HCPSS Connect

Parent Conference Registration

Howard County Public School System 🛛 Data Management 🗘 Document: SYN073 🗘 Revision Date: 09/27/2024

!=Warning **(**)=Timesaver **|**=Note

Register for a Conference

- 1. Log into HCPSS Connect.
- 2. In the Navigation pane, select **Conference** and click the **Parent Scheduled Conferences** link in the top right corner to schedule conferences.

Home	Conference				
Synergy Mail		Summary Parent Teacher Conferences			
Calendar					
Attendance	Parent teacher conference scheduling				
tlass Schedule	Please select a conference date and time from the available options below.				
Conference	Conferences for 11/20/2023				
Course History	Mathematics 8 Location: C3	Times available 💙			
School Information	- French I Location: Trailer 2	Times available			
Student Info	- CTE Financial Literacy Location: F4	Times available			
More Options (Family File, Report Cards, etc.)	- Geog/Wrld Cult-G/T Location: B-5	Times available			
	- Science II G/T Location: D-1	Times available			
	- English Language Arts G/T Location: A6	Times available			
Conferences for 11/21/2023					
	- Mathematics 8 Location: meet.google.com/nax-	Times available 💙			
	- French I Location: meet.google.com/ncw-	Times available			
	- CTE Financial Literacy Location: meet.google.com/ita-	Times available			
	- CTE Financial Literacy Location: meet.google.com/sfy-	Times available			
	- Geog/Wrld Cult-G/T Location: https://meet.google.com/qcr-	Times available			
	- Science II G/T Location: https://meet.google.com/ufc-	Times available			

- 3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.
- 4. To select a different time option, clear the first checkbox and select a new option.
- 5. If you have more than one child, select the next child in the top left corner.
- 6. Click **Email Schedule** in the top right corner to send yourself an email with your schedule.
- **NOTE**: Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

Schedule Conference Time for Secondary School

If your child attends a second school for additional courses, e.g., Applied Research Laboratory or a synchronous class in the Digital Education Program, conferences are scheduled on a separate screen.

- 1. In the Navigation Panel, select More Options (Family File, Report Card, etc.).
- 2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link. A page displays the conference times available for your child.
- 3. Select a time option for each class listed. The conference will be saved automatically.

Date	Section	Conference Time	Teacher	Select	Location
November 23, 2020 (Monday)	Comptr Netwrk I-GT	9:00 AM		Selected conference time	my class

4. If your child is more than one secondary program, select the additional program in the dropdown list at the top of the page.

View Conference Schedule for All Schools

- 1. In the Navigation Panel, select More Options (Family File, Report Card, etc.).
- 2. Click the Conference Scheduling (View or Schedule ARL/DigEd) link.
- 3. Click the **View My Conference Schedule** link in the left panel. A page displays listing all of the conferences for your children.

Howard	≡ ₽						
Menu Navigation	Conference Schedule						
	Scheduled Conferences						
① Conference Scheduling							
ARL/Homewood/Digital E	Monday - November 23, 2020						
View My Conference Sche	Morris, Brenda Kay						
📰 Academic Information							
③ Summer School Schedule		11.17.11					
School Directory	9:00 AM 11:00 AM	11:15 AM					
🖵 Student Technology	Teacher: Smith, Mary 1 Teacher: Howe, John	Teacher: Williams, Harold					
Kindergarten Prior Care	Section: Spanish II - Honors Section: Band-Symphonic/	March Section: US History-GT					
B ESOL Signatures	Location: my class Location: my class	Location: my class					