

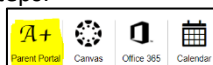


Genesis Parent Portal

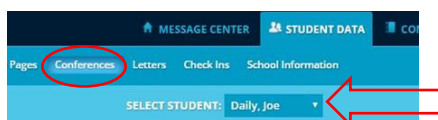
Scheduling Parent-Teacher Conferences

To schedule conferences with your student's teachers, follow these steps:

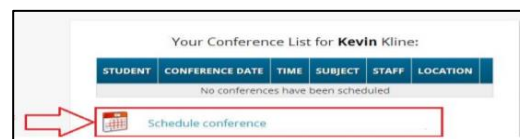
1. Log into [Genesis Parent Portal](#) from the school district's [website](#).
2. Select the student you would like to schedule conferences for from the drop-down menu.



3. Click on the "Conferences" tab.



4. You should now see a "Schedule Conference for MHS Parent Conferences" button.



5. Clicking on the "Schedule Conference" link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments.

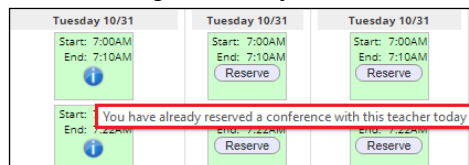
3 out of 10 Possible Conferences have been Scheduled

ALLEN, GRACE COUNSELOR FOR ED	ANDERSON, MATT CASE MANAGER FOR ED	ABERNATHY, WOODY NEWSPAPER PROD. FY	ALLEN, GRACE *ENGLISH 4 AP*, FY	ANDERSON, MATT SPANISH 4*, FY	ANDERSON, MATT *CALCULUS AP*, FY	ANDERSON, MATT *PHYSICS HONORS*, FY	ANDERSON, MATT MUSIC THEORY 1*, FY	ROSE, DANIELLE HEALTH 4, Q2
Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve	Tuesday 10/31 Start: 7:00AM End: 7:10AM Reserve
Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve	Tuesday 10/31 Start: 7:12AM End: 7:22AM Reserve
Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve	Tuesday 10/31 Start: 7:24AM End: 7:34AM Reserve

Each teacher has a column which will show all available slots. Each color represents a different conference status:

- Green = Available Conference
- Red = Conference time is reserved for another student and unavailable
- Bright Green = Conference YOU have reserved (and can cancel or change)
- Yellow = Conference time that conflicts with an already reserved conference you have scheduled. **Please be sure to refrain from scheduling two conferences at the same time.**

To select a conference slot, locate a date and time that works for you and click the [Reserve](#) button for that slot. A verification dialog will appear. Click OK to reserve the slot. *Once you have reserved a slot, all the remaining time slots for that teacher will become unavailable, as you are only able to reserve one appointment per teacher.*



6. Once you have completed reserving your conferences, navigating back to the "Conferences" screen will show you the list of conferences you have scheduled. If you have more than one student, select the next student from the drop-down list.
7. Again, navigating back to the "Conferences" home screen will show you the conferences scheduled for that student, along with any other teacher conferences you have scheduled for other students. Here, you are able to view the location of each conference, update an individual conference as needed, as well as download and print out your list of scheduled conferences.

Upcoming Conferences for Joe Daily

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION	Update
Scheduled	Joe Daily	Fri 11/10/17	7:54AM to 7:59AM	Parent Meeting	Anderson, John	D262	Update

Upcoming Conferences for Other Students

Scheduled	Alex Danvers	Fri 11/10/17	7:55AM	Parent Meeting	Aardsma, David	Counselor's Office	
-----------	--------------	--------------	--------	----------------	----------------	--------------------	--

[Schedule conference for Back to school conferences](#)