HCPSS Connect

Parent Conference Registration

Howard County Public School System © Data Management © Document: SYN073 © Revision Date: 10/27/2020

!=Warning **(**)=Timesaver **|**=Note

Register for a Conference

- 1. Log into HCPSS Connect.
- 2. In the Navigation pane, select **Conference** and click the **Parent Scheduled Conferences** link in the top right corner to schedule conferences.

Home	Conference						
Messages				Summa	Parent Scheduled Conferences		
Calendar Calendar Calendar Calendar Calendar Calendar Calendar Conference Conference Course History Fee Course History Fee Calendar Calend	Parent teach	liams, Harold History-GT ation: my class - 11/23/2020 11:15 AM nith, Mary anish II - Honors ation: my class - 11/23/2020 9:00 AM we, John nd-Symphonic/March ation: my class - 11/23/2020 11:00 AM ation: my class - 11/23/2020 11:00 AM					
School Information	Ausliable Dates:						
Student Info	Available Dates: Monday, 11/23/2020 Tuesday, 11/24/2020						
More Options (Family File, Report Cards, etc.)	Parent Scheduled Conferences						
	11/23/2020	Conference Time	Williams, Harold US History-GT location: my class	Smith, Mary Spanish II - Honors location: my class	Howe, John Band-Symphonic/March location: my class		
	Monday, 11/23/2020	9:00 AM	Unavailable	Selected conference time	-		
	Monday, 11/23/2020	9:15 AM	Unavailable	-	-		
	Monday, 11/23/2020	9:30 AM	Unavailable	-	-		

- 3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.
- 4. To select a different time option, clear the first checkbox and select a new option.
- 5. If you have more than one child, select the next child in the top left corner.
- **NOTE**: Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

Schedule Conference Time for Secondary School

If your child attends a second school for additional courses, e.g., Applied Research Laboratory or a synchronous class in the Digital Education Program, conferences are scheduled on a separate screen.

- 1. In the Navigation Panel, select More Options (Family File, Report Card, etc.).
- 2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link. A page displays the conference times available for your child.
- 3. Select a time option for each class listed. The conference will be saved automatically.

Date	Section	Conference Time	Teacher	Select	Location
November 23, 2020 (Monday)	20 Comptr 9:00 AM Selected conference time		Selected conference time	my class	

4. If your child is more than one secondary program, select the additional program in the dropdown list at the top of the page.

View Conference Schedule for All Schools

- 1. In the Navigation Panel, select More Options (Family File, Report Card, etc.).
- 2. Click the Conference Scheduling (View or Schedule ARL/DigEd) link.
- 3. Click the **View My Conference Schedule** link in the left panel. A page displays listing all of the conferences for your children.

Howard County	≡ £.					
Menu Navigation	Conference Schedule					
🖈 HR/Trans/POS Pin	Scheduled Conferences					
Conference Scheduling ARL/Homewood/Digital E	Monday - November 23, 2020					
View My Conference Sche	Morris, Brenda Kay					
() Summer School Schedule	9:00 AM 11:00 AM	11:15 AM				
Student Technology	Teacher: Smith, Mary 1 Teacher: Howe, John	Teacher: Williams, Harold				
Sindergarten Prior Care	Section: Spanish II - Honors Section: Band-Symphonic/March	Section: US History-GT				
A ESOL Signatures	Location: my class Location: my class	Location: my class				

Join a Meeting

To attend the Parent Teacher Conferences, click on this Canvas link and follow the instructions in the **Join a Meeting** section.

https://hcpss.instructure.com/courses/77796/pages/gsuite-google-meet

This section describes how to join a meeting using a Google Meet Nickname/Code or a Google Meet link.

~	Expand All Collapse All				
•	 Technology Considerations 				
•	Google Meet Grid View & Nod Chrome Extension				
\bigcirc	Joining a Meeting				
•	Additional Resources				

