

## **Signing up for Fall Conferences**

November 26, 3:30pm to 7:00pm November 27, 7:15am to 10:45am

Conferences slots are available as In-Person or Virtual, but ALL conferences require a scheduled appointment Make sure to check your child's report card Infinite Campus (visit <u>https://</u> <u>www.nasd.k12.pa.us/page/</u> <u>infinite-campus</u> for help)



**Steps to make an appointment** (you can use any email address to book your appointments):

## 1. Go to www.nahslibrary.org/conferences

2. Click on the button for the Teacher List

Teacher List - Alphabetical

3. Find the teacher's name in the list and click on it. It will bring up the teacher's appointment page. Choose in-person or virtual.

4. On the schedule page advance to the correct date. You will see open appointment slots on 11/26 and 11/27. Click on the time slot you want to schedule.

| Robert Schmalbach  | Schmalbach In-Person Conferences |                  |  |
|--|----------------------------------|------------------|--|
|  | 15 min appointments              |                  |  |
|  | Choose an appointment            |                  |  |
| Select an appointment time   | slot here on<br>11/26 and 11/27  |                  |  |
| November 2024 < >  | < <sup>TUE</sup><br>26           | wed тни<br>27 28 |  |
| S M T W T F S  | 3:45pm                           | 7:15am —         |  |
| 3 4 5 6 7 8 9  |                                  | 7.15011          |  |
| <del>10 11 12 13 14 15 16</del>  | 4:00pm                           | 7:30am —         |  |
| 17 18 19 29 21 22 23   | 4:15pm                           | 7:45am —         |  |
| 24         25         26         27         18         29         30           1         2         2         1         5         6         7 | 4:30pm                           | 8:00am —         |  |
| Choose the date here   | 4:45pm                           | 8:15am —         |  |

| 5. Complete the information needed and click<br>BOOK.      | Schmalbach In-Person<br>Conferences<br>Tuesday, November 26 · 3:45 – 4:00pm<br>(GMT-05:00) Eastern Time - New York |
|--|--|
| Enter your First and Last name                             | Your contact info  |
|  | First name   |
| • Enter your email address (can be any                     | FIRST  |
| valid email)   | Last name  |
|  | LAST   |
| Enter your student's full name                             | Email address  |
|  | sampleemail@aol.com  |
| <ul> <li>If you need an interpreter, enter yes.</li> </ul> | Student Name   |
|  | Student Name   |
|  | Interpreter Needed?  |
| 6. Repeat steps 2-5 for each of your                       | Yes or No  |
| done!  | Optional   |
|  | Caned  |
| Click <b>BOOK</b> to make the appointment.                 | -  |

## **On Conference Day**

If you're meeting VIRTUALLY, confirmation email at appointment time, and click on the **Join With Google Meet** button. The teacher will let you into the meet.

If you're meeting IN-PERSON, come to the front door of the high school. Staff will direct you to your meeting locations.



Join with Google Meet