

## **Bowman Woods Online Parent Conference Scheduling System**

The online conference scheduling system will once again be used to schedule upcoming conferences. Through the online conference scheduling system, parents/guardians will be able to see all the dates and times available for conferences and will be able to select times that work best for their family schedule. Please note that conference scheduling will be based on first-come-first serve basis. Patents/guardians will have an option to change their scheduled conference date/time online, if necessary, until the system is closed.

**NO INTERNET ACCESS AT HOME/WORK:** Parents/guardians who do not have internet access to use the online system, are asked to contact their student's teacher directly to schedule a parent-teacher conference or they may stop by the office to request help in scheduling their student's conference.

**FAMILIES WITH JOINT CUSTODY:** For families with joint custody, the primary and secondary parents share username/access code information and will need to coordinate *scheduling one conference time together*.

**\*\* If a shared conference time cannot be arranged, please contact your student's teacher directly.**

### **\*\*Instructions for Using Online Conference Scheduling System\*\***

Log on to the conference scheduling system by typing the following address in: [http://www.myschoolsystems.com/LinnMar/bowmanwoods/conferences.php?where\\_from=student](http://www.myschoolsystems.com/LinnMar/bowmanwoods/conferences.php?where_from=student). A conference scheduling link will also be posted on the Bowman Woods web page.

- 1) Enter student's LEGAL first and last name in the boxes
- 2) Enter password (***this label was stuck on these instructions that were sent home with your student***)
- 3) Click on "Login". If you have more than one student at Bowman Woods, all of your students will appear so that you can schedule a conference for each of them with this one login.
- 4) Click on the "schedule" button next to the classroom name
- 5) You will see a listing of times that this teacher has available
- 6) Click on the button next to the time you wish to schedule
- 7) Click "schedule time" and you are finished

*Three days before your conference you will begin receiving email reminders of your conference date/time.*

***If you need to schedule a conference with a teacher that is not your student's homeroom teacher, please contact that teacher directly.***

