Parent's Guide

Logging In

The parent will enter the student's first and last name along with a password. The password will be provided by the school and is not case sensitive (can be entered in upper case, lower case, or mixed). If the parent has forgotten their password they can click on the link titled "Forgot password?" That will allow them to enter their student's first and last name. If that student is found in the database, and they have one or more email addresses on file, a message containing their password will be sent to them.
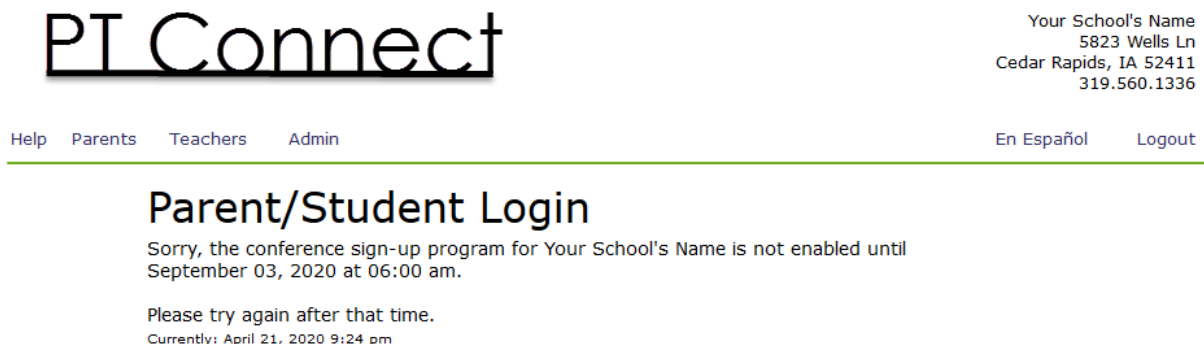
For students from a split family, a second user account can be created. For those situations, the additional account will be the student's first name, their last name with a number appended to the end of it, and the password in reverse order of the first account.

Parents can get this program displayed in Spanish by pressing the En Español link in the upper right corner. For the parents, every page will be displayed in Spanish. Names of the classes will be as defined in the school database, most likely English.
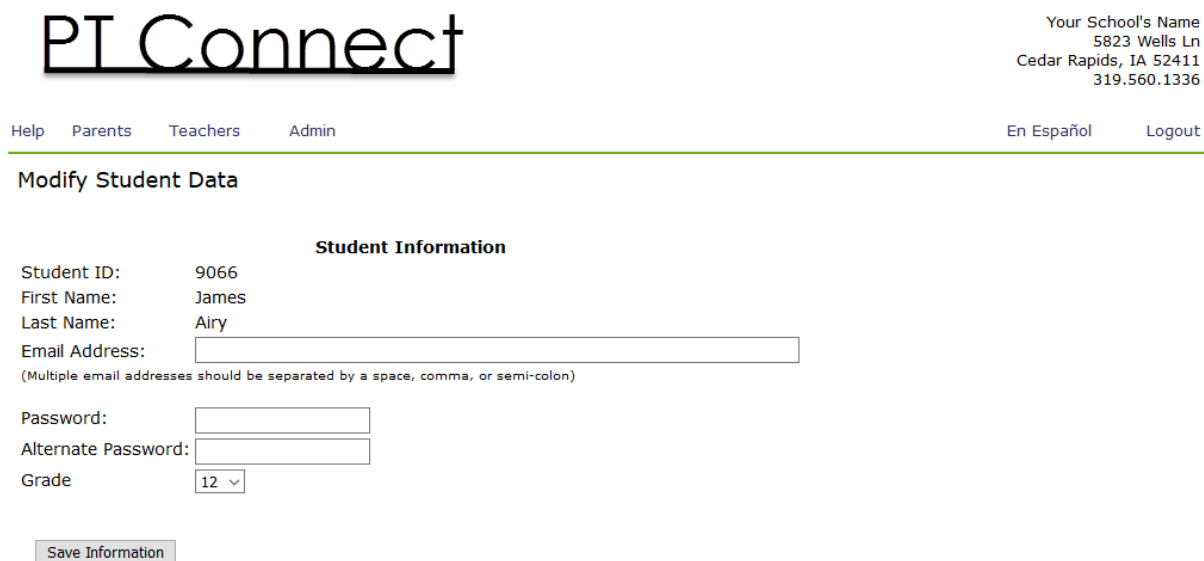
Teacher's and Administrator's pages will all be in English.

