

# 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.

Conference

Parent teacher conference scheduling

Please select a conference date and time from the available options below.

Available Dates:  
Monday, 11/23/2020 Tuesday, 11/24/2020

Parent Scheduled Conferences				
Date	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
11/23/2020				
Monday, 11/23/2020	9:00 AM	Unavailable	<input checked="" type="checkbox"/> 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.

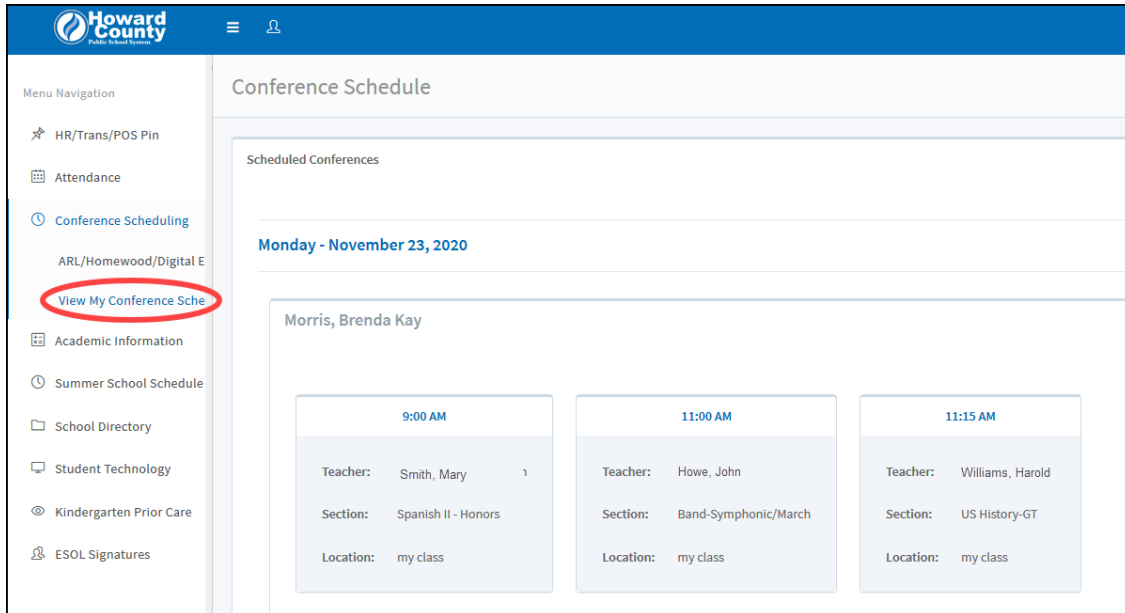
1. In the Navigation Panel, select **More Options (Family File, Report Card, etc.)**.
2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link. A page displays the conference times available for your child.
3. Select a time option for each class listed. The conference will be saved automatically.

Date	Section	Conference Time	Teacher	Select	Location
November 23, 2020 (Monday)	Comptr Netwrk I-GT	9:00 AM		<input checked="" type="checkbox"/> Selected conference time	my class

4. If your child is more than one secondary program, select the additional program in the drop-down 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.



## 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/g-suite-google-meet>

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

