

## PES Parent/Teacher Virtual Conferences On-Line Reservation System Information Sheet

Dear Parents/Guardians:

Prospect Elementary School will be using Virtual Paragon's on-line Parent/Teacher Conference Reservation System for the October 2020 virtual conferences. Parent/Teacher Conferences will be held on October 20, 21, and 22. The system will accept reservations for conferences from Tuesday, October 6, at 8:00 a.m. through Tuesday, October 20, at 1:00 p.m.

The Conference Reservation web site is <http://www.virtualparagon.com/prospect/conference/>

When you go to the web site, you will have to type in PES master password before you can enter the System. You must enter **CardinalsSoar** in the field labeled "School's Master Password".

**Here is the information you should have ready:**

1. You need to have a list of your homeroom teacher as well as any non-classroom teacher you'd like to meet with. The System will not tell you the names of your children's teachers.
2. You should think about what times you'd like to have conferences. The system will tell you the teachers' available slots, but it will help to think about your own availability ahead of time.

### Parent Overview

Here is what you will have to do. You can access a full User's Guide online after you login.

- Go to the **Parent/Teacher Conference Reservation System website** listed above. **Enter PES master password** listed above.
- **If you do not have a Virtual Paragon account, please create one.** This involves choosing a username and password for yourself.
- **Log in** to the system. This involves typing in your username and password, which will bring you to the Main Menu.
- **Select the activity** you want to do, such as **making reservations.**
- **Select the teachers** you want to sign up for by clicking in the box by each teacher's name.  
**Note to Grade 5 Families: Your scheduled conference will take place with the homeroom teacher who will have information about your child's progress from his/her other teachers. Thank you in advance for your understanding that if you schedule time with teachers other than your child's homeroom teacher, the appointment will be deleted from the system.**
- The schedules of teachers you have selected will be displayed next to each other. You can scroll side to side to see the different teachers. You can scroll up and down to see the different time slots and days.
- **Reserve the slots** you need by **clicking in the available time slots.**
- **Press SAVE to reserve the slots** you have selected so far, or **press SAVE/DONE when you have finished** making all your reservations.
- **Check your email prior to your scheduled conference for an invitation for a virtual google meeting from your child's teacher.** Accept the invitation to confirm that you received it.

**Important Reminder:** Your selected conference **time slots are not really yours until you press the SAVE/DONE button** and see that your requested slots have been reserved for you. If you have selected a conference time slot, but have not yet saved your reservation, someone else may be signing up for the same slot at the same time.

**\*\*IMPORTANT\*\*** On-line registration is the only way to make an appointment. If you feel the need for more detailed instructions, you can access a full User's Guide after you login. If you encounter any problems or have any questions, please send email to [conf\\_support@region16ct.org](mailto:conf_support@region16ct.org).