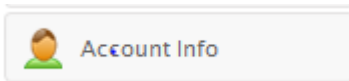


Username: your email address

Password:

Please reset your password to the same password you use in Infinite Campus.

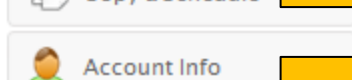
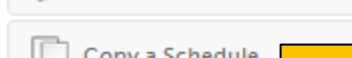
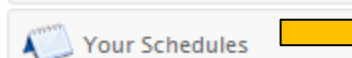
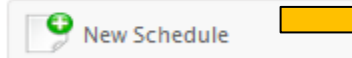
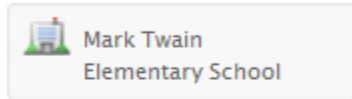
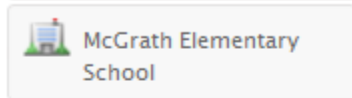
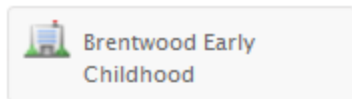


➤ scroll to bottom of page with account info on it

Edit Account Info

[Change Password](#)

When you are logged in, you'll see the following buttons:



Any of these school buttons will connect you to the available conference schedules. A teacher's name won't appear on the front page unless he/she has a schedule created.

Above the listing of teachers with schedules is an area for general information about a building's schedule



You can create a schedule from scratch. There is a good help video on how to do this --- it's linked at the top of the page when you log in.

Displays the active schedules for your account.

Enables you to copy other teacher schedules. This has been done for you.


Account info and options, password reset.


When you click on a schedule, here are some of the editing options you have:

Monday, March 14, 2011 Edit Delete Printer-Friendly

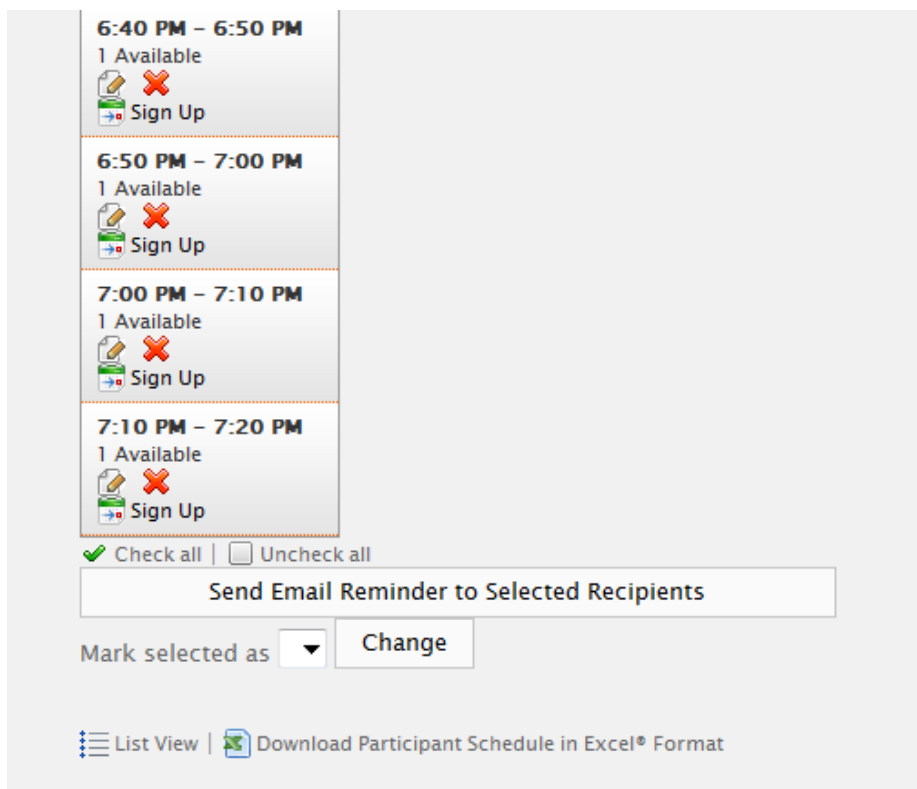
 Schedule for **Jennifer Lee – Resource Teacher**

Conferences posted: 20 / Conferences scheduled: 0 (0.0%)













 Add a comment to be displayed here for the entire schedule

 Add a conference to Monday, March 14, 2011

At the bottom of a schedule, you'll see options for downloading your schedule in Excel, pushing out email reminders, changing the view:





The screenshot displays a list of four time slots for a conference on Monday, March 14, 2011. Each slot shows a time range, the number of available spots (1 Available), and icons for editing, deleting, and signing up. Below the list are checkboxes for 'Check all' and 'Uncheck all', a button to 'Send Email Reminder to Selected Recipients', a 'Mark selected as' dropdown menu with a 'Change' button, and options for 'List View' and 'Download Participant Schedule in Excel® Format'.

6:40 PM – 6:50 PM	1 Available	 	 Sign Up
6:50 PM – 7:00 PM	1 Available	 	 Sign Up
7:00 PM – 7:10 PM	1 Available	 	 Sign Up
7:10 PM – 7:20 PM	1 Available	 	 Sign Up

Check all | Uncheck all

Mark selected as

 List View |  Download Participant Schedule in Excel® Format

<http://www.brentwood.k12.mo.us/district/conferences.html>