# 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 <sup>+</sup> <sub>O</sub> 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				
<ul> <li>School Directory</li> <li>Student Technology</li> </ul>	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				
•	<ul> <li>Technology Considerations</li> </ul>				
•	Google Meet Grid View & Nod Chrome Extension				
$ \bigcirc $	Joining a Meeting				
•	Additional Resources				

