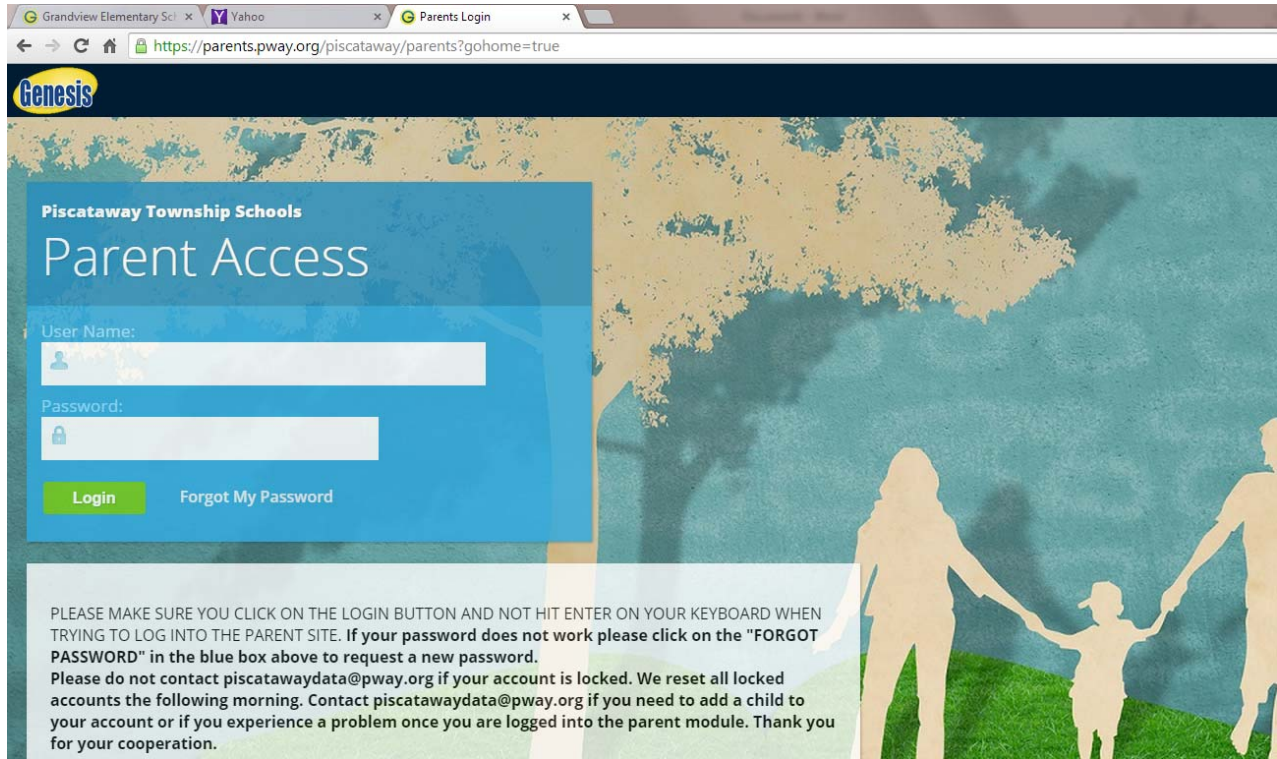


Genesis Parent Portal Conference Sign-Up User's Guide

**conference portal opens at <insert time/date here>

1. Go to the Genesis Parent Portal login screen: <https://parents.pway.org>

The following window will appear:



2. Log into your parent access account. If you forgot your password, click on Forgot my Password link next to the login button. If you don't have a parent access account, call your school secretary to schedule an appointment for you.

3. Once you login, you will be redirected to the following screen:

The screenshot shows the 'Summary' page for a student named Connor. The page includes a navigation bar with 'Summary', 'Attendance', 'Grading', 'Discipline', 'Documents', and 'Conferences' (highlighted). Below the navigation bar, there is a 'SELECT STUDENT:' dropdown menu. The main content area displays the student's name, school (Florence L Walther School), and grade (KF). A table shows the student's attendance for the current week, and another table shows the bus schedule for Thursday. The bus schedule table is as follows:

BUS		WEEK / DAY		< THURSDAY >	
	ROUTE	TIME	BUS #	PICK UP / DROP OFF	
AM	6	08:00AM			
PM					

Additional information provided includes the homeroom (Gizelbach, Amanda), counselor, and age (5).

