## Parent-Teacher Conference Schedules & Info Lookup

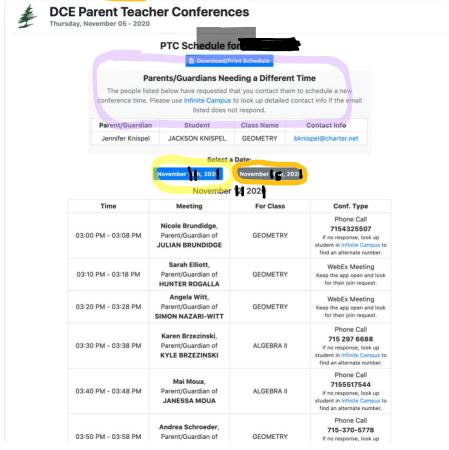
All teachers can look at their PTC schedule info by date (11/11 or 11/15) but cannot add, delete, or change appointments. Please contact Dawn Seehafer @ ext. 4021 or <u>dseehafer@dce.k12.wi.us</u> for help if needed.

Go into:

- 1. https://signup.dce.k12.wi.us/apps/srhptc/login.cfm
- 2. type in your District username and password

DCE SRH PTC Login				
Please log in with your DCE username and password below.				
	Username:			
	Password:			
	Log In			

- 3. Below is what comes up after inputting your login info.
  - a. Purple is for the parents who could not schedule with you for some reason (your appts were all taken or they could not make it either night). These are the ones that are asking you to contact them.
  - b. Yellow is for 11/11 conferences info.
  - c. Orange is for 11/15 conferences info.



## 4. If parents picked Webex, below is the information on their screen with instructions

You have selected the "Virtual WebEx" conference type. In the "Conf. Type" column of your current schedule, you will see a blue link titled "WebEx Link". Please click on this when your scheduled time slot starts and you will enter a virtual teleconference meeting room with that teacher automatically.

## If you are using a smartphone, you will need to download the Cisco WebEx app here, then click on the link.

If this is incorrect or you'd like to make a change, please click here to reset your preference and contact info.

CURRENT SCHEDULE FOR					
Time	Class	Teacher	Conf. Type		
Nov. 12 at 3:50 PM	CHEMISTRY HONORS	William Heeren	WebEx Meeting Link		
Nov. 1 <b>2</b> at 4:00 PM	SPORTS AND ENTERTAIN MARKETING	Jodi Peterson	WebEx Meeting Link		
Nov. 12 at 4:10 PM	ENGLISH 10 HONORS	Audrey Kemp	WebEx Meeting Link		
Nov. 12 at 4:20 PM	GEOMETRY	Brian Buege	WebEx Meeting Link		
Nov. 12 at 4:30 PM	FITNESS FOR LIFE	Joanna Bailey	WebEx Meeting Link		
Nov. 12 at 4:40 PM	GAME DESIGN	Jennifer Gipp	WebEx Meeting Link		

5. For teachers, the night of conferences you need to open Cisco WebEx, click on "start a meeting" and then wait for the scheduled parent(s) to join your meeting room. If you haven't clicked "Start a meeting" and a parent tries to enter their meeting, that's not a problem. The parent will be entered into a virtual "Waiting Room" where they can click a button to notify the teacher or wait for the meeting to start.

Cisco Webex Meetings	@ — ×
Bailey Hughes https://dce.webex.com/mee	et/bhughes 🍙
Start a Meeting	Schedule
Join a Meeting $\odot$	

Enter meeting information