Should the parent try to log in to schedule conferences before the allowed sign-up start time, they will receive a message indicating that the conference sign-up is not yet enabled. The administrator sets the date and time when conferences start; the parent log-in is disabled before that. Teachers and the administrator can log in before the parent's allowed log-in time.

PT Connect

Your School's Name
5823 Wells Ln
Cedar Rapids, IA 52411
319.560.1336

Help   Parents   Teachers   Admin   En Español   Logout

Parent/Student Login

Sorry, the conference sign-up program for Your School's Name is not enabled until September 03, 2020 at 06:00 am.

Please try again after that time.
Currently: April 21, 2020 9:24 pm

The school has the option to let the parents create their own passwords. If that option is selected, and the school uploads the data file with blanks in place of passwords, the parent will get a special page upon attempting to log in. Once the parent fills in the passwords, and corrects or adds their email address(es), they will be asked to log in again with this new information.

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Help   Parents   Teachers   Admin   En Español   Logout

Modify Student Data

Student Information

Student ID: 9066
First Name: James
Last Name: Airy
Email Address: [   ]
(Multiple email addresses should be separated by a space, comma, or semi-colon)

Password: [   ]
Alternate Password: [   ]
Grade   [12 ˅]

[Save Information]

Student Schedule

Once logged in, the first page the parent will see is a listing of the classes and teachers the student is enrolled with. The parent can schedule an appointment with each teacher by clicking the button on the right of the line.

There will be a prompt for the parent to enter an email address at the bottom of this page. Entering an email address (or multiple ones separated by a space, a comma or semi-colon) will allow the program to send a reminder email days before their scheduled appointment.

Making an Appointment

Clicking the button to the right of a class will bring up a page showing all the timeslots for each day of conferences. A red "x" indicates a timeslot that is already taken or is blocked by the teacher. Open circles (radio buttons) are available to be selected.

> The program can be configured by the school's administration to force "travel time" between conference appointments. If this is set, parents cannot select conferences back-to-back. A time period of one conference length between conferences will be enforced by the program. This will ensure parents can get from one teacher to the next and keep the conferences running on-time.

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Schedule a Conference for Tyler Alexander with Tom Lukan (FIT/WELL 9)

Friday May 01, 2020	Saturday May 02, 2020	Sunday May 03, 2020
08:00 am ○	02:00 pm ○	10:00 am ○
08:10 ○	02:10 ✖	10:10 ○
08:20 ○	02:20 ○	10:20 ○
08:30 ○	02:30 ○	10:30 ○
08:40 ○	02:40 ✖	10:40 ○
08:50 ○	02:50 ○	10:50 ○
09:00 ○	03:00 ○	11:00 ○
09:10 ○	03:10 ○	11:10 ○
09:20 ✖	03:20 ○	11:20 ○
09:30 ✖	03:30 ✖	11:30 ✖
09:40 ○	03:40 ○	11:40 ○
09:50 ○	03:50 ○	11:50 ○
10:00 ○		12:00 pm ○
10:10 ○		12:10 ○
10:20 ✖		12:20 ○
10:30 ○		12:30 ○
10:40 ○		12:40 ○
10:50 ○		12:50 ✖
		01:00 ○
		01:10 ○
		01:20 ○
		01:30 ○
		01:40 ○
		01:50 ○

Cancel appointment with this teacher ○

[Schedule Time]   [Back to Class List]

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The parent will choose the desired timeslot by clicking in the open radio button and then clicking on the "Schedule Time" button. On a certain date, determined by the school administrator, the parent will not be able to schedule or change their appointments. The teacher and administrator will still be able to make changes and schedule appointments on behalf of the parents. This prevents parents from making changes at the last minute without the office or teacher being aware of it.

