

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

Student Name				~	Show Calendar	List \
	* Please note you	may need to scroll the cale	endar sideways to see all a	vailable appointments		
	Mon Oct 17	Tue Oct 18	Wed Oct 19	Thu Oct 20	Fri Oct 21	
October 2022 > 7AM						
Tu We Th Fr Sa						
27 28 29 30 1						
4 5 6 7 8						
11 12 13 14 15						
18 19 20 21 22						
25 26 27 28 29						
lovember 2022						
Tu We Th Fr Sa						
1 2 3 4 5						
8 9 10 11 12						
15 16 17 18 19 8AM						



4. 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	
	* Please note you	may need to scroll the cal	endar sideways to see all a	vailable appointments	54.04.21	
744	MON OCC 17	100 000 10	Web Oct 19	The Oct 20	FILOU 21	
< October 2022 > / AM						
25 26 27 28 29 30 1						
2345678						
9 10 11 12 13 14 15						
16 17 18 19 20 21 22						
23 24 25 26 27 28 29						
30 31						
November 2022						
Su Mo Tu We Th Fr Sa						
1 2 3 4 5						
6 7 8 9 10 11 12						
13 14 15 16 17 18 19 8 ^{AM}						
20 21 22 23 24 25 26						
27 28 29 30						

5. 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

12 ^{PM}			
12			
		(12:10 PM - 12:25 PM)	
1 PM			
1			



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 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

Cancel

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

