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	ry Parent Scheduled Conferences			
Calendar Calendar Class Schedule Conference	Parent teacher conference scheduling Williams, Harold US History-GT Us History-GT Iocation: my class - 11/23/2020 11:15 AM Smith, Mary Spatish II - Honors Spatish II - Honors							
Course History	location: my class - 11/23/2020 9:00 AM Howe, John Band-Symphonic/March location: my class - 11/23/2020 11:00 AM							
A ⁺ _O Report Card	Email Schedule							
School Information	Available Dates:							
Student Info	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 Iocation: 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)	Comptr Netwrk I-GT	9:00 AM		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 ★ Attendance	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				
 School Directory Student Technology 	Teacher: Smith, Mary 1 Teacher: Howe, John	Teacher: Williams, Harold				
Kindergarten 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				

