



USER'S MANUAL

Parent Teacher Conference Application

Martin County School District

Version	Date	Description
V1.7.2	8//2015	Beta
V2.0	10//2015	Revised
V2.5	3/21/2016	Revised

Summary

This is the manual for the Parent Teacher Conference Application. (Parent Version)

Website (Use Google Chrome)

www.confapp.martinschools.org

Login page

The login page has three tabs: **Parent, Teacher and Administrator (Admin)**. Each tab is tailored to give the authorized user different access and functionality to the application. Please use your **FOCUS** “Username” and “Password” to access the application. If you have recently registered on FOCUS or you have changed your password, please **allow up to 24 hours for any changes to take effect.**



Parent Teacher Conference 2.5

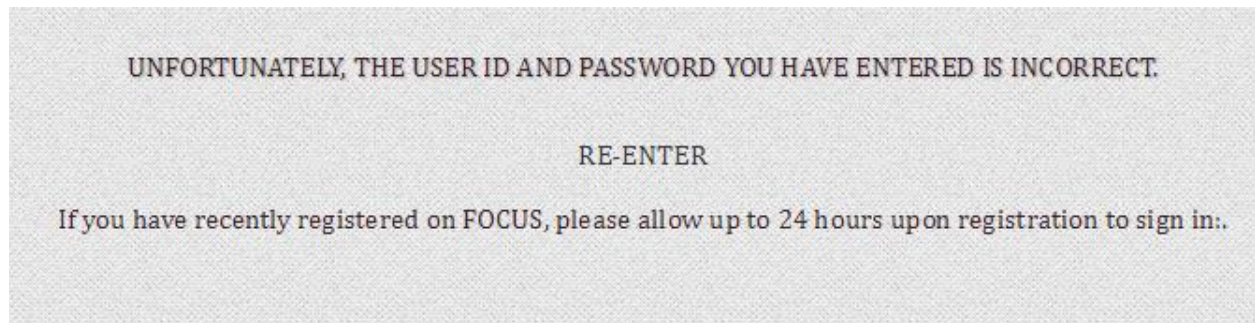
PARENT TEACHER ADMIN

Username

Password

SIGN IN

Once the “Username” and “Password” have been entered and the “Username” button is pushed, the system will verify the user input against the database. If the “Username” and or “Password” is incorrect, an error message will prompt the user to “Try Again”. Please see below.



If the “Username” and “Password” are correct, you will have access to the page below to select a student to schedule a conference.



Select a name from the list and click on “GO” to access the add conference page below.



STUART MIDDLE SCHOOL CONFERENCE APP

WELCOME: **Monica Garcia**

You have no scheduled conference(s) for **Angela Pizarro**. Please select a teacher on the right side. Select a conference time and click the 'Add conference' button. If you need help, please contact your school:

Student	Teacher	Date	Begins	Ends
---------	---------	------	--------	------

LIST OF TEACHERS

- 1) Bartemes, Kathleen
- 2) Cyr, Jamie
- 3) Devanny, Anne
- 4) Greenwood, Heather
- 5) Mason, Shannon
- 6) Stebbing, Laura
- 7) Taylor, Laura

Once a teacher's name is clicked from the right side, a pop up window will display the available time slots for the selected teacher. Select the time you wish to schedule the conference. Click on "Add Conference" button to reserve the time. Only one time slot is allowed per teacher. To change the time for a teacher, you must delete the scheduled time and find an open timeslot.



STUART MIDDLE SCHOOL CONFERENCE APP

Parent Teacher Conference - Google Chrome
 confapp.martinschools.org/slots.php?record=MTI3MDY%3D

1. **Bickley, William**
 From: 5:00 PM
 To: 5:10 PM
 On: 04-14-2016
2. **Bickley, William**
 From: 5:10 PM
 To: 5:20 PM
 On: 04-14-2016
3. **Bickley, William**

LIST OF TEACHERS

- 1) Bickley, William
- 2) Byers, Joseph
- 3) Dawedeit, Kelly
- 4) Gutschmidt, Charles
- 5) Imhoff, Rachel
- 6) Woodcock, Michael



STUART MIDDLE SCHOOL CONFERENCE APP

WELCOME: [Redacted]

Student	Teacher	Date	Begins	Ends	
[Redacted]	William Bickley	04-14-2016	5:00 PM	5:10 PM	Delete

Back Sign Out Email Print

LIST OF TEACHERS

- 1) Bickley, William
- 2) Byers, Joseph
- 3) Dawedelt, Kelly
- 4) Gutschmidt, Charles
- 5) Imhoff, Rachel
- 6) Woodcock, Michael

Back

Click the “Back” button, if you want to select a different student.

Email

Click the “Email” button to email a copy of the scheduled conference(s).

Print

Click the “Print” button to print a copy of your scheduled conferences(s).

Click on “Sign Out” to log off.