4. Click on the conferences tab, which is below student data tab. The following screen will appear:

The screenshot shows the 'Conferences' page for the same student, Connor. The navigation bar now highlights 'Conferences'. The main content area displays the title 'Your Conference List for Connor' and a table with columns for Student, Conference Date, Time, Subject, Staff, and Location. The table is currently empty, with the message 'No conferences have been scheduled' displayed below it. A 'Request a Conference' button is visible at the bottom of the conference list area.

5. Click on the Request a Conference hyperlink. The following screen will appear:

Genesis Parent Resources

HOME STUDENT DATA CONTACTS

Summary Attendance Grading Discipline Documents Conferences

Conferences

SELECT STUDENT:

At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.

Available Conferences

Week of 10/06/2014

	10/06/2014 MONDAY	10/07/2014 TUESDAY	10/08/2014 WEDNESDAY	10/09/2014 THURSDAY	10/10/2014 FRIDAY
Scacco, Patti Art, FY					
Travaglini, Paul Health & Physical Education, FY					
Wilkinson, Susan Kindergarten, FY					

6. Change the “Week of” pull-down to the week(s) conferences are being held. Teachers will be scheduling conferences on November 21, November 24 and November 25.

7. Once you change the pull-down to the appropriate dates, the following will appear:

Conferences SELECT STUDENT: XXXXXXXXXX

At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be submitted to the office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.

Available Conferences

Week of

	11/17/2014 MONDAY	11/18/2014 TUESDAY	11/19/2014 WEDNESDAY	11/20/2014 THURSDAY	11/21/2014 FRIDAY
Scacco, Patti Art,FY					
Travaglini, Paul Health & Physical Education,FY					
Wilkinson, Susan Kindergarten,FY				6:30PM-6:45PM 6:45PM-7:00PM 7:00PM-7:15PM 7:15PM-7:30PM 7:30PM-7:45PM 7:45PM-8:00PM 8:00PM-8:15PM 8:15PM-8:30PM	1:45PM-2:00PM 2:00PM-2:15PM 2:15PM-2:30PM 2:30PM-2:45PM 2:45PM-3:00PM 3:00PM-3:15PM 3:15PM-3:30PM 3:30PM-3:45PM

8. Click on date and times next to the teacher that you'd like to schedule a conference for. The screen pictured below will appear: (Please choose only TWO academic subject areas)

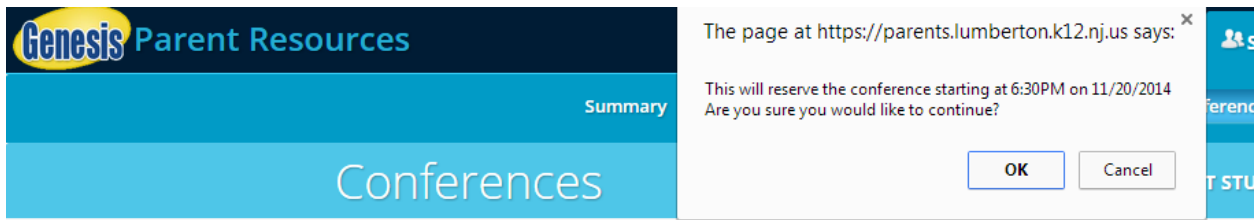
The screenshot shows the 'Available Conferences' interface. At the top, there is a date selector set to '11/20/2014'. Below this, the teacher's name 'WILKINSON, SUSAN' and grade 'KINDERGARTEN, FY' are displayed. A list of time slots for 'Thu 11/20' is shown, each with a 'Reserve' button. The first slot, from 6:30PM to 6:45PM, has a green background and a green 'Reserve' button. The subsequent three slots (6:45PM-7:00PM, 7:00PM-7:15PM, and 7:15PM-7:30PM) have red backgrounds and red 'Reserve' buttons.