After scheduling a time, the student's list will appear with the selected conference shown. This appointment can be changed by clicking the button on the right of the line.

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Help   Parents   Teachers   Admin   En Español   Logout

| Melissa Alexander | Susanne Alexander |

Conference Schedule for Tyler Alexander

Please sign up for a maximum of 3 conferences.

Teacher	Class	Room	Date	Time		
Dennis Glasser	ENGLISH I	221	---	---	Schedule	
Mike Grave	WORLD CIVILIZATION	217	---	---	Schedule	
Tom Lukan	FIT/WELL 9	219	---	---	Schedule	
Teresa Barrer	ALGEBRA I	111	Friday May 01, 2020	08:20 am	Change	Join the video conference
Stu Barnell	BASIC CONC OF SCI	121	Friday May 01, 2020	08:40 am	Change	Join the video conference
Jane Davis	SPANISH I	207	Friday May 01, 2020	09:00 am	Change	Join the video conference

| Send a message to the office |

Correct or Enter your Email Address to receive a reminder of your appointment (separate email addresses by a space, a comma, or semi-colon):

AlexanderFamily@email.com

Your email address will only be used to send you 3 reminders of your upcoming conferences.
Your email address will not be used for any other purpose and will never be given away or sold.

| Submit Email Address |

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                                                SchoolSystems, LLC, Cedar Rapids, IA

Some schools limit the number of conferences a parent can sign up for. This number can be set by the administrator in the set-up procedure. When the parent reaches the limit, a message is displayed and they can no longer schedule any more conferences. Teachers and the administrator can schedule an unlimited number of conferences for a parent.

PT Connect

Help   Parents   Teachers   Admin   En Español   Logout

[Melissa Alexander] [Susanne Alexander]

Conference Schedule for Tyler Alexander

Parents can only sign up for 3 conferences. You have reached that limit.

Teacher	Class	Room	Date	Time		
Mike Grave	WORLD CIVILIZATION	217	---	---		
Tom Lukan	FIT/WELL 9	219	---	---		
Dennis Glasser	ENGLISH I	221	---	---		
Teresa Barrer	ALGEBRA I	111	Friday May 01, 2020	08:20 am	[Change]	[Join the video conference]
Stu Barnell	BASIC CONC OF SCI	121	Friday May 01, 2020	08:40 am	[Change]	[Join the video conference]
Jane Davis	SPANISH I	207	Friday May 01, 2020	09:00 am	[Change]	[Join the video conference]

[Send a message to the office]

Correct or Enter your Email Address to receive a reminder of your appointment
(separate email addresses by a space, a comma, or semi-colon):

AlexanderFamily@email.com

Your email address will only be used to send you 3 reminders of your upcoming conferences.
Your email address will not be used for any other purpose and will never be given away or sold.

[Submit Email Address]

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Email Notification

If the parent clicks on the email icon on the student's schedule a copy of this schedule will be sent to the parent's email address(es).

Starting on the night three days before the student's first conference, the family will receive a daily email reminding them of their appointment. A total of three emails will be sent reminding the parent. This email will appear to come from the school.

Video Conferences

If the school has enabled video conferences, a button will appear to the right of each scheduled conference. On the day and time of the conference, the parent will click this button to join the teacher in a video conference. When that conference is over the parent will have to close their browser window and click the next button to start a conference with another teacher. These buttons will also be included in the nightly reminder emails so the parent can click the button on this page or from inside the email.

