

Instructions and Link for Conference Sign-up

Dear Princeton Charter Family,

Parent-teacher conferences are approaching in a few weeks, on January 31 and February 1 (afternoons), and February 7 (evening). **If you did not already do so at the beginning of the school year, you will need to create a new account for 2018-2019 SY** in order to schedule conferences and reserve time slots with your child's teachers using the Virtual Paragon system. Below are detailed instructions on how to sign up, including the link and master password. The master password will allow access to the PCS sign-up site. You will then need to create or access your individual account.

You will be able to create an account starting now, but you will not be able to schedule conferences until the sign-up period begins. The sign-up period will begin at 12:00 **noon on Wednesday, January 23**. The sign-up system will close at **12:00 noon on Wednesday, January 30**. Once the period has ended, you will not be able to schedule or change conferences.

If you have the same teacher for more than one class, only schedule one conference. If more time is needed, you can schedule follow-up time at the conference, e.g. Ms. Deinstadt for History and Spanish.

Instructions:

You will need the following information in order to create your Virtual Paragon account and conference schedule.

1. URL: <http://www.virtualparagon.com/princetoncharter/conference/>
2. PCS's Master Password: **(See newsletter of 1/22/19)**
3. The names of your child's teachers: Ask your child or check on PowerSchool

Follow these steps before conference sign-up window opens:

Step 1: Go to the site: www.virtualparagon.com/princetoncharter/conference/

Step 2: Enter PCS's Master Password and "click to enter."

Step 3: Click on "Create New User Name." **(Ignore the message, "The sign-up period has not yet begun," when you create your account.)**

Step 4: Complete requested information and click "Create My Account." (Note: Please include your email.) Make certain to remember your log-in information.

On the day the conference sign-up window opens (January 23 at noon):

Step 5: On the day of the sign-up period, repeat steps 1 and 2 and then click "Login now."

Step 6: Once you have logged in, you will see the Main Menu screen which offers several self-explanatory options. Click on "Make Reservation(s)."

Step 7: Select your child's teachers from the list. Select all teachers at this time. Select only your child's teachers.

Note: Sort by location before selecting conference times. This will allow you to move easily from one room to the next without zig-zagging from building to building.

- 5-8 Building – Rooms 101 – 306
- Campus Center – Rooms 601 – 604
- Trailers – Rooms 610 and 611
- K-4 building – Rooms 402 – 413

Step 8: Once all teachers are selected, scroll to the bottom and click on "Continue."

Step 9: You will see the teachers' available time slots side by side in columns. Reserve conferences for each teacher by selecting an available conference time listed beneath the teacher's name. You may want to leave some leave time between conferences in case a conference runs late. You may also request a phone conference if there are no available slots at the time you are free.

Step 10: Click on save to reserve your time slots as you go. Your selected conference time slots are not reserved until you hit save. Another family may get this slot if they hit save before you do.

Step 11: Once you have reserved all conferences, click on "Save/Done." You will then see a reservation summary of your conferences. If you have not already done so, enter your child's name(s) for each respective conference at this time.

Step 12: You may print your conference schedule or return to main menu for more options.

Remember, you may log in and make changes at any time during the "sign-up" period. There is a detailed user manual available once you log into the site.

Note that availability of time slots for some teachers is very tight especially at "peak hours." It is important that everyone have the opportunity to get feedback from each teacher. If you are unable to book a time slot, you may request a phone call from a teacher through this system. Contact the school if you are experiencing any difficulty reserving conferences. Finally, please do not reserve a conference with a teacher who does not currently teach your child.

After School Program on Conference Days

You will receive a separate email detailing how to sign up for ASP on conference days. The information will also be available in the newsletter on Tuesday, 1/22.