## Scheduling a Parent-Teacher Conference

1. Log into the Genesis Parent Portal and select the "Conferences" tab:



2. Click on the "Request a Conference" link:



3. Select the "Week of" that the conferences are scheduled for (Nov 18<sup>th</sup> and Nov 25<sup>th</sup> this year), then select a time block on the day that conferences are available:

## Available Conferences

<< Prev	<u>vious Week</u> W	/eek of 11/18/	2019	<u>Next Week &gt;&gt;</u>		
	11/18/2019 MONDAY	11/19/2019 TUESDAY	11/20/2019 WEDNESDAY	<b>11/21/2019</b> THURSDAY	<b>11/22/2019</b> FRIDAY	<b>11/23/2019</b> SATURDAY
Teacher, Name Subject				2:00PM-2:15PM 2:15PM-2:30PM 2:30PM-2:45PM 2:45PM-3:00PM 3:00PM-3:15PM 3:15PM-3:30PM 3:30PM-3:45PM 3:45PM-4:00PM 5:00PM-5:15PM 5:15PM-5:30PM 5:30PM-5:45PM 5:45PM-6:00PM 6:00PM-6:15PM 6:30PM-6:45PM 6:30PM-6:45PM		

4. On this next screen, you will see a full listing of your child's teachers and their available conferences for this day and block of time. Please click on the reserve button to request a conference during that time slot.

		<< Previous D.	Available Conference	PS Next Day >>		
Teacher 1	Teacher2	Teacher 3	Teacher4	Teacher 5	Teacher 6	Teacher 7
Thursday 11/21	Thursday 11/21	Thursday 11/21	Thursday 11/21	Thursday 11/21	Thursday 11/21	Thursday 11/21
Start: 2:00PM	Start: 2:00PM	Start: 2:00PM	Start: 2:00PM	Start: 2:00PM	Start: 2:00PM	Start: 2:00PM
	End: 2:15PM	End: 2:15PM	End: 2:15PM	End: 2:15PM	End: 2:15PM	End: 2:15PM
	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 2:15PM	Start: 2:15PM	Start: 2:15PM	Start: 2:15PM	Start: 2:15PM	Start: 2:15PM	Start: 2:15PM
End: 2:30PM	End: 2:30PM	End: 2:30PM	End: 2:30PM	End: 2:30PM	End: 2:30PM	End: 2:30PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 2:30PM	Start: 2:30PM	Start: 2:30PM	Start: 2:30PM	Start: 2:30PM	Start: 2:30PM	Start: 2:30PM
End: 2:45PM	End: 2:45PM	End: 2:45PM	End: 2:45PM	End: 2:45PM	End: 2:45PM	End: 2:45PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 2:45PM	Start: 2:45PM	Start: 2:45PM	Start: 2:45PM	Start: 2:45PM	Start: 2:45PM	Start: 2:45PM
End: 3:00PM	End: 3:00PM	End: 3:00PM	End: 3:00PM	End: 3:00PM	End: 3:00PM	End: 3:00PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 3:00PM	Start: 3:00PM	Start: 3:00PM	Start: 3:00PM	Start: 3:00PM	Start: 3:00PM	Start: 3:00PM
End: 3:15PM	End: 3:15PM	End: 3:15PM	End: 3:15PM	End: 3:15PM	End: 3:15PM	End: 3:15PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 3:15PM	Start: 3:15PM	Start: 3:15PM	Start: 3:15PM	Start: 3:15PM	Start: 3:15PM	Start: 3:15PM
End: 3:30PM	End: 3:30PM	End: 3:30PM	End: 3:30PM	End: 3:30PM	End: 3:30PM	End: 3:30PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve
Start: 3:30PM	Start: 3:30PM	Start: 3:30PM	Start: 3:30PM	Start: 3:30PM	Start: 3:30PM	Start: 3:30PM
End: 3:45PM	End: 3:45PM	End: 3:45PM	End: 3:45PM	End: 3:45PM	End: 3:45PM	End: 3:45PM
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve	Reserve

## Pemberton Families: Google Account Set-Up for Parent-Teacher Conferences

If you are planning to attend Parent-Teacher Conferences virtually, you **MUST access Google Meet links with a Google account**. This can either be a student account, a Gmail account, OR a Google Account created using another email address.

If you do not have a Google Account, you can simply **register for a FREE account** by following this link: <u>https://bit.ly/googlesignuplink</u>. Google accounts require only basic information, such as name, email address, and date of birth.

Firet name	Last name	
Thisthame	Lasthame	
Your email address		
You'll need to confirm t	hat this email belongs to you.	
Create a new Gmail	address instead	
Password	Confirm	
Use 8 or more characte	ers with a mix of letters, numbers &	One account. All of Google working for you
Show passwor	d	Working for you.
	6	