

MyConferenceTime is an online Parent-Teacher Conference Scheduling program that allows parents to quickly schedule conferences online without the need to send paper documents back and forth.

My Conference Time

Parent-Teacher Conference
Online scheduling instructions

Bloom-Carroll Local School District

IMPORTANT INFORMATION:

Part A of this guide should be used when signing up one student with one teacher.

Example: The parents of John Doe would like to see Mrs. Sample Teacher, but does not need to see any other teachers. You would use Part A of this guide to sign up for a conference with Mrs. Teacher.

Part B of this guide should be used when signing up multiple students, or if you are signing up a single student with multiple teachers.

Example 1: The parents of Jamie Doe, Sarah Doe, and James Doe would like to see Mr. Sample Teacher, Mr. Robert Samples, and Mrs. Jan Teacher. You would use Part B of this guide to sign up to see the three teachers listed.

Example 2: The parents of Steve Doe would like to sign up for a conference to see Mr. Robert Samples, Mrs. Jan Teacher, and Mr. Sample Teacher. You would use Part B of this guide to sign up for available time slots for these three teachers.

*****If you need assistance with this website, or have general questions regarding MyConferenceTime, please contact Mr. Mark Thomas, Director of Instructional Technology, at 740-756-9798 or by email at mark.thomas@bloomcarroll.org**

*****If you have questions regarding your child’s conference schedule, please contact the appropriate school building:**

- | | |
|--|-------------------------------------|
| Bloom-Carroll High School | 740-756-4317 or 614-837-0786 |
| Bloom-Carroll Middle School | 740-756-9231 or 614-837-6205 |
| Bloom-Carroll Elementary School | 740-756-9701 |

PART A

SIGNING UP A SINGLE STUDENT

1. To get started using MyConferenceTime, visit our website at <http://www.bloomcarroll.org> and click on Bulldog Portal, Parent Resources. Look for the MyConferenceTime Logo and click to sign in.



2. Once you have clicked on the MyConferenceTime app you will see four folders. These folders are useful only when signing up a single student.

 <u>K-2</u> 28 schedules found	 <u>3-4</u> 11 schedules found
 <u>5-8</u> 11 schedules found	 <u>9-12</u> 37 schedules found

3. To get started registering for a single conference, click on the appropriate folder for your child's grade level. Now, click on the teacher who you wish to schedule a conference with.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > 3-4

Need help signing up for a conference? [Watch our videos.](#)

 3-4

Select the conference schedule you wish to view

 [Register for Multiple Conferences](#) -  3-4

[Bogart/Kraner](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Melissa Dinan](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Kari Kern](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Amanda Lister](#)

2018-2019 Intermediate Winter Conf.

[Love/Hoisington](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Laura Richardson](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Laura Severing](#)

2018-2019 Intermediate Winter Conf.

[Smith/Sohrenssen](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Kathy Valentine](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Janine Walker](#)

2018-2019 Intermediate Winter Conf.

[Mrs. Sarah Wooding](#)

2018-2019 Intermediate Winter Conf.































4. You will now see the list of available dates and times in which you can sign up. Click the Sign Up button on the preferred time to select your time slot.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > [Mrs. Melissa Dinan](#) > 2018-2019 Intermediate Winter Conf.

2018-2019 Intermediate Winter Conf.

