

DIRECTIONS TO SCHEDULE CONFERENCES - 2018-2019

WEB ADDRESS: harbur.region10ct.org

- Enter your email address (the one currently utilized by the middle school) and click on **"Login/Create Account"**.
- Fill in the required fields to register: email address, parent first and last name, and a password. Click "ok" to register.
- For each child, enter your child(ren)'s first and last name (i.e. PeterBogen), **with no spaces**, and the **password** will be your child's birthday (i.e. mm/dd/yy).

To Schedule a Conference

- **For 5th/6th/7th/8th graders**, on the scheduling screen, each colored square represents an available meeting time. For your child's core team classes (Language Arts, Math, Science, and Social Studies, you will see all four teachers in one (1) 20-minute block (about 5-minutes per teacher). For all other teachers, conferences are 10-minute blocks.
- The legend (on left of page) shows you the available team/teachers for your child.
- Scroll up and down the page for available conference times for each of the three (3) days of conferences.
- Click on a **"colored square"** to book a conference time. Click the check box on the next screen "Add this appointment to your calendar" and hit "Create Appointment". Hit "Return" to book other conferences.
- A confirmation page will appear. If you wish to print a hard copy of your schedule, click **"printable schedule"**.
- **Please note:** you will **only be allowed** to choose one (1) block of time per team/subject per child.
- **Please note:** if you would like to make an appointment with a teacher who is not listed on the scheduler, you will need to contact Mrs. Leon at (860) 673-6163 ext. 17502 or Mrs. Stater at ext. 17230.
- Logout when completed. If you choose, a confirmation email will be sent to you.

To Review Your Scheduled Conference

- If you want to review or make changes to your schedule, you can log in at anytime with the email address and password you used to create your account.
- Click on **"Your Schedule"** to display your appointments. There will be links to change the time, or cancel the appointment.