Time Slot	Availability
Start: 6:30PM End: 6:45PM	Available (Green)
Start: 6:45PM End: 7:00PM	Unavailable (Red)
Start: 7:00PM End: 7:15PM	Unavailable (Red)
Start: 7:15PM End: 7:30PM	Unavailable (Red)

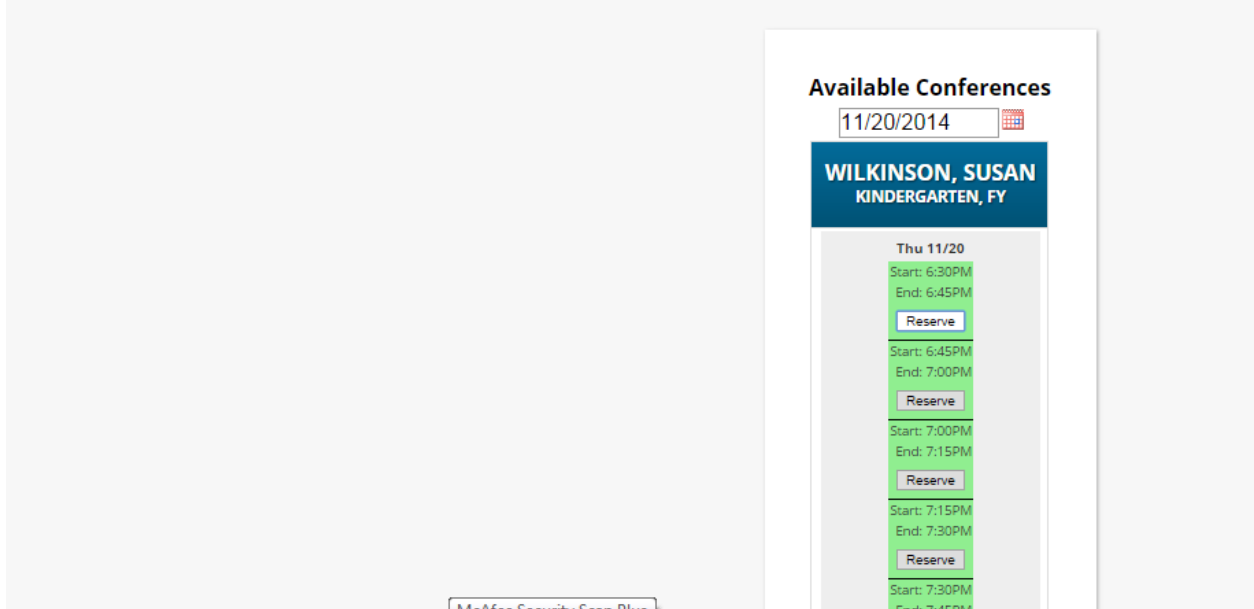
9. Notice that the conference time availability for all teachers on the date you selected appears. Change the date in the upper left corner of the screen if you want to check availability on one of the other conference dates.

10. Any times listed in green are available. Times listed in red are unavailable / already booked. Figure out a time that works within your schedule.

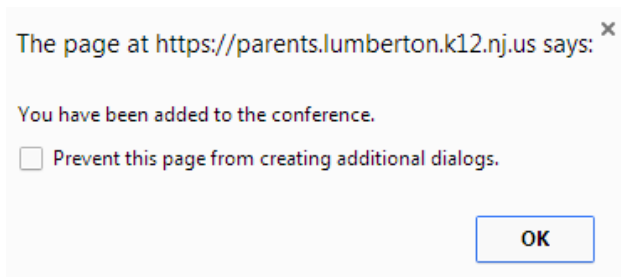
11. Click on reserve. A pop-up window stating that you are reserving this particular time will appear. Click on ok.



At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.



12. Another pop-up window will appear stating that you've been added to the conference. Click on ok.



13. The time you have reserved will now appear in white. If you need to cancel that particular day / time, click on the cancel button. However, please avoid last minute cancellations if at all possible.

14. From this screen, you can schedule conferences with additional teachers as needed. Just repeat steps 9-13.

15. Click on the conferences tab that you clicked on at the beginning of this process. The following screen will appear:

Genesis Parent Resources

HOME STUDENT DATA CONTACTS

Summary Attendance Grading Discipline Documents Conferences

Conferences

SELECT STUDENT: [REDACTED]

At a minimum, grades in the teachers' gradebook, are updated on the 15th AND the last working day of every month. Any changes to demographic and emergency contact information must be reported to the office. You must provide proof of residency when changing your address. It is important to keep this information up-to-date.

Your Conference List for **Connor Wilkinson**:

STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION	
Connor Wilkinson	Thu 11/20/14	6:30PM to 6:45PM	Meeting	Wilkinson, Susan	My Room	Update

[Request a Conference](#)

16. Notice that the conference that you have scheduled is now listed on this screen. If you click on update, it will take you back to the conference screen with all teachers and times listed for the date you chose.

17. Repeat this process for your other children as needed. Thank you for being a part of this process.