 Schedule for Mrs. Melissa Dinan

Thu, Jan 31, 2019	Thu, Feb 21, 2019
3:30 PM – 3:45 PM  Sign Up	3:30 PM – 3:45 PM  Sign Up
3:45 PM – 4:00 PM  Sign Up	3:45 PM – 4:00 PM  Sign Up
4:00 PM – 4:15 PM  Sign Up	4:00 PM – 4:15 PM  Sign Up
4:15 PM – 4:30 PM  Sign Up	4:15 PM – 4:30 PM  Sign Up
4:30 PM – 4:45 PM  Sign Up	4:30 PM – 4:45 PM  Sign Up
4:45 PM – 5:00 PM  Sign Up	4:45 PM – 5:00 PM  Sign Up
5:00 PM – 5:15 PM  Sign Up	5:00 PM – 5:15 PM  Sign Up
5:15 PM – 5:30 PM  Sign Up	5:15 PM – 5:30 PM  Sign Up
5:30 PM – 5:45 PM  Sign Up	5:30 PM – 5:45 PM  Sign Up
5:45 PM – 6:00 PM  Sign Up	5:45 PM – 6:00 PM  Sign Up
6:00 PM – 6:15 PM  Sign Up	6:00 PM – 6:15 PM  Sign Up
6:15 PM – 6:30 PM  Sign Up	6:15 PM – 6:30 PM  Sign Up
6:30 PM – 6:45 PM  Sign Up	6:30 PM – 6:45 PM  Sign Up
6:45 PM – 7:00 PM  Sign Up	6:45 PM – 7:00 PM  Sign Up
7:00 PM – 7:15 PM  Sign Up	7:00 PM – 7:15 PM  Sign Up

5. You will now need to fill out information that pertains to your student and yourself. Please fill out all information correctly. When you have completed all information, click the sign up for conference button.

2018–2019 Intermediate Winter Conf.
Conference With: Mrs. Melissa Dinan (mdinan@bloomcarroll.org)
Conference Date: **Thursday, January 31, 2019**
Conference Time: **3:30 PM – 3:45 PM**

Student's First Name

Student's First Name

(required)

Student's Last Name

Student's Last Name

(required)

Parent/Guardian's Name

Parent/Guardian's Name

Parent/Guardian's Phone

Parent/Guardian's Phone

 To receive email confirmation, please enter an email address.

Confirmation Email Address

Confirmation Email Address

Please re-enter the Confirmation Email Address

Please re-enter the Confirmation Email Address

Alternate Parent/Guardian's Name

Alternate Parent/Guardian's Name

Alternate Parent/Guardian's Phone

Alternate Parent/Guardian's Phone

 To receive email confirmation at an alternate email address, please enter it here.

Alternate Confirmation Email Address

Alternate Confirmation Email Address

Please re-enter the Alternate Confirmation Email Address

Please re-enter the Alternate Confirmation Email Address.

Optional Comments

Optional Comments

Remember me on this device

Sign Up for Your Conference

Cancel

PART B

SIGNING UP FOR MULTIPLE CONFERENCES

1. Click on the green Register for Multiple Conferences button.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > Schedule List

Need help signing up for a conference? [Watch our videos.](#)

Conference Schedules

Select the conference schedule you wish to view

 Register for Multiple Conferences

2. Click the dropdown button and select the number of students in which you will be registering conferences and click continue.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > Multiple Conferences

Number of students who will be registering:

Continue

Cancel

3. Fill out all information for student 1 and click continue. Continue this practice for all remaining students.

2018–2019 Intermediate Winter Conf.
Conference With: Mrs. Melissa Dinan (mdinan@bloomcarroll.org)
Conference Date: **Thursday, January 31, 2019**
Conference Time: **3:30 PM – 3:45 PM**

Student's First Name

Student's First Name

(required)

Student's Last Name

Student's Last Name

(required)

Parent/Guardian's Name

Parent/Guardian's Name

Parent/Guardian's Phone

Parent/Guardian's Phone

i To receive email confirmation, please enter an email address.

Confirmation Email Address

Confirmation Email Address

Please re-enter the Confirmation Email Address

Please re-enter the Confirmation Email Address

Alternate Parent/Guardian's Name

Alternate Parent/Guardian's Name

Alternate Parent/Guardian's Phone

Alternate Parent/Guardian's Phone

i To receive email confirmation at an alternate email address, please enter it here.

Alternate Confirmation Email Address

Alternate Confirmation Email Address

Please re-enter the Alternate Confirmation Email Address

Please re-enter the Alternate Confirmation Email Address.

