

**ELK GROVE HIGH SCHOOL
PARENT-TEACHER CONFERENCE
ONLINE SCHEDULING INSTRUCTIONS**
Online Scheduling Access is available beginning 12:01 a.m.,
January 14, 2019 through 11:59 pm – January 27, 2019

CONFERENCE SCHEDULING DIRECTIONS

1. WEB BROWSER REQUIREMENTS:
 - Internet Explorer, Google Chrome, & Firefox.
 - Please make sure "Pop-up Windows" are not blocked and JavaScript is enabled in your browser settings.
2. Open your Web browser and go to the EGHS website <http://eghs.d214.org>
3. Click on the image "Trending @ EGHS" or click on the image "Parents" and click on "Parent-Teacher Conferences".
4. Log in using your "Student's ID," Student's Date of Birth, and Primary Phone Number.
 - You must click on the "LOGIN" button with the mouse or the "ENTER" key to proceed.
5. **On the Overview screen** parents will see student demographic information on the left and student course information on the right.
6. Please add your email address on this screen if you would like the option of having your conference schedule emailed to you.
7. To schedule or change conferences, click 'Schedule Conference' at the bottom of the web page.
8. The scheduling page will contain the classes your child is enrolled in. Click on any of the "Teachers" name. The teacher and course will become highlighted in red.
9. The teacher's available conference times will be listed in the "Time Slots" column. **IF THE SLOT IS BLANK, THE TEACHER IS NOT AVAILABLE AT THIS TIME.** Click on an available "Time Listed Slot" and press "SUBMIT" to schedule conference.
10. Once a conference is scheduled, it will show up in the bottom left corner.
11. If you wish to change the conference scheduled, select the conference you wish to change and click 'UNDO'. Clicking 'CONFIRM UNDO' will delete the conference from your schedule.
12. Continue scheduling for any other teachers you wish to see:
 - Allow yourself time to walk from one class to another.
 - To view times you have scheduled, click on "<<Main Section."
13. When you are finished scheduling, click on "Print Conferences" to print a schedule or "Email Conferences" to have a schedule emailed. Click on "<< Main Section" to return to the main screen.
14. Confirm that you have scheduled your choices by looking over the "Conferences Scheduled" section.
15. Click "Log Off" to exit the scheduling screen.