

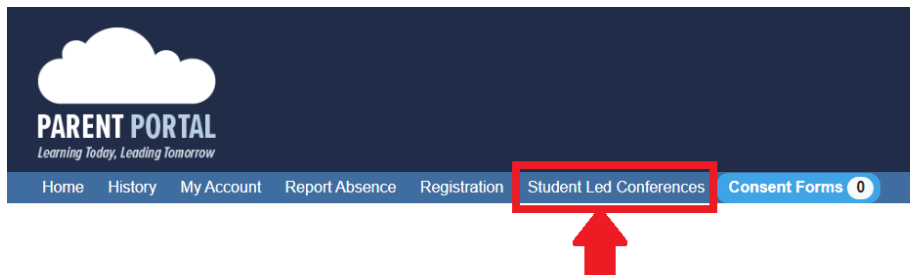
Student Led Conferences

In this guide, we will walk through the process for parents to book student led conferences using the Parent Portal.

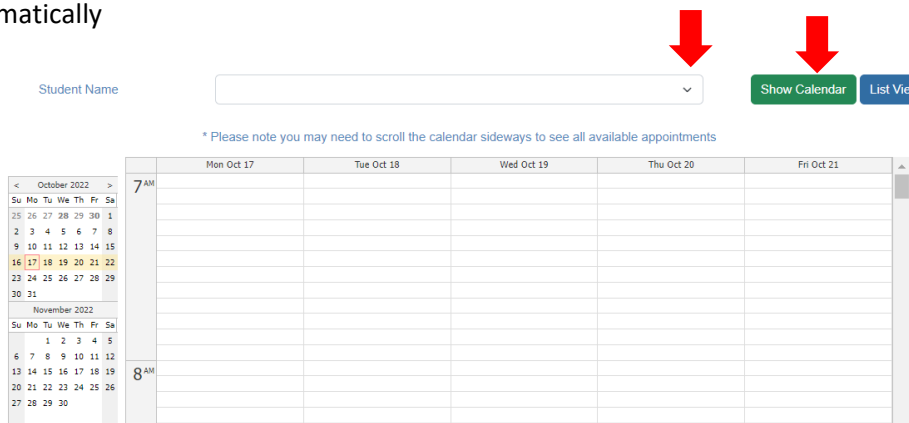
1. Log in to your Parent Portal account at <https://parents.sd42.ca>



2. Click on Student Led Conferences



3. Select your student from the dropdown menu, and click “Show Calendar” if it does not load automatically



- Use the calendar located on the left to select the date your student’s teacher communicated they are holding their conferences

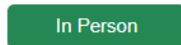
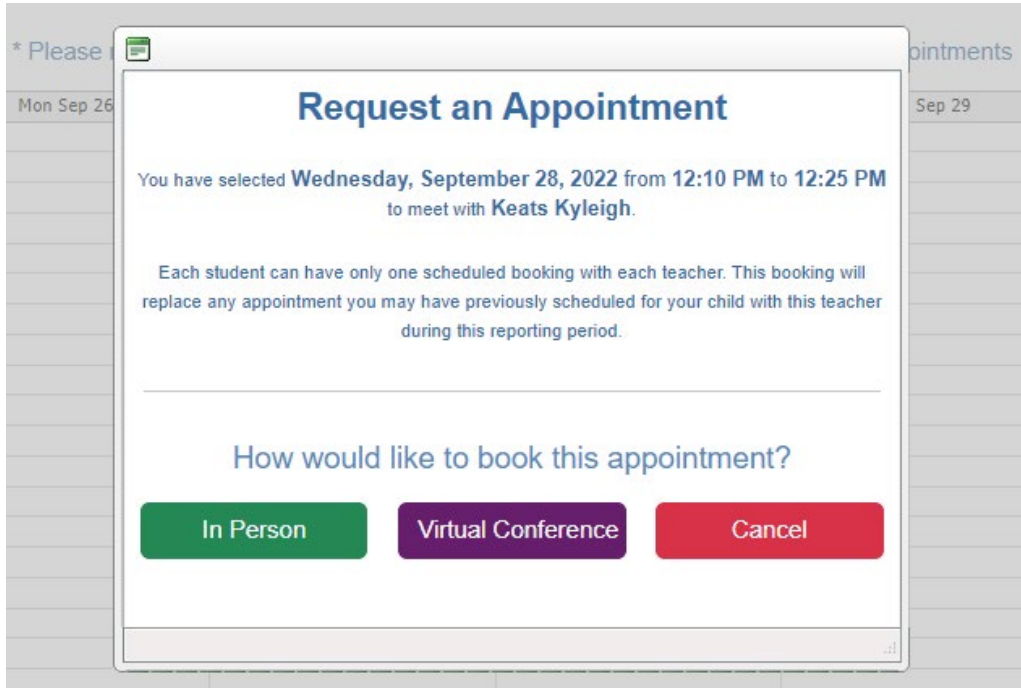
Student Name

[Show Calendar](#) [List View](#)

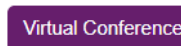
* Please note you may need to scroll the calendar sideways to see all available appointments

- Click on an available appointment (displayed with a green bar) of your choice. This will open a pop-up window with additional details to verify

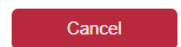
6. The pop-up window will provide you with additional information about the appointment you have selected, and the option to book an in-person or a virtual conference with your student's teacher



Click this button to book an In Person appointment



Click this button to book a Virtual Conference



Click this button to close the pop-up without booking an appointment

7. Your booked appointment will now display on the calendar:
 - a. In red for In Person appointments
 - b. In purple for Virtual Conferences

Should you require any further assistance, or have any questions, please contact your student's school, or reach out to the Help Desk directly.

