

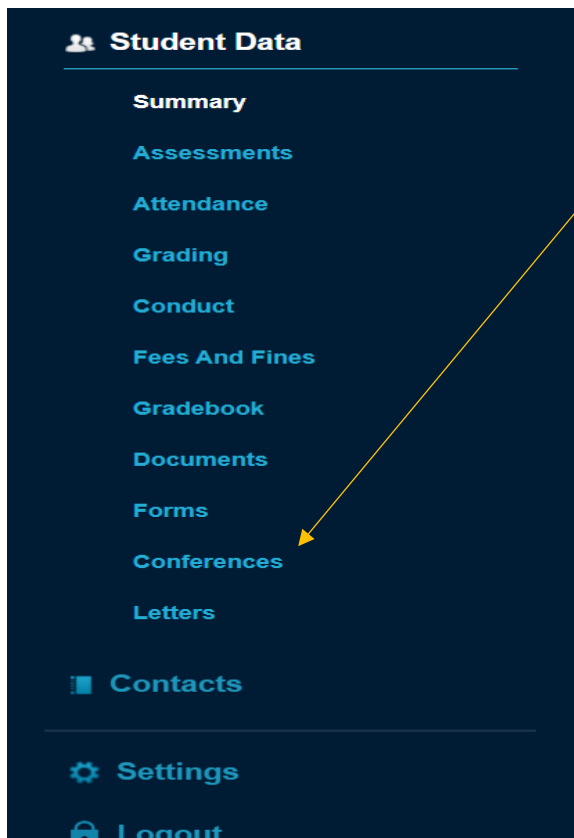
## **How to Schedule A Parent Teacher Conference in Parent Portal**

Parent Teacher Conferences can be scheduled in Parent Portal by persons with the role of 'Guardian'.

Log in to your Parent Portal account.

<https://parents.c1.genesisedu.net/bellmawr/sis/view?gohome=true>

Once you are logged in click on the tab that says 'Conferences'.



Request a Conference

Then click on

Next you will see a screen with a calendar. Click on the calendar icon.



## Available Conferences

[<< Previous Week](#)

Week of 10/09/2023



[Next Week >>](#)

| 10/09/2023<br>Monday                                   | 10/10/2023<br>Tuesday | 10/11/2023<br>Wednesday | 10/12/2023<br>Thursday | 10/13/2023<br>Friday | 10/14/2023<br>Saturday |
|--------------------------------------------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|
| No available conferences have been found for this week |                       |                         |                        |                      |                        |

When the calendar opens up click on **11/16/26 or 11/23/26** which will then show available conferences for each of your child's teachers. Click on the time (in blue lettering) that you would like to schedule with that teacher.

## Available Conferences

[<< Previous Week](#)

Week of 11/20/2023



[Next Week >>](#)

| 11/20/2023<br>Monday                                                                                                            | 11/21/2023<br>Tuesday                                                                                                                                                                                                                                                                                                                             | 11/22/2023<br>Wednesday | 11/23/2023<br>Thursday | 11/24/2023<br>Friday | 11/25/2023<br>Saturday |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|----------------------|------------------------|
| 1:45PM-<br>1:55PM-<br>2:00PM-<br>2:10PM-<br>2:15PM-<br>2:25PM-<br>2:30PM-<br>2:40PM-<br>2:45PM-<br>2:55PM-<br>3:00PM-<br>3:10PM | 1:45PM-<br>1:55PM-<br>2:00PM-<br>2:10PM-<br>2:15PM-<br>2:25PM-<br>2:30PM-<br>2:40PM-<br>2:45PM-<br>2:55PM-<br>3:00PM-<br>3:10PM-<br>3:15PM-<br>3:25PM-<br>3:30PM-<br>3:40PM-<br>3:45PM-<br>3:55PM-<br>5:00PM-<br>5:10PM-<br>5:15PM-<br>5:25PM-<br>5:30PM-<br>5:40PM-<br>5:45PM-<br>5:55PM-<br>6:00PM-<br>6:10PM-<br>6:15PM-<br>6:25PM-<br>6:30PM- |                         |                        |                      |                        |
| Snock, Casey<br>Art 8, Q1                                                                                                       |                                                                                                                                                                                                                                                                                                                                                   |                         |                        |                      |                        |

Monday, 11/20

Start: 1:45PM

End: 1:55PM

Reserve

Once you see the time you would like click 'Reserve'

Which will then prompt you to select your preference for the conference. Select which you would like and then hit Submit. And you are scheduled!

**Conference Options**

You have the option of selecting an In-Person or Virtual meeting. Please select your preference below.

☒ In-Person  
☐ Virtual

Submit

Cancel

Then do the same for conferences you would like to schedule with your child's other teachers.

Anytime after you have scheduled your conferences you can select the 'Conferences' tab and you will see your scheduled conferences. You are also able to update that conference should you need to cancel or change by clicking on the **Update** button in the bottom right-hand corner of that scheduled conference.

### Upcoming Conferences for

**Mon 11/20/23 1:45PM to 1:55PM**

With **Snock, Casey**

Subject: **Parent Meeting**

Location: **Teacher's Classroom**

Status: **Scheduled**

**Update**

### Additional Information

\*If you have more than one student in Bell Oaks that you need to schedule conferences for, click on the arrow icon  in the top right-hand corner of your screen which will bring up all of your students so you can select which student to work on.

Teachers who are team conferencing-

Charles Senatore & Lisa Corsey - Schedule your conference under Lisa Corsey.

Adele Conner & Kristin Lampe – Schedule your conference under Adele Conner.

If you have selected to have a virtual conference the teacher will supply a link for your meeting once we get closer to Parent Teacher Conference dates.