

Scheduling Parent-Teacher Conferences Using the Genesis Parent Portal

This year parents will be using the Genesis Parent Portal to sign up for Fall Parent-Teacher conferences. The link to the Parent Portal log in screen is shown below. Your username for the Parent Portal is your full email address. If you have forgotten your password, you can retrieve it by clicking on the “Forgot My Password” link on the log in screen and a temporary password will be sent to the email address on file.

<https://parents.genesisedu.com/frsd/>

Step 1 - Navigate to the Conferences Screen

Once you have successfully logged into the Parent Portal, look for the Conferences button across the top. Note that this button will not become visible until some time on the afternoon of October 24, 2016. Click on the Conferences button to get to the screen shown below. Then click on the link “Schedule conference for Fall Conference 2016”



Upcoming Conferences for

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
<i>No conferences have been scheduled</i>						

 [Schedule conference for Fall Conferences 2016](#)

Step 2 - Reserve a conference time

For each teacher you wish to conference with, you can reserve a 15 minute time block on any of the four days of conferences (note that 2 days of conferences are in the afternoon and the other 2 days are in the evening). To schedule a conference, simply click on the Reserve button in the desired time slot box. Once reserved, the box will change from green to white. Note that you may only reserve one time slot per teacher and that once a time slot has been reserved, that same time slot will become unavailable for all other teachers.

MOORE, LAURIE				
Wed 11/16	Thu 11/17	Fri 11/18	Mon 11/21	Tue 11/22
Start: 6:30PM End: 6:45PM Reserve	Start: 1:40PM End: 1:55PM Reserve		Start: 6:30PM End: 6:45PM Reserve	Start: 1:40PM End: 1:55PM Reserve
Start: 6:50PM End: 7:05PM Reserve	Start: 2:00PM End: 2:15PM Reserve		Start: 6:50PM End: 7:05PM Reserve	Start: 2:00PM End: 2:15PM Reserve
Start: 7:10PM End: 7:25PM Reserve	Start: 2:20PM End: 2:35PM Reserve		Start: 7:10PM End: 7:25PM Reserve	Start: 2:20PM End: 2:35PM Reserve
Start: 7:30PM End: 7:45PM Reserve	Start: 2:40PM End: 2:55PM Reserve		Start: 7:30PM End: 7:45PM Reserve	Start: 2:40PM End: 2:55PM Reserve
Start: 7:50PM End: 8:05PM Reserve	Start: 3:00PM End: 3:15PM Reserve		Start: 7:50PM End: 8:05PM Reserve	Start: 3:00PM End: 3:15PM Reserve
Start: 8:10PM End: 8:25PM Reserve	Start: 3:20PM End: 3:35PM Reserve		Start: 8:10PM End: 8:25PM Reserve	Start: 3:20PM End: 3:35PM Reserve
Start: 8:30PM End: 8:45PM Reserve	Start: 3:40PM End: 3:55PM Reserve		Start: 8:30PM End: 8:45PM Reserve	Start: 3:40PM End: 3:55PM Reserve

Step 3 Confirmation

Once you have reserved your timeslots, you can review all scheduled conferences by returning to the conference tab. To change or cancel a scheduled conference, simple click on Update link.

Upcoming Conferences for



STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION	
Scheduled		Mon 11/21/16	6:50PM to 7:05PM	Parent-Teacher Conferences (Fall Conferences 2016)	Alsop, Linda	Teacher's Classroom	Update
Scheduled		Wed 11/16/16	6:30PM to 6:45PM	Parent-Teacher Conferences (Fall Conferences 2016)	Moore, Laurie	Teacher's Classroom	Update



[Schedule conference for Fall Conferences 2016](#)

Although you may schedule a conference with any or all of your child's teachers, it is not mandatory. Please keep in mind that special area teachers (Art, Music, Physical Education, World Language) have many more students than possible conference time slots so their availability may be limited. If you do not have a specific concern about a special area class, it may not be necessary to schedule a conference with that teacher.