



Westchester Lower School Instructions for Parent/Teacher Conference Online Scheduling

The Westchester Lower School Parent/Teacher Conference (PTC) online conference scheduling instructions are below. These instructions provide a brief overview of how to schedule appointments for **Wednesday, February 13; Thursday, February 14; and Friday, February 15** parent/teacher conference days.

1. **How to access the program to make an online appointment:**

Visit <https://windwardnys.ptcwizard.com/> (Note: This link is specifically only for Westchester Lower School parent/teacher conferences.)

2. **How to register and enter your child's name:**

A. If you registered for the Fall 2018 Parent/Teacher Conferences, you may log in on the left side of the screen (*Returning Parents? Sign in here*) with the email address and password you used last time. If you do not remember your password, click *Forgot your password*. The system will send you an email with the password you originally provided. If you do not know the email address that was used for fall conferences, email ebennett@thewindwardschool.org to request a copy of the address and password.



- If you are a first-time user (if you did not register for Fall 2018 Parent/Teacher Conferences), please follow these instructions to register as a new user:
 - Enter your first name, last name, email, and password in the **First-Time** user box on the right side of the screen. Please use an email address currently on file with The Windward School.
 - Write down your password in case you need to change your conference schedule.
 - Press **Register** to proceed to the next page.

If you experience difficulties logging in using a specific email address, use an alternate email address.

3. **How to register your child:**

- If you signed in under **Returning Parents**, the “Welcome to PTC Wizard” page will ask you to confirm if your child’s name is correct.

- If your child's name is correct, select **Yes** and **Continue**.
- If your child's name is incorrect, select **No** and **Continue**. You will be able to edit your child's name on the page that follows.
- After editing your child's name, select **Update**.
- Once updated, select "Return to PTC Wizard" to continue the conference scheduling process.
- **For first-time users:** The "Welcome to PTC Wizard" page will ask you to input your child's first and last names. Once done, confirm that your child's name is correct. If you need to add additional children that attend school at the Westchester Lower School campus, select **No** to add more children to the account. If you have additional children at other campuses, please only register them on the campus where they attend school.

Once registered and logged in, you will go to the "Welcome to PTC Wizard" page.

The screenshot shows the 'Welcome to PTC Wizard' page. At the top left is The Windward School logo. To the right, it says 'User: Charles Conner' with links for 'My Account' and 'Logout'. Below this is a navigation bar with 'Home', 'PTC Wizard', 'My Schedule', and 'Start Wizard'. The main content area features a large image of a school building on the left. On the right, a text box says 'Welcome to PTC Wizard. According to our records, you have not added your child's name to your account.' Below this is a form with two input fields: 'Child First Name' (with a placeholder 'First_Name') and 'Child Last Name' (with a placeholder 'Last_Name'). An 'Add Child' button is at the bottom right of the form.

4. How to set up and confirm your appointment:

- Confirm your conference date on the screen titled "Ready to Begin?"
- Choose **ONE DATE** to schedule your conference: **Wednesday, February 13; Thursday, February 14; OR Friday, February 15. Do not check multiple dates on the screen or all appointments will be deleted.**
- Press **Continue**.

The next screen will confirm your appointment date.

The screenshot shows the 'Ready to begin?' screen. At the top left is The Windward School logo. To the right, it says 'User: Charles Conner' with links for 'My Account' and 'Logout'. Below this is a navigation bar with 'Home', 'PTC Wizard', 'My Schedule', 'Start Wizard >>', and 'Step 1'. The main content area has a text box on the left that says 'Choose only ONE date for an appointment at this step. If you choose a particular date, and there are no available appointments, simply press the "Back" button to return to Step 1 to select a different conference date. If you have any difficulties you are welcome to contact Ms. Josephine Zucchi at 914-954-6969 ext. 2241.' On the right, a form titled 'Ready to begin? Start by selecting the conference that you will be attending.' has two radio button options: 'Monday, November 4' and 'Tuesday, November 5'. 'Back' and 'Continue' buttons are at the bottom.

