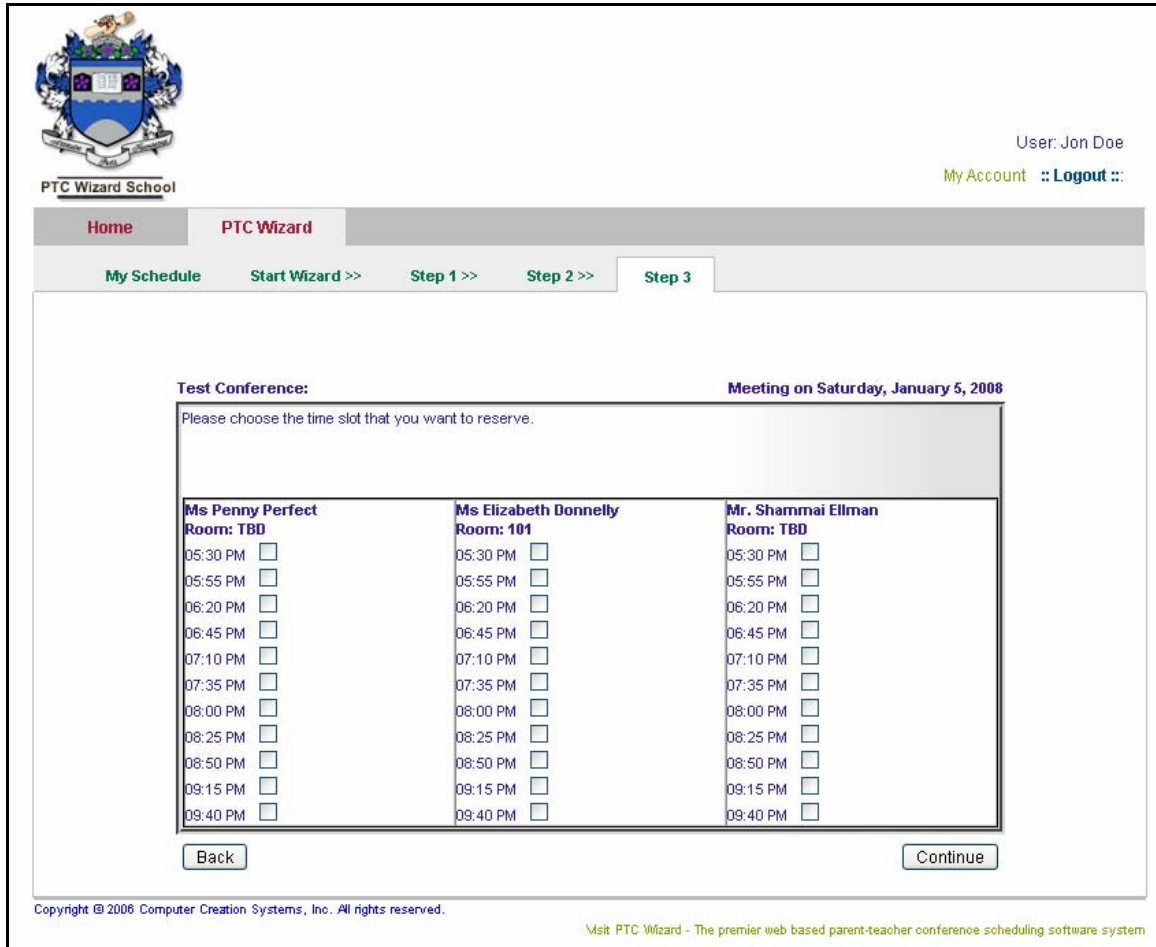
The screenshot shows the PTC Wizard web application interface. At the top left is the school logo and name "PTC Wizard School". On the top right, it displays "User: Jon Doe" and links for "My Account" and "Logout". A navigation bar includes "Home" and "PTC Wizard" tabs, and a step indicator showing "Step 2" is active. The main content area is titled "Test Conference: Meeting on Saturday, January 5, 2008". It contains a text box with instructions: "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." Below this is a table of available teachers with checkboxes for selection.

