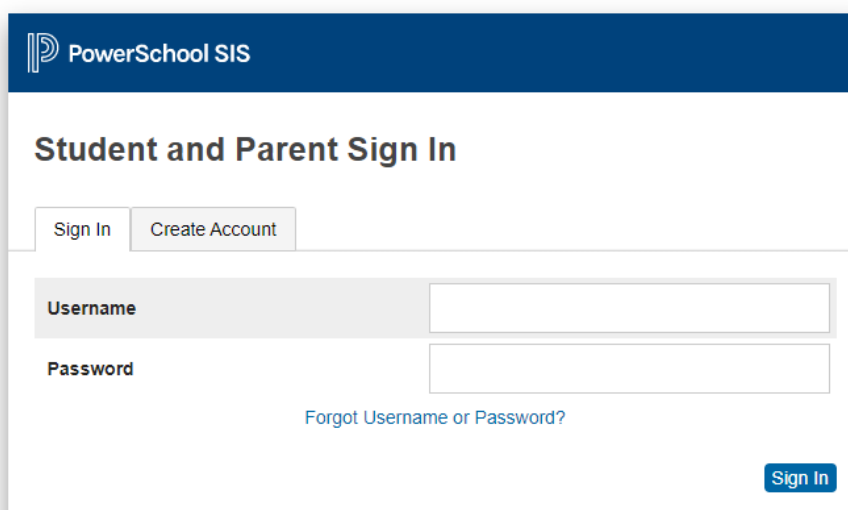


Directions to Sign up for Parent-Teacher Conferences

Here are the directions you will need to sign up for your child(ren)'s Parent-Teacher conferences.


Before you get started, you will need your PowerSchool username and password for YOUR access account. If you don't have that information, please contact the school office.

1. Go to <https://gbdloc.powerschool.com/> and sign in with your Parent access account login information.




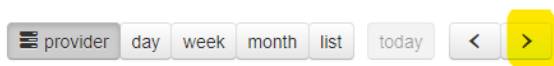
The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is a white box titled "Student and Parent Sign In". Inside this box, there are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the sign-in box is a blue "Sign In" button.

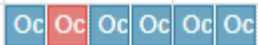
2. Once you have logged in, you will see a menu of options on the left side. You will want to

choose "Forms"  Forms

3. You should now see a list of forms. Click on the one that includes the name "Parent-Teacher Conferences". It should be at the top of the list.
4. The student name will be filled in automatically. Fill in the rest of your contact information, then scroll down to the calendar dates.

5. Click on "Navigate to day"  on the left side of the screen. This will make it easier for you to see which time slots are available.
6. To move to the next day, click on the right arrow on the right side of the screen,



7. You will see a list of timeslots to choose from. If it is blue it is available, if it is red, someone has already booked it. 
8. Click on the time, and row for the teacher you would like to schedule. Verify that this is the date, time, and teacher you would like to schedule with. Enter any notes you would

like to add, then click on the “Register” button.

Event Detail

Sign-up for event.

Date & Time:

Start:

Oct 27, 2020 4:30 PM

End:

Oct 27, 2020 4:45 PM

Sign-Up:

Provider:

Wichita Falls ISD

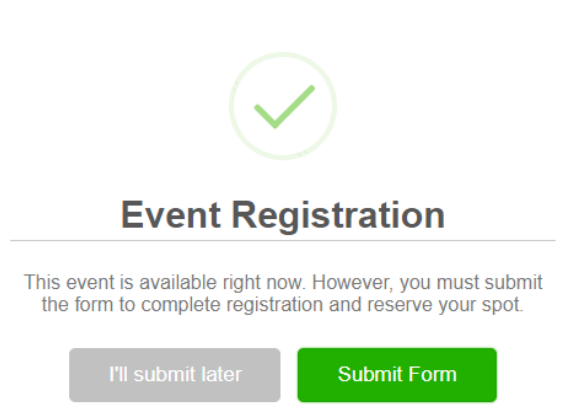
Registered: 0 of 1

Notes:

Register

Cancel

9. Once you click on the “Register” button, a confirmation screen will pop up. Click on “Submit Form”

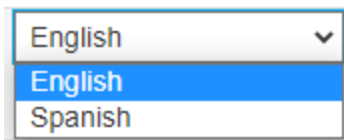


The confirmation screen features a green checkmark icon at the top. Below it, the text reads "Event Registration". A horizontal line separates this from the message: "This event is available right now. However, you must submit the form to complete registration and reserve your spot." At the bottom, there are two buttons: a grey button labeled "I'll submit later" and a green button labeled "Submit Form".

10. You have now registered for your first Parent-teacher Conference. Repeat steps 8 and 9 for each teacher you would like to schedule with that student. You will not be able to book that same time period with any other teacher for that student.
11. If you have more than one student you would like to schedule conferences for, you should see a tab at the top of the screen in the blue bar showing all of your kids names. Click on the next child and repeat the steps.

Here are some things to keep in mind.

1. If you would like to change the form to Spanish and it is available at your school, you will see a dropdown menu on the right side of the screen when in the form. If Spanish is not available at your school, the dropdown menu will be blank.



2. The system will keep track of your conflicts between teachers for one student. It will not keep track of conflicts between multiple students, so be careful not to double book your time with multiple teachers during the same time period.
3. You can only sign up for conferences using the website and not the app on your phone.