You will have the opportunity on the following screen to choose a time slot for your appointment. If you cannot find a suitable appointment time for the date you have chosen, press **Back** to return to the previous page to change your date.

5. How to select your child's teachers:

Once you've selected the date, the online scheduling program will display a list of all Westchester Lower School teacher teams. They are organized by grade, homeroom teacher, and teacher team number as shown under the *Team* column. The Language Arts and Math teachers are listed under the *Teacher Team* column.

Monday, November

Meeting on Monday, November

Please select the teachers or teams with whom you will need to meet.
Only teachers or teams that are attending this conference will be displayed.
Therefore it is possible that the teacher or team you are looking for will not be displayed.

Name	Description	Room
<input type="checkbox"/> Grade 1, Ms. Barnett's Homeroom, Team 101	(Janine Barnett)	TBD
<input type="checkbox"/> Grade 1, Ms. Barnett's Homeroom, Team 109	(Janine Barnett, Kristen Bonello)	TBD
<input type="checkbox"/> Grade 2, Ms. Bonello's Homeroom, Team 112	(Allison Oppediano, Kristen Bonello, Fran Allen)	TBD
<input type="checkbox"/> Grade 2, Ms. Bonello's Homeroom, Team 114	(Allison Oppediano, Kristen Bonello, Jessica Barley)	TBD
<input type="checkbox"/> Grade 2, Ms. Bonello's Homeroom, Team 115	(Carrie Curbin, Kristen Bonello)	TBD

- Scroll through the list and choose your child's teacher team by checking the team box. Choose only **ONE** teacher team. Please refer to the teacher team and team number sent home with your child.
- The Language Arts and Math teachers are under the *Team* column, and they are listed in alphabetical order within the team. They are **not** listed by the class they teach.
- Press **Continue** to confirm your selected teachers.

C. How to choose your appointment time:

This will allow you to select appointment times for your conferences.

- Select any available 30-minute time slot.
- Once you have selected your preferred time, click **Continue**.
- You will proceed to the confirmation page.
- Please do not confirm more than one conference for each child. The teacher team selected will include all teachers confirmed for this conference.

07:00 PM

Grade 1, Ms. Barnett's Homeroom, Team 109 (First Name)

Mon, Nov 4, 2013

Click here to start the wizard again

You have successfully signed up for parent teacher conferences.
An email confirmation of your schedule has been sent to

D. How to see a confirmation of your parent-teacher conference appointment:

You should see a confirmation page with your appointment date and time confirmed. An email confirmation will be sent to the email address you provided at registration. This confirmation will show your child's name, the conference you confirmed, date/time of the appointment, and the room where the conference will take place. The one or more teachers confirmed for this conference will be at this meeting. Please do not confirm more than one conference for each child.

FREQUENTLY ASKED QUESTIONS

How do I cancel or change an appointment?

Parents may change or cancel an appointment by clicking ***My Schedule***, located on the top left corner of the screen. After you have cancelled your appointment, you may start the online scheduling by pressing the ***Start Wizard*** or the ***Home*** tab.

How do I sign up two children on the same campus?

If you have two or more children on the same campus, you will notice that all siblings listed will appear in the drop-down box. Choose the 30-minute appointment slots for each child attending Westchester Lower School. If your other child is a student at Westchester Middle School, **DO NOT** schedule using the **Westchester Lower School** Scheduling program. Please do so through the [Westchester Middle School Conference link](#) located on The Windward School website. You may schedule a conference at Westchester Middle School only after completing all steps for the Westchester Lower School and logging out of the system. You may log into the Westchester Middle School conferencing program using the same email address and password.

How do I change my password or email address?

You may change your password or email address by pressing ***My Account*** in the upper right corner.

If you would like to book your appointment by phone or meet with a member of the Guidance Department, please contact Ms. Sheila Tudisco at (914) 949-6968, ext. 2241.

If you have any questions or difficulties in using the Parent/Teacher Conference online scheduling, please contact Erik Bennett, Assistant Director of Technology, at (914) 949-6968, ext. 1271 or ebennett@thewindwardschool.org.