

HCPSS Connect

Parent Conference Registration

Howard County Public School System 📌 Data Management 📌 Document: SYN073 📌 Revision Date: 11/6/2023

⚠️ =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.

The screenshot shows the HCPSS Connect interface for scheduling parent teacher conferences. On the left is a navigation pane with links: Home, Synergy Mail, Calendar, Attendance, Class Schedule, **Conference** (highlighted with a red circle), Course History, Fee, School Information, Student Info, and More Options (Family File, Report Cards, etc.). The main content area is titled 'Conference' and 'Parent teacher conference scheduling'. It prompts the user to 'Please select a conference date and time from the available options below.' There are two sections: 'Conferences for 11/20/2023' and 'Conferences for 11/21/2023'. Each section lists various classes with their locations and a 'Times available' dropdown menu. The 'Parent Teacher Conferences' link in the top right corner is also highlighted with a red circle.

Conference Date	Class	Location	Times available
11/20/2023	Mathematics 8	C3	[Dropdown]
	- French I	Trailer 2	[Dropdown]
	- CTE Financial Literacy	F4	[Dropdown]
	- Geog/Wrld Cult-G/T	B-5	[Dropdown]
	- Science II G/T	D-1	[Dropdown]
	- English Language Arts G/T	A6	[Dropdown]
11/21/2023	- Mathematics 8	meet.google.com/nax-	[Dropdown]
	- French I	meet.google.com/ncw-	[Dropdown]
	- CTE Financial Literacy	meet.google.com/ita-	[Dropdown]
	- CTE Financial Literacy	meet.google.com/sfy-	[Dropdown]
	- Geog/Wrld Cult-G/T	https://meet.google.com/qcr-	[Dropdown]
	- Science II G/T	https://meet.google.com/ufc-	[Dropdown]

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		<input checked="" type="checkbox"/> Selected conference time	my class

4. If your child is more than one secondary program, select the additional program in the drop-down 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.

Join a Meeting

To attend the Parent Teacher Conferences, click on this Canvas link and follow the instructions in the **Join a Meeting** section.

<https://hcpss.instructure.com/courses/77796/pages/g-suite-google-meet>

This section describes how to join a meeting using a Google Meet Nickname/Code or a Google Meet link.