

# **BRPS Parent-Teacher Conference Online Signup FAQs**

Online signup for parent-teacher conferences will be available through our web site. This document addresses questions often asked by parents. If you don't see your question here, please inquire through the webmaster (email link on our home page at [www.blackriverpublicschool.org](http://www.blackriverpublicschool.org)), or call Jen Wise at 355-0055 x141.

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## **What do you mean, sign up online?**

Beginning at 8:00 a.m. on the day conference signup begins, a link for scheduling will be prominently displayed on the school home page. You'll simply choose the type of appointment you want, select a teacher, choose from available times, provide contact info and you're done. Appointments can be made from any internet-connected computer. Help is available at school if you need assistance scheduling your appointments.

## **When can we start signing up?**

We'll announce the schedule for signups in Ripples and in a prominent announcement on the school home page. The link will be live at 8:00 a.m. on the first day.

## **I don't have a computer at home or am not comfortable scheduling online. Can I get help?**

Yes. Come to school and staff members will be available to help you schedule appointments. PLEASE BRING WITH YOU THE LIST OF TEACHERS YOU WANT TO SEE AND YOUR PERSONAL CALENDAR. This will help to avoid excessive rescheduling of appointments.

## **How do I do it – are there instructions somewhere?**

See the school home page for detailed printable instructions. Online scheduling is simple, with lots of prompts along the way to guide you.

## **Will my email address or phone number be added to any mailing lists or other marketing intrusions?**

No. Your email address is used only to send you a confirmation of your appointment. You do not even need to provide an email address, but you should be aware that if you don't, you won't receive a confirmation or appointment reminder. Also, you'll need to contact the school to make any changes to your appointments. A phone number is requested only for the convenience of your child's teachers, in case they need to contact you about your conference. None of the information is retained by the scheduling application once conferences are over and the appointment calendar is reset.

## **Password! I don't like having to remember passwords.**

In this day and age, data security is very important and we want your information to stay confidential. When you make your first appointment, choose a simple password that you can remember and will associate with BRPS conference appointments. You'll receive it in an email which you can save to prompt your memory. If you do NOT choose a password the system will generate one for you at random and send it to you in the welcome email. You can change it later if you wish.

Having a password will enable you to login as a returning customer with two desirable features: 1) you won't have to keep entering your name, phone & email, and 2) you can view and print a summary of all the appointments you make.

**Will my appointment information be visible to others online?**

No. When you make an appointment the time you choose is removed from the available time list. Nobody can see who or when you are visiting, or any of the email/phone information you provide.

**What if I don't have an email address?**

You don't need to provide one. If you do not provide an email address, however, you won't receive a confirmation or appointment reminder. Also, you'll need to contact the school to make any changes to your appointments.

**What kind of confirmation will I get that I made my appointments correctly?**

Immediately after making your appointment a new window will open detailing your appointment information. In addition, the identical information will be immediately emailed to the address you provided. As a third check, you can login as a returning customer and view all of your appointments. If you registered at school and didn't have an email address, we'll provide you with hard copy notes about your appointments to take home.

**How do I reschedule or cancel an appointment if things change?**

You will need the email address and password with which you made the appointment. A clickable link to the cancel/reschedule page will be in the email confirmation you receive when you schedule an appointment. Also, you can go to the account login page and be able to make changes to any of your appointments.

If you do not have a confirmation email or have lost your confirmation email, please call the school for help changing your appointments.

**I have a lot of appointments to make. Do I have to fill in all my information for every single one?**

No. Once you have made the first appointment, you'll be able to login as a returning customer and make all your subsequent appointments without filling in anything but the name of the student.

**Can I get a printed schedule of all my appointments?**

Yes. When you made the first appointment you chose or were assigned a password. Click on the link we provide for the registration login site. From there you can see a list of all your upcoming appointments, and clicking on each appointment will show details of teacher name and room number. The printable summary list, however, does not show the name of the teacher, so we recommend that you print copies of your individual appointment confirmations.

**Can I use this tool to schedule a time outside of the designated conference days?**

No. The scheduling tool will only accept appointments during the two designated parent/teacher conference days. Of course, any time you want to see a teacher for any reason you may contact them directly for an appointment. Their email addresses and phone extensions can be found on the Directory page of our web site.

**What happens if there aren't any available time slots for a particular teacher?**

Occasionally this happens, particularly with middle school teachers. If this is the case, please contact that teacher directly about an appointment time that is mutually convenient. All staff email addresses and phone extensions can be found on the Directory page of our web site.

**What if I have other questions?**

Email the webmaster at the link on our home page, or call the school. We'll try to answer your question as quickly as possible.