

# Notre Dame Regional Secondary

## Parent-Teacher Conferences | Information for Parents

Dear Parents/Guardians,

Notre Dame's Parent-Teacher Conferences will have all sessions conducted online this year.

**To participate in Parent-Teacher Conferences, families must**

- 1. book teacher appointments through the PowerSchool Parent Portal (pp 2-3);**  
**AND**
- 2. use Zoom on a web-enabled device to join the teacher meetings (pp 3-4).**

Please read through to the end of this document for detailed instructions on the registration process and what to expect of Parent-Teacher Conferences via Zoom. If you are new to video-conferencing, review Section 2 with special attention ahead of the interviews.

*NOTE: The following applies to appointments with teachers specifically. Parents who wish to see **Mr. Roger DesLauriers** ([rdeslauriers@ndrs.org](mailto:rdeslauriers@ndrs.org)), **Mr. Dennis Pavan** ([dpavan@ndrs.org](mailto:dpavan@ndrs.org)), **Mr. Jon Tagulao** ([jtagulao@ndrs.org](mailto:jtagulao@ndrs.org)), **Ms. Roberta Marghetti** ([rmarghetti@ndrs.org](mailto:rmarghetti@ndrs.org)), or **Ms. Jadranka Erlic** ([jerlic@ndrs.org](mailto:jerlic@ndrs.org)) should email them directly to arrange a suitable time to meet during Parent-Teacher Conferences; they will confirm via email with their own Zoom links.*

## **BOOKING and ZOOM INSTRUCTIONS**

### **1. BOOKING TEACHER APPOINTMENTS THROUGH POWERSCHOOL**

The system is open for registration at noon on Thursday, October 7th.

Teachers will be holding Conferences on Wednesday, October 13th on Zoom from 3:30 - 7:00 pm. You must sign up for an appointment by 2:00pm the day of Conferences to get an appointment.

Appointment slots are spaced at 7 minute intervals; parents can expect to see the teacher for up to 5 minutes. To ensure a smooth transition from appointment to appointment, we ask that parents NOT sign up for back-to-back slots. If you are seeing multiple teachers, please ensure that you are booking appointments at least 15 minutes apart, from the expected end of one session to the start of the next, to allow sufficient time for moving out of and into different Zoom sessions.

If you require more time or the teacher is unavailable, please email the teacher directly to discuss possible alternatives for going over your child's progress.

#### **Parent-Teacher Conference Booking Instructions:**

1. Log into the Parent Portal. <https://ndrs.powerschool.com/public/home.html>
2. Select the student at the top left of the page.
3. Click on "Request Interview" icon.
4. Under Event Name select which session you want to make bookings
5. The course name and teacher will show at the top of the columns. The times are shown on the left.
6. Click on the desired times that you wish to book, and click on "Submit Requests" when you are done.
7. Review requests.
8. Enter the name of the parent/guardian who will be attending the meeting(s).
9. Click on the "Confirm" box.
10. Click on "Confirm Request(s)" to book the meetings.



### **To Review/Delete Booked Appointments**

1. Log into the Parent Portal.
2. Select the student at the top left of the page.
3. Click on "Review Interviews" icon.
4. Choose the event from the drop down.
5. This screen can be printed.
6. To delete an appointment, click "Delete Appointment".
7. Click "Confirm" to delete the appointment.

## **2. USING ZOOM TO JOIN THE TEACHER SESSIONS**

While it is possible to join a Zoom session on a mobile device, we recommend that parents use a computer for a better viewing experience as teachers may choose to share their screen during the session (e.g. to explain course information or review student work).

\*\*\*If you are new to video-conferencing, try out these steps ahead of the Parent-Teacher Conferences. The only difference will be that, during your trial, you will reach the Waiting Room and not be admitted.\*\*\*

[Meeting IDs, Passwords, and Session Links can be found in the Bulletin area of Parent Portal.](#) Teachers are organized in alphabetical order by last name.

You may join the scheduled Zoom in a number of ways:

1. Using the session link -- Click on the appropriate session link. If you're on a computer, this should open in a different tab in your Web browser. You will be prompted to Open Zoom.us.
2. Using the Meeting ID/Passcode -- Go to [www.zoom.us](http://www.zoom.us), or open the Zoom application on your device if you have it installed; click Join a Meeting. Follow instructions on screen to enter the Meeting ID, followed by the Passcode. We recommend copying and pasting this information.

You will be asked whether you wish to Join with Video, or without. For Parent-Teacher Conferences, we ask that you Join with Video.

You will see a message on the screen indicating that you are in the Waiting Room for that teacher's session, and will be admitted shortly. Again, verify that the teacher's name is correct. While waiting, you may wish to test your sound (i.e. speakers and microphone).

\*\*\*\*\*

Parents should be in the Waiting Room no more than 5 minutes before the start of their scheduled slot. Please be aware that teachers may have a difficult time identifying you as the next appointment if your profile name is not your own or your child's. Teachers may send messages into the Waiting Room so watch for any Chat notifications on your screen.

In an effort to honor appointments, a teacher may ask parents who enter the Waiting Room after their scheduled time to return later in the session or wait until the next available slot.

We thank you in advance for your patience and cooperation.