



On the Teacher side of things....these functions require you to log in with your staff account.

How to clear a scheduled conference:

Don't click on this button - This button deletes the whole CONFERENCE / TIME SLOT --- If you accidentally delete the conference (AKA time slot), go to your schedule and choose Add a Conference to recreate the time slot.

Do use the edit button for the specific CONFERENCE / TIME SLOT, then on the page that displays next, select this button:

Edit Conference Details

Click to Remove Kathleen Walton and Make Conference Available to Others

How to lock a conference schedule:

1. Select a day's schedules to view:

The editing that is associated with a day's schedule displays in the top block.

2. Click on Lock Day. This disables online signups. The next page that displays shows the following:

Conferences for the selected date are now locked.

The schedule view will now show conferences grayed out and unlock day toggles on.

How to print out your conference schedule:

NEW AND IMPROVED

Spring 2012 Conferences 5:30

Schedule for **Jeen Steiger – Web Development, Lab 260**
Conferences posted: 40 / Conferences scheduled: 0 (0.0%)

Add a comment to be displayed here for the entire schedule

Add a conference to Spring 2012 Conferences 5:30

Thu, Mar 8, 2012	Wed, Mar 14, 2012
Add Conference	Add Conference
Duplicate Day	Duplicate Day
Edit Date	Edit Date
Delete Day	Delete Day
Lock Day	Lock Day

when logged in you will see the **Printer-Friendly options**. These allow you to print out a list of names or a list with both names and time slots.

How to push out email reminders:

Any signups that include email addresses allow you to push out email reminders.

6:50 PM – 7:00 PM
0 Available

 Bob Smith

7:00 PM – 7:10 PM
1 Available

 Sign Up

7:10 PM – 7:20 PM
1 Available

 Sign Up

Check all | Uncheck all
Send Email Reminder to Selected Recipients

Mark selected as

List View | Download Participant Schedule in Excel® Format

This option appears at the bottom of a schedule. “Selected Recipients” means --- once a conference has been scheduled, you’ll see a **checkbox next to the person’s name. Use the Check all for saving time if you want to send notices out to all with email addresses.**

Notice that this area also has two other features you will be using;

a **dropdown menu for reporting the status of conferences after they are completed.**

a **download button that gives you conference info in Excel format.**