

Algonquin Lakes Elementary School

Lion Pride!



Dear Algonquin Lakes Elementary Family,

Parent-teacher conferences will be taking place mid-November. This year, sign up will be online using PTC Wizard. The following information will help you to make this as smooth a process as possible:

- Parent-Teacher Conferences are scheduled via the web at <https://ale300.ptcwizard.com/parent/>
- Use the same login as you do for accessing parent portal
- Conferences will occur on Monday, November 20 from 11:00 AM- 8:00 PM
- Conferences will occur on Tuesday, November 21 from 8:00 AM until 1:00 PM
- You have from Monday, October 30 through Friday, November 17 to schedule your conference
- Instructions on signing up for conferences are below.
- If you have problems registering from the on-line directions, please contact the office at 847-532-7500.
- If you do not have online access, the office can manually schedule your child's conference for you

Parent-teacher conferences plays a vital role in the success of children. We strongly encourage you to participate in conferences and look forward to seeing you.

Sincerely,

Chris Columbaro

Principal, Algonquin Lakes Elementary

DISTRICT 300 PTC WIZARD PARENT SETUP GUIDE 2017-18



1. Go to one of the following websites that pertains to your school...

District	d300.ptcwizard.com/parent
AMS	ams300.ptcwizard.com/parent
CMS	cms.ptcwizard.com/parent
DCHS	dchs300.ptcwizard.com/parent
DHES	dhe300.ptcwizard.com/parent
DMS	dms300.ptcwizard.com/parent
EVES	eastview300.ptcwizard.com/parent
GDW	gdw300.ptcwizard.com/parent
GES	ges300.ptcwizard.com/parent
HHS	hhs300.ptcwizard.com/parent
HMS	hms300.ptcwizard.com/parent
JHS	jhs300.ptcwizard.com/parent
LES	les300.ptcwizard.com/parent
LKWD	lakewood300.ptcwizard.com/parent
NES	neubert300.ptcwizard.com/parent
PES	perry300.ptcwizard.com/parent
WCS - Middle	westfield.ptcwizard.com/parent
HES	hes300.ptcwizard.com/parent
ALES	ale300.ptcwizard.com/parent
DFEC	dfec300.ptcwizard.com/parent
GVES	gves300.ptcwizard.com/parent
LITH	lithes300.ptcwizard.com/parent
MES	mes300.ptcwizard.com/parent
Oak Ridge	ors300.ptcwizard.com/parent
SHES	shes300.ptcwizard.com/parent
LPES	lpes300.ptcwizard.com/parent

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2. This will bring you to a screen that looks like the following...

A screenshot of the PTC Wizard login page. At the top, it says 'PTC wizard' in a stylized font with stars, and below it, 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. The main content is a 'Parent Sign In' box with two input fields: 'Infinite Campus Username' and 'Infinite Campus Password', each with a small icon (a person and a magnifying glass respectively). Below the fields is a red 'Sign In' button. At the bottom of the page, it says 'Secure Area' and 'Copyright @ 2016 Computer Creation Systems, Inc. All rights reserved.'

In order to login to PTC wizard this year you will need to use your **Infinite Campus Username** and **Infinite Campus Password**. Note: you will no longer receive an email from PTC wizard with an automated computer generated password. The district has streamlined the process so you use the same password as you would with Infinite Campus Parent Portal Account.

Please contact your school if you need additional support or if you do not have an Infinite Campus Parent Portal Account.

3. Once logged in, you will be brought to a screen that looks like...

Click "Add a Meeting" to begin the process of scheduling a meeting.

A screenshot of the PTC Wizard dashboard after a user has logged in. The top navigation bar includes the PTC Wizard logo, the user's name 'Parent Name', and the word 'Schedule'. On the right side of the navigation bar are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. The main content area features a large red button labeled 'Add a Meeting'. A blue arrow points from the text on the left to this button.

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Conference Name	Date
<input type="checkbox"/> LES Parent/Teacher Conferences 2016	Monday Nov 21st - Tuesday Nov 22nd

Cancel **< Go Back** **Continue >**

Step: 1 2 3

4. Select the Conference that you want to schedule.

5. In Step 2 select the date you wish to schedule your conference.

Then click **Continue >**

LES Parent/Teacher Conferences 2016 Mon Nov 21, 11 AM - 8 PM

Teacher/Team	Student	Room
<input type="checkbox"/> Teacher Name	Student Name	

Cancel **< Go Back** **Continue >**

Step: 1 2 3



- 6. Click on the time you wish to schedule the conference

LES Parent/Teacher Conferences 2016

Mon Nov 21, 11 AM - 8 PM

	Teacher Name
11:00 AM	<input type="checkbox"/>
11:10 AM	<input type="checkbox"/>
11:20 AM	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>
11:40 AM	<input type="checkbox"/>

Cancel

< Go Back Continue >

Step: 1 2 3

- 7. You should see a check mark next to the available time.

Click Continue.

LES Parent/Teacher Conferences 2016

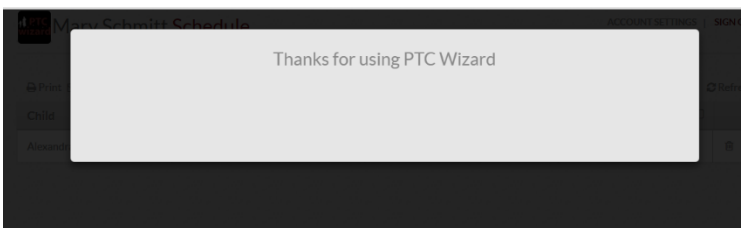
Mon Nov 21, 11 AM - 8 PM

11:00 AM	<input checked="" type="checkbox"/>
11:10 AM	<input type="checkbox"/>
11:20 AM	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>
11:40 AM	<input type="checkbox"/>

Cancel

< Go Back Continue >

Step: 1 2 3



- 8. You should receive the following message.

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9. To verify when the appointment was made you will now see this on the opening screen.

