

Princeton Charter School
Instructions for Online Sign-up
Parent Teacher Conferences 2015-16

You will need the following information in order to create your conference schedule.

1. URL: <http://www.virtualparagon.com/princetoncharter/conference/>
(this link is also available on the PCS homepage.)
2. Use PCS's Master Password: (See [SchoolReach message from 10/9/15](#))
(Note this password does not appear on the website as a precaution against hackers)
3. The names of your child's teachers

Follow these steps: (You may complete steps 1-4 in advance, steps 5 -12 when the sign-up window opens.)

Step 1: Go to: www.virtualparagon.com/princetoncharter/conference/

Step 2: Enter PCS's Master Password and "click to enter."

Step 3: You will need to create a new account (even if you used the system last year). Click on "Create New User Name."

Step 4: Complete requested information and click "Create My Account." (Note: It is a good idea to include your email.)

Make certain to remember your log-in information.

Step 5: On the day of the sign-up period, repeat steps 1 and 2 and then click "Log in now."

Step 6: Once you are logged in, you will see the Main Menu Screen which offers several self-explanatory options. Click "Make Reservation(s)."

Step 7: Select all of the teachers with whom you would like to schedule a conference. Select only your child's teachers. If you have the same teacher for two subjects please select only one time slot

Step 8: Once all teachers are selected, scroll to the bottom and click "Continue." (*Note: Sort teachers by room number and plan your conferences accordingly. This will make moving from conference to conference much easier*)

Step 9: You will see the teachers' available time slots side by side in columns. Reserve conferences for each teacher by selecting an available conference time listed beneath the teacher's name. You should leave some leave time between conferences.

Step 10: Click "Save" to reserve your time slots as you go. Your selected conference time slots are not reserved until you "Save." Another family may get this slot if they "Save" before you do.

Step 11: Once you have reserved all conferences, click “Save/Done.” You will then see a reservation summary of your conferences. If you have not already done so, enter your child’s name(s) for each respective conference at this time.

Step 12: You may print your conference schedule and/or request a phone conference or return to Main Menu for more options.

***Note:** You may log in and make changes at any time during the “sign-up” period. Also, there is a detailed user manual available once you log into the site.*

The availability of time slots for some teachers is very tight especially at “peak hours.” It is important that everyone have the opportunity to get feedback from each teacher. If you are unable to book a time slot, you may request a phone call from a teacher through this system. Contact the school if you are experiencing any difficulty reserving conferences. Finally, please do not reserve a conference with a teacher who does not currently teach your child.