Teacher	Courses	Room
<input type="checkbox"/> Ms Elizabeth Donnelly	(Sample Class)	101
<input type="checkbox"/> Mr. Shammai Ellman	(English, Math, Science)	TBD
<input type="checkbox"/> Ms Penny Perfect	(SuperClass 101)	TBD
<input type="checkbox"/> Mr. Test Teacher	(English, Math, Science)	TBD

At the bottom of the table area are "Back" and "Continue" buttons. The footer contains copyright information: "Copyright © 2006 Computer Creation Systems, Inc. All rights reserved." and a link: "Visit PTC Wizard - The premier web based parent-teacher conference scheduling software system".

### Step 3:

After you confirm your teacher selection, you will see a side by side schedule with all the teachers you requested. If you have one child in your account then a checkbox will appear next to each available time slot. If you have more than one child in your account, then a drop down menu will appear next to each available time slot. Either check the times you wish to reserve or specify the child for each time slot you wish to reserve, then click Continue.



PTC Wizard School User: Jon Doe  
[My Account](#) :: [Logout](#) ::

[Home](#)   [PTC Wizard](#)

[My Schedule](#)   [Start Wizard >>](#)   [Step 1 >>](#)   [Step 2 >>](#)   **Step 3**

**Test Conference:** **Meeting on Saturday, January 5, 2008**

Please choose the time slot that you want to reserve.

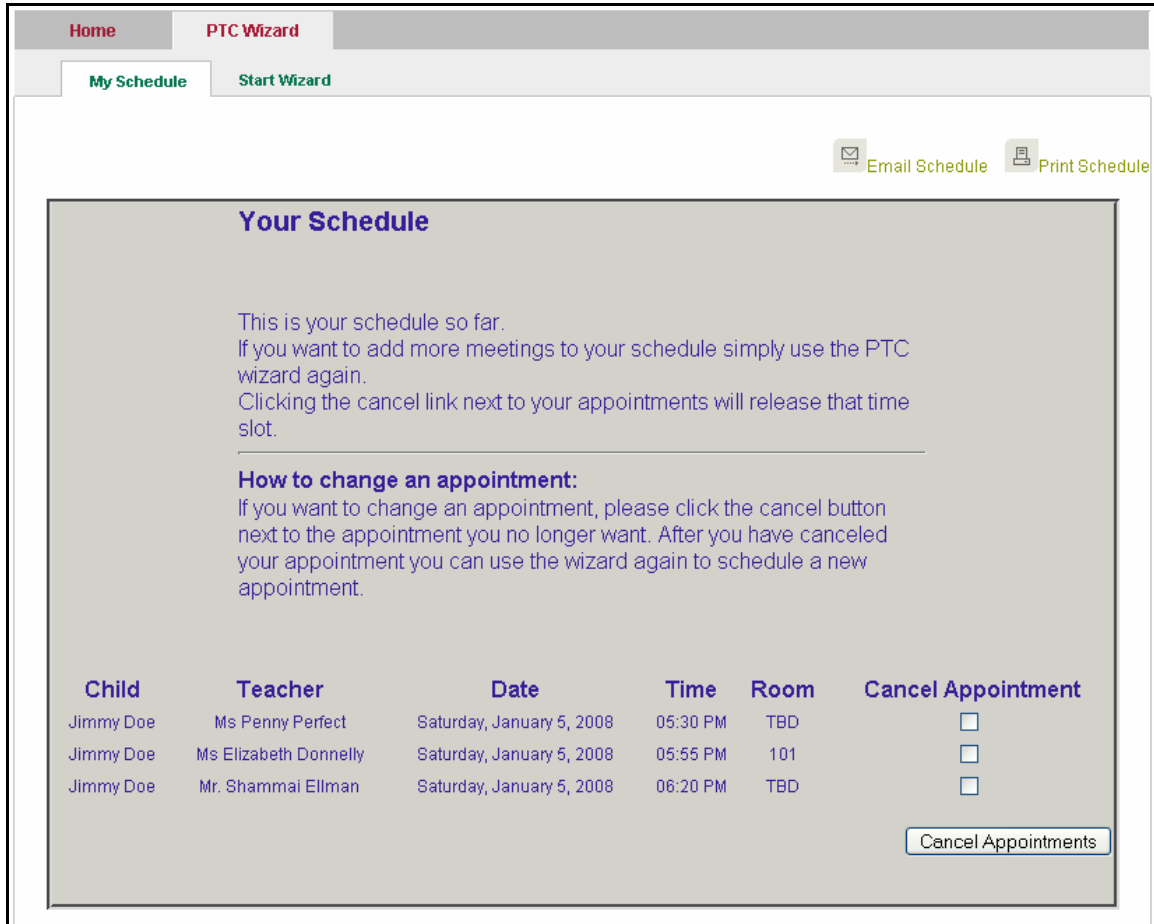
Ms Penny Perfect Room: TBD	Ms Elizabeth Donnelly Room: 101	Mr. Shammai Ellman Room: TBD
05:30 PM <input type="checkbox"/>	05:30 PM <input type="checkbox"/>	05:30 PM <input type="checkbox"/>
05:55 PM <input type="checkbox"/>	05:55 PM <input type="checkbox"/>	05:55 PM <input type="checkbox"/>
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09:40 PM <input type="checkbox"/>	09:40 PM <input type="checkbox"/>	09:40 PM <input type="checkbox"/>

