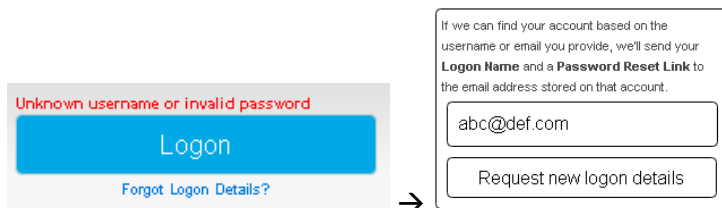


Booking Parent Teacher Conferences

1. Log into the [Parent Portal](#) on the website using the log-in details that have been sent to you. In case you have forgotten your password, fill in your logon name, which is usually your email address, fill in any password and click on “Logon”. Now you have the “Forgot Logon Details” option and you can request a new password.



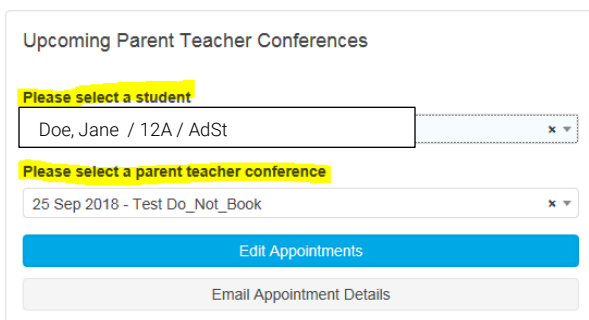
Alternatively, you could also contact schoolbase@the-fis.de when you have problems logging in.

2. Once logged-in, click on the PTC icon:



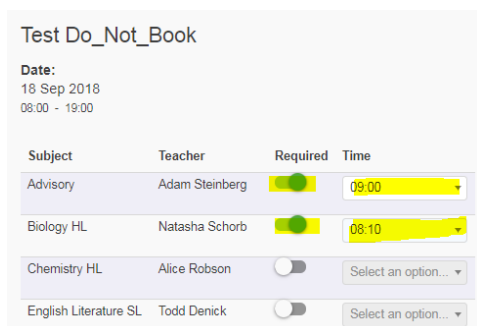
Parent Teacher Co...

3. Please select your child and a PTC if there are options and click on “Edit Appointments”.



The screenshot shows a form titled "Upcoming Parent Teacher Conferences". It has two dropdown menus. The first is labeled "Please select a student" and shows "Doe, Jane / 12A / AdSt". The second is labeled "Please select a parent teacher conference" and shows "25 Sep 2018 - Test Do_Not_Book". Below the dropdowns are two buttons: "Edit Appointments" (blue) and "Email Appointment Details" (grey).

4. Click on “Required” if you would like to schedule a meeting with a teacher and select a time slot from “Time”.

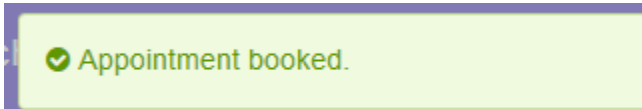


The screenshot shows a table for "Test Do_Not_Book" with the date "18 Sep 2018" and time "08:00 - 19:00". The table has columns for Subject, Teacher, Required, and Time.

| Subject | Teacher | Required | Time |
|-----------------------|----------------|-------------------------------------|---------------------|
| Advisory | Adam Steinberg | <input checked="" type="checkbox"/> | 09:00 |
| Biology HL | Natasha Schorb | <input checked="" type="checkbox"/> | 08:10 |
| Chemistry HL | Alice Robson | <input type="checkbox"/> | Select an option... |
| English Literature SL | Todd Denick | <input type="checkbox"/> | Select an option... |

Booking Parent Teacher Conferences

The system saves your input after each selection of a time slot and a message will show up at the top of the page for two seconds.



5. Please click on "Finish" when you are done.

Upcoming Parent Teacher Conferences

Please select a student

Please select a parent teacher conference

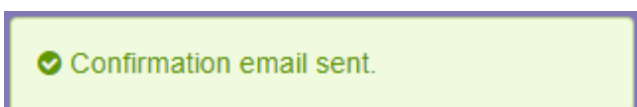
6. You will receive your appointment details per email if you click on "Email Appointment Details".

Upcoming Parent Teacher Conferences

Please select a student

Please select a parent teacher conference

A confirmation will appear for 2 seconds.



Booking Parent Teacher Conferences



- The school will check all bookings after the conference manager has closed and might have to modify some appointments. You will get an email with your final appointment schedule (example given below) after the schedule has been closed. This schedule will also show room numbers.

MS/HS Parent Teacher Conference

Day, Month, Year

In FIS, Marie-Curie-Str. 2, 91052 Erlangen at 8:30AM

Appointments for :

Tutor: CaRi; SaTu

| | | | |
|-------|--------------|---------------------|-----|
| 10:50 | Mr Sayer | Mathematics | 253 |
| 11:00 | Mr Landmann | Theory of Knowledge | 253 |
| 11:10 | Mr Armstrong | Biology | 259 |

Please print only the confirmed schedule and bring it with you on the conference day.


Please note, for all Middle School and High School teachers and Early Years and Elementary School Specialist Teachers:

Please only block one ten-minute slot for each teacher per child even if the teacher comes up twice in your overview. This rule applies to teachers who might teach your child in two different subjects or also function as your child's advisor in addition to being their subject teacher. Double bookings with a teacher will not be accepted in order to give as many parents as possible the opportunity to meet with teachers. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click "Insert" and then choose the elements you want from the different galleries.

What do I do if ...

a. I get this message?



Test Do_Not_Book - *This PTC is currently not open to book appointments*

Date:
25 Sep 2018
08:00 - 19:00

| Subject | Teacher | Required |
|--------------|----------------|--------------------------|
| Advisory | Adam Steinberg | <input type="checkbox"/> |
| Biology HL | Natasha Schorb | <input type="checkbox"/> |
| Chemistry HL | Alice Robson | <input type="checkbox"/> |

→ The booking has been switched off temporarily. Please try again in a couple of minutes.

b. I don't see any PTCs?

Upcoming Parent Teacher Conferences

Please select a student

Mustermann, Max / 12A / AdSt

Please select a parent teacher conference

Select an option...

No results found

→ The booking hasn't been opened yet. Please try again once the official sign-up period has opened.

In case you have any specific questions or issues regarding Parent Teacher Conferences, please contact us a ptc@the-fis.de.