Optional Comments

Optional Comments

Remember me on this device


Sign Up for Your Conference

Cancel

4. Place a checkmark beside the name(s) of the teachers with whom you wish to conference. Please note, 4th grade teachers and Middle School teachers conduct team conferences, so you will be scheduling conferences with members of those teams if applicable. Once you have made your selections click on “Find Schedules with Common Dates.”

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > [Start Over](#) > Multiple Conferences

Schedules for  3-4 ([View all schedules side-by-side](#))

Select the desired schedules

- Bogart/Kraner – 2018–2019 Intermediate Winter Conf.
- Mrs. Melissa Dinan – 2018–2019 Intermediate Winter Conf.
- Mrs. Kari Kern – 2018–2019 Intermediate Winter Conf.
- Mrs. Amanda Lister – 2018–2019 Intermediate Winter Conf.
- Love/Hoisington – 2018–2019 Intermediate Winter Conf.
- Mrs. Laura Richardson – 2018–2019 Intermediate Winter Conf.
- Mrs. Laura Severing – 2018–2019 Intermediate Winter Conf.
- Smith/Sohrenssen – 2018–2019 Intermediate Winter Conf.
- Mrs. Kathy Valentine – 2018–2019 Intermediate Winter Conf.
- Mrs. Janine Walker – 2018–2019 Intermediate Winter Conf.
- Mrs. Sarah Wooding – 2018–2019 Intermediate Winter Conf.

[Find Schedules with Common Dates](#)

5. Select the date in which you wish to schedule

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > [Start Over](#) > Multiple Conferences

Displaying dates for Mrs. Leah Baughman 2018–2019 Primary School Winter Schedule.

We searched 1 schedule. Select one of the dates below or [go back and search again.](#)

Thursday, January 31
1 schedule has conferences

Thursday, February 7
1 schedule has conferences

6. You will now be presented with the list of available times. Place a checkmark beside the child in which you wish to schedule and then click sign up for selected conferences.

[Bloom Carroll Local School District Schedule List](#) > [Start Over](#) > Multiple Conferences

Select the names and times for Thu, Jan 31, 2019 and click on "Sign Up for Selected Conferences" below or select a new date and don't use these times.

Mrs. Christi Bachman High School Winter Conference Schedule Thu, Jan 31, 2019	Mr. Jason Barber High School Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Leah Baughman Primary Sch. Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Robin Caudill Middle School Winter Conference Schedule Thu, Jan 31, 2019
2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:15 PM – 4:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:30 PM – 4:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
Mrs. Christi Bachman High School Winter Conference Schedule Thu, Jan 31, 2019	Mr. Jason Barber High School Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Leah Baughman Primary Sch. Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Robin Caudill Middle School Winter Conference Schedule Thu, Jan 31, 2019
3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:45 PM – 5:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	5:00 PM – 5:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	5:15 PM – 5:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane

Sign Up for Selected Conferences

7. Once you have signed up for your conferences you will see a confirmation page.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > [Sign Up More](#) > Multiple Conferences

✓ John Does is registered for a conference.

High School Winter Conference Schedule

Conference With: Mrs. Christi Bachman (cbachman@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:15 PM – 3:30 PM**

✓ John Does is registered for a conference.

High School Winter Conference Schedule

Conference With: Mr. Jason Barber (barber@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:30 PM – 3:45 PM**

✓ Jane Doe is registered for a conference.

Primary Sch. Winter Conference Schedule

Conference With: Mrs. Leah Baughman (lbaughman@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **4:30 PM – 4:45 PM**

✓ John Does is registered for a conference.

Middle School Winter Conference Schedule

Conference With: Mrs. Robin Caudill (rcaudill@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:45 PM – 4:00 PM**

*****You will receive email confirmations prior to each conference provided you entered correct email information*****

*****You can cancel or reschedule online until the specified date that will be posted. After this date you will need to call the school to cancel or reschedule conferences*****