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

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## My Schedule:

You are finished. An email with your schedule is automatically sent. You can always reprint or re-email your schedule by selecting the My Schedule link in the PTC Wizard section. You can also cancel an appointment by checking the Remove check box and clicking Cancel Appointments.



[Home](#)   [PTC Wizard](#)

[My Schedule](#)   [Start Wizard](#)

[Email Schedule](#)   [Print Schedule](#)

### Your Schedule

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	Teacher	Date	Time	Room	Cancel Appointment
Jimmy Doe	Ms Penny Perfect	Saturday, January 5, 2008	05:30 PM	TBD	<input type="checkbox"/>
Jimmy Doe	Ms Elizabeth Donnelly	Saturday, January 5, 2008	05:55 PM	101	<input type="checkbox"/>
Jimmy Doe	Mr. Shammai Ellman	Saturday, January 5, 2008	06:20 PM	TBD	<input type="checkbox"/>

[Cancel Appointments](#)

If you want to change your schedule or add more appointments, simply cancel the appointments you no longer wish to keep and start the wizard again.

## FAQ

### ***I forgot my password – how can I sign in?***

If you have already registered but can not remember your password, simply click the link on the sign in page that says “Forgot your password”. Then you can enter your email address into the field that says Email and click the Remind Me button. This will cause an email with your email to get sent to you. Wait a few minutes to see if you have received this email and then use the password to sign into your account.

### ***Do I have to register as a new parent for each school in the district?***

No. Once you register on your school’s PTC Wizard account, you are considered a returning parent for all other schools in the district. Simply sign in using your email and password on each school’s PTC Wizard web site and your schedule will be consolidated to reflect your appointments at all the schools in your district.

### ***Why am I being asked for my child’s name?***

Since many parents either have a different last name than their child or have more than one child, it is important to specify for which child the appointment is intended. This will ensure that the teacher is properly prepared to discuss your child prior to your meeting.

### ***Can I add more than one child to my account?***

Yes, you can add as many children to your account as necessary. To do this, simply click on the My Account link at the top right corner of the page and then click the My Children link in the navigation menu. You will then see a list of your children that you added to your account. There is also a form on the right side of the page where you can add more children.

### ***Why do some time slots say BREAK?***

Even teachers need a break during parent-teacher conferences, so the word BREAK will appear next to any time slot during which the teacher will not be able to accept appointments.

### ***Why do some time slots say RESERVED?***

If you see the word reserved next to a time slot, another parent has already made a reservation with the teacher at that time. Reservations are on a first come, first served basis.

### ***How can I get another copy of my schedule?***

You can always get another copy of your schedule by logging into your account, clicking the PTC Wizard link on top and then selecting My Schedule. You will see two links at the top right of that page. One link will print your schedule and the other will send a copy of your schedule to your email address.

### ***All I am seeing is the PTC Wizard company web page - Where do I go to sign up for appointments?***

Every school is assigned a unique web address. Visit your school's web site for more instructions and to find a link to their PTC Wizard scheduling system. Please do not try to make a reservation by signing up through the company web site. Those forms are sent to sales representatives who will not be able to assist you with your scheduling.