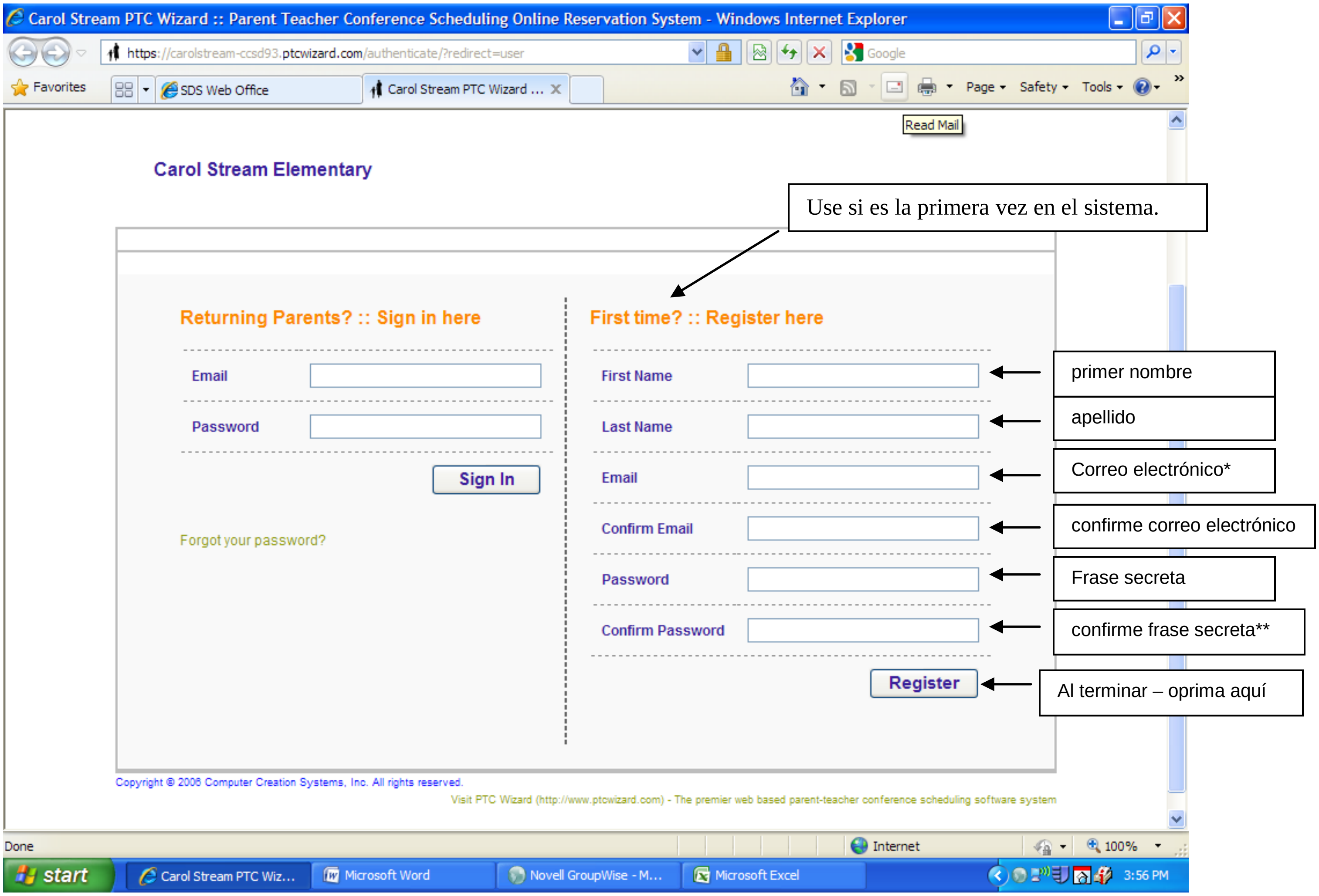
# DISTRICTO 93 INSTRUCCIONES PARA USAR PTC WIZARD
# (CITAS DE CONFERENCIAS ENTRE PADRE & MAESTRO)

Una vez que usted ha visitado www.ccsd93.com/conferencias y ha seleccionado la escuela de su niño, siga éstas instrucciones para registrarse para y planificar conferencias.


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
https://carolstream-ccsd93.ptcwizard.com/authenticate/?redirect=user
Favorites
SDS Web Office
Carol Stream PTC Wizard ...
Page
Safety
Tools
Read Mail
Carol Stream Elementary
Returning Parents? :: Sign in here
Email
Password
Sign In
Forgot your password?
First time? :: Register here
First Name
Last Name
Email
Confirm Email
Password
Confirm Password
Register
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Visit PTC Wizard (http://www.ptcwizard.com) - The premier web based parent-teacher conference scheduling software system
Done
Internet
100%
start
Carol Stream PTC Wiz...
Microsoft Word
Novell GroupWise - M...
Microsoft Excel
3:56 PM

Use si es la primera vez en el sistema.

primer nombre

apellido

Correo electrónico*

confirme correo electrónico