Getting Help

If the parent should require assistance, clicking on the "Help" link in the upper left corner of the window will open their email program with the To: field filled in with the email address of the designated administrator from the school.
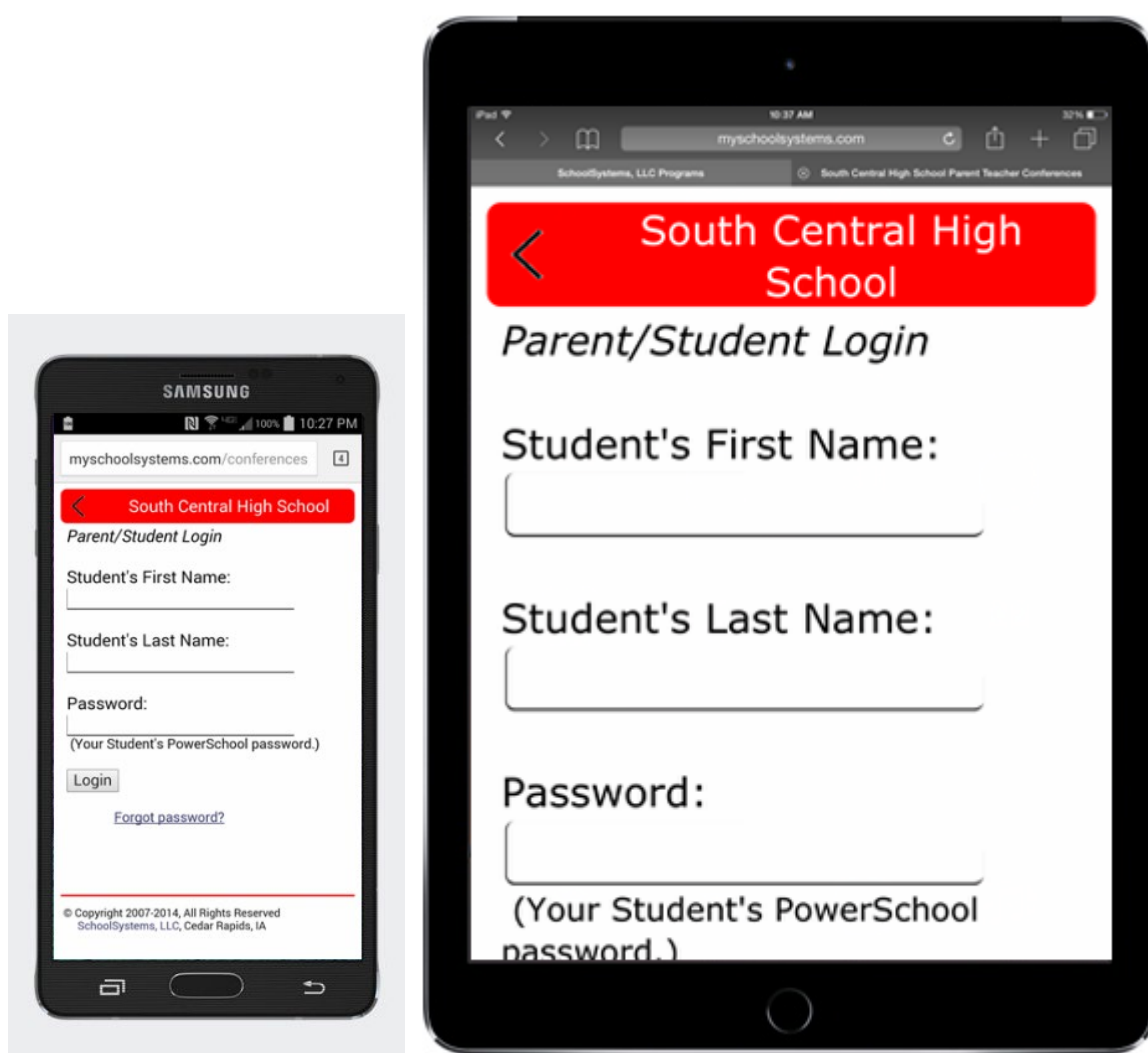
Mobile Devices

In today's on-the-go society more people have smart phones and tablets. These devices can access the Internet anywhere they can connect to a wireless signal either through wi-fi or cell phone reception. Parent-Teacher Connect has pages designed specifically for these mobile devices. The page layouts have been optimized for the smaller screens and there are fewer graphics. The page layouts are organized in a slightly different manner than on a desktop computer or laptop (personal computer). The functionality is the same between a personal computer and a mobile device. The description below highlights the page layouts on mobile devices.

