

## **Fall 2023 Virtual Conferences**

### **[Zoom Conference Links](#)**

Virtual conferences will be held on Wednesday, Oct. 18 from 2:00-6:00 pm and will be done via Zoom meetings. The window to sign up for conferences will be open beginning October 13 and will close at 11:59 pm on October 17. You must sign up ahead of time.

You will not be able to sign up on the day of conferences! You may begin signing up for online conferences on Friday, October 13. Please know that there are a limited number of appointments. To sign up for conferences, follow these steps very carefully: Check Infinite Campus to see your student's grades and make a list of the teachers you need to see. Mid-trimester grades will be posted by the end of the day on Friday, October 13.

Conferences with teachers will be limited to 5 minutes. Conferences with counselors or administrators will be limited to 15 minutes.

You will receive an email confirming each of your conference appointments. This email will include a link to each teacher's conference. [Links](#) to conferences for each teacher's conference will also be found on the CDH website on Wednesday, Oct. 18.

On Oct. 18 you will use the Zoom meeting links for the appropriate teachers that are found in your confirmation emails from PTCfast and on the CDH website at the time scheduled for your conference.

To get ready for the video conferences you need to do the following: 1. Make sure you have access to a device that can access Zoom. You can use your student's CDH iPad, but will need to get access to their passcode so you can unlock it. 2. Click on the Zoom meeting for the teacher you have a scheduled conference with at the time of that conference. Once you click the link and join the meeting you will be placed in a virtual waiting room until you are let into the meeting by the teacher. 3. Enjoy your conference!

If you have not joined the Zoom meeting from the link, the faculty/staff member will call the phone number that you included when you signed up for the conference.

**VERY IMPORTANT:** If you do a phone conference, your phone must be set to accept unknown or blocked numbers! If your phone is currently set to block unknown numbers, please adjust your phone's settings prior to conferences. If you are experiencing technical issues, please contact Technology Director, [Carole Loufek](#), or 651-696-3359. If

you have any other questions about in-person or online conferences, please contact Assistant Principal, [Amy Bellus](#), or 651-696-3305.