PowerPTC

Quick Start Guide

Log into your PowerSchool's Parent Portal

Open a web browser and navigate your school or district's 1. **PowerSchool Parent Portal**

https://d90.powerschool.com/public/home.html

Log into the Parent Portal with your username and password. 2.



3. Click on the **Applications** menu in the upper right-hand corner.



4. Click on the PowerPTC menu item to log into PowerPTC to schedule your conferences.



Scheduling Your Conferences

Click Conference Schedule. 1.



To Reschedule or Cancel a Conference

Click Conference Schedule. 1.



Click on the date and time of the conference schedule you wish to 2. cancel.

Show Other Available Appointments

Delete Schedule

| - | ent schedule. To | modify an appoin | tment click on t | ne appointme | ent time. |
|--|--------------------------|--|-----------------------|--------------|-----------|
| Your Schedule | Meeting Type/Location | Course | Teacher | Grade | Absences |
| B Not scheduled | 218 | ART(A) - 1st Grade Art | Marta Kozbur | | 0 |
| Nov 9, 2022, 5:20 PM - 5:40 PM (20 minutes) | 120 | HAM(A) - 1st Grade HomeRoom AM | Kristin Bailitz | | 9 |
| B Not scheduled | AUD | MUS(A) - 1st Grade Music | Mona Mann | | 0 |
| Nov 9, 2022. 6:00 PM - 6:20 PM (20 minutes) | GYM | PE(A) - 1st Grade Physical Education | Kathleen Hamilton | | 0 |
| Nov 9. 2022. 6:40 PM - 7:00 PM (20 minutes) | GYM | PE(A) - 1st Grade Physical Education | Jonathan Augustine | | 0 |
| Nov 9, 2022. 4:20 PM - 4:40 PM (20 | 208 | STM(A) - 1st Grade STEM | AJ Peters | | 0 |

3. Click on **Delete Appointment** if you wish to cancel.

Print Email Add to Schedule Schedule Calendar...

| Parent-Teach | er Conference Schedule |
|-------------------|---|
| | ble appointment times for Kristin Bailitz . Click on the schedule button next to a mpt to schedule that appointment time. |
| You are currently | scheduled with this teacher at: |
| Nov 9, 2022, 5:20 | 0 PM - 5:40 PM (20 minutes) |
| | Delete Appointment |

4. Click on Remove Appointment to cancel your conference appointment.

| You are about to remove this appointment, once to re it again. Are you sure you wish to proceed? | emove your appointment you may not be able to schedule |
|---|--|
| E Remove Appointment | © Cancel |
| | |

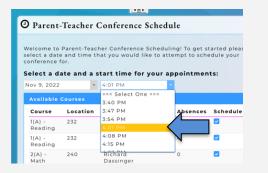
- 5. PowerPTC will bring you to that teacher's available appointment page if you wish to schedule a different time slot.
 - a. Click on the Request Appointment to reschedule

| | | 10-10-0 |
|---------------------------|--------------|--|
| Parent-Teacher | Conferei | nce Schedule |
| | | |
| | | nt times for Kristin Bailitz . Click le that appointment time. |
| Wednesdav, Novembe | r 9. 2022 | |
| Appointment | | |
| Nov 9, 2022, 3:40 PM | - 4:00 PM | Request Appointment |
| 8 Nov 9, 2022, 4:00 PM | - 4:20 PM | Request Appointment |
| 8 Nov 9, 2022, 4:20 PM | - 4:40 PM | |
| | | |

2. Select the **date** you would like to schedule your appointments on.



3. Select a starting time for your appointments.



4. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column.

| Course | Location | Teacher | Grade | Absences | Schedule |
|----------------------------------|----------|-----------------------|-------|----------|----------|
| 1(A) - Reading | 232 | Julie Fleisch | | 4 | |
| 1(A) - Reading | 232 | Margaret Jesse | | 4 | |
| 2(A) - Math | 240 | Richard Dassinger | | 0 | |
| 3(A) - Academic Strategies | 231 | Dana Gunderson | | 2 | |
| 4(A) - Physical Education | 153 | Adrienne Valvano | | 0 | • |
| 5(A) - Writing | 232 | Margaret Jesse | | 1 | |
| 6(A) - Science | 213 | Amy Rains | | 0 | |
| 7(A) - Social Studies | 237 | Eileen Joy | | 2 | |
| 9(A) - Homeroom | 231 | Jennifer Ankerberg | | 0 | |
| | | A | | <u> </u> | |

Courses without a checkbox are not available for conferences.

5. Click **Build Your Schedule Now!** or you can choose to **manually** schedule appointments



6. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.

b. Click on Return to Your Schedule if you do not wish to make another conference appointment with that teacher

| Home | Wednesday, November 9, 2022 | | | | |
|-------------------------|---|--|--|--|--|
| | Appointment | | | | |
| Return to Your Schedule | Nov 9, 2022, 3:40 - 4:00 PM PM Request Appointment | | | | |
| , | Nov 9, 2022, 4:00 - 4:20 PM PM Request Appointment | | | | |
| | (B) Nov 9, 2022, 4:20 - 4:40 PM PM | | | | |
| | (B) Nov 9, 2022, 4:40 - 5:00 PM PM | | | | |
| | (R) Nov 9, 2022, 5:00 - 5:20 | | | | |

To Delete/Cancel all Conference Appointments

1. Click Conference Schedule.



2. Click on the **Delete Schedule** at the bottom of the page to delete all conference appointments for your student.

| our Schedule | | | | | |
|---|--------------------------|--|-----------------------|--------------|----------|
| Appointment | Meeting Type/Location | Course | Teacher | Grade | Absences |
| Not scheduled | 218 | ART(A) - 1st Grade Art | Marta Kozbur | | 0 |
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| Nov 9, 2022, 4:20 PM - 4:40 PM (20 minutes) | 208 | STM(A) - 1st Grade STEM | AJ Peters | | 0 |
| Print | Email | Add to | Shaw Oth | er Available | Delete |
| Schedule | Schedule | Calendar | | ntments | Schedule |

3. Click on Delete Schedule to delete all conference appointments.

| or | Are you sure you wish your active student. | to delete your | current schedule | ? This action will | remove all current appointn | nents with |
|----|---|------------------|------------------|---------------------------|-----------------------------|------------|
| N | Delete Schedule | | | | | O Cancel |
| -1 | | Not scheduled | 218 | ART(A) - 1st Grade Art | Marta Kozbur | 0 |

 You will be directed back to the Parent-Teacher Conference Schedule page. If you wish you can reschedule your student, or click Home to return to the main page/dashboard. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the Select a Student link from the left-hand menu.