Note: Not all mobile devices operate the same. Some do not report as being a mobile operating system and therefore the Parent-Teacher Connect will continue to display the page layouts for a personal computer on those devices.

Only the parent pages have special mobile pages. Teachers and the administrator can use mobile devices but the pages will be the same as they see on personal computers.
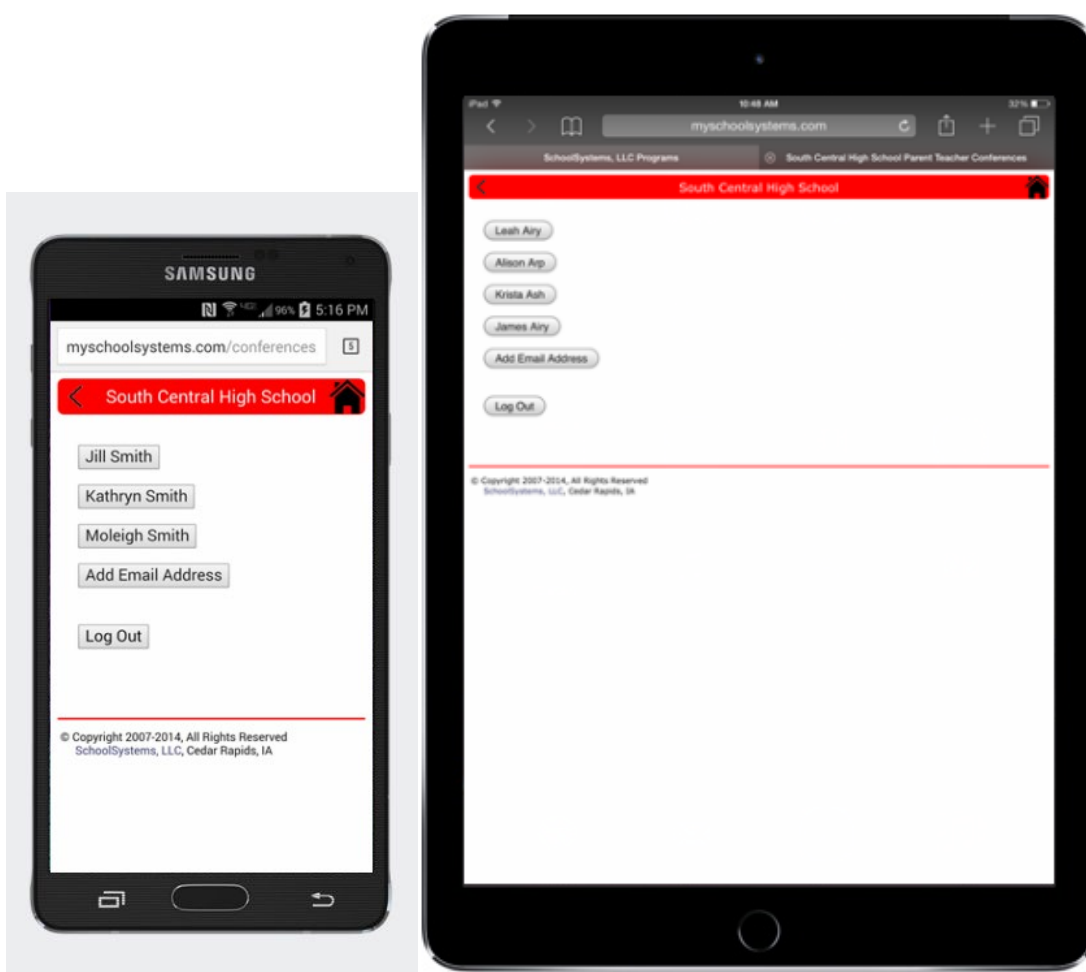
Mobile Devices – Logging In
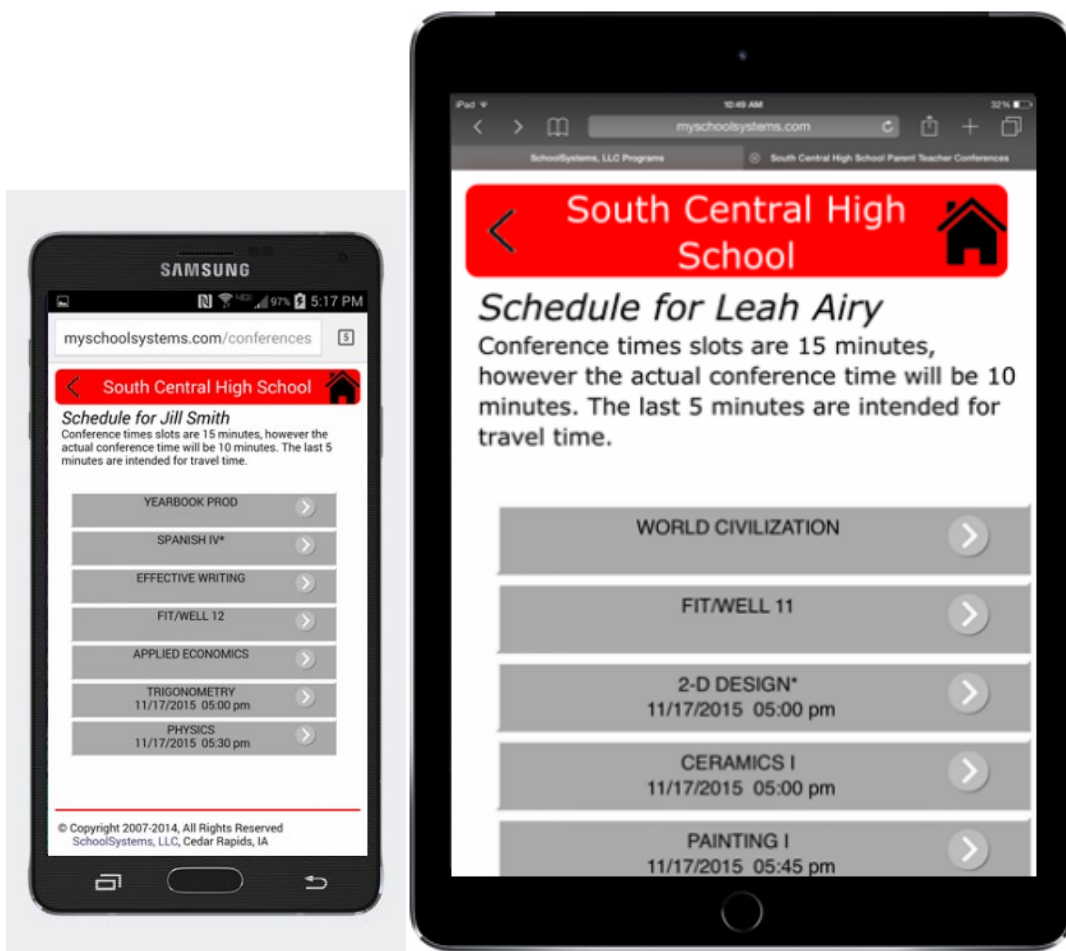
Mobile Devices – Main Page

Once logged in the parent will see a Main Page. This will list all the children in the family (as defined by having the same email address in the database). An additional button will be displayed that will allow the parent to add or change their email address. This will change the email address assigned to all the children listed on this page.

The Home icon in the upper left corner of the display will return the user to this page. The left pointing arrow icon in the upper left corner of the display will go back one page.

Mobile Devices – Student Schedule

Selecting one of the students on the Main Page will display that student's class schedule. Appointments will be shown under the name of the class.

Clicking anywhere on one of the gray lines will allow the parent to pick a time for conferences or change an existing appointment. If video conferencing is enabled, a link to join the video conference will be shown beneath each appointment. The video program being used requires the Jitsi Meet app to be installed on mobile devices.

Mobile Devices – Making an Appointment

All the timeslots for each day of the conferences will be shown. A red "x" indicates a timeslot that is already taken or is blocked by the teacher. Open circles (radio buttons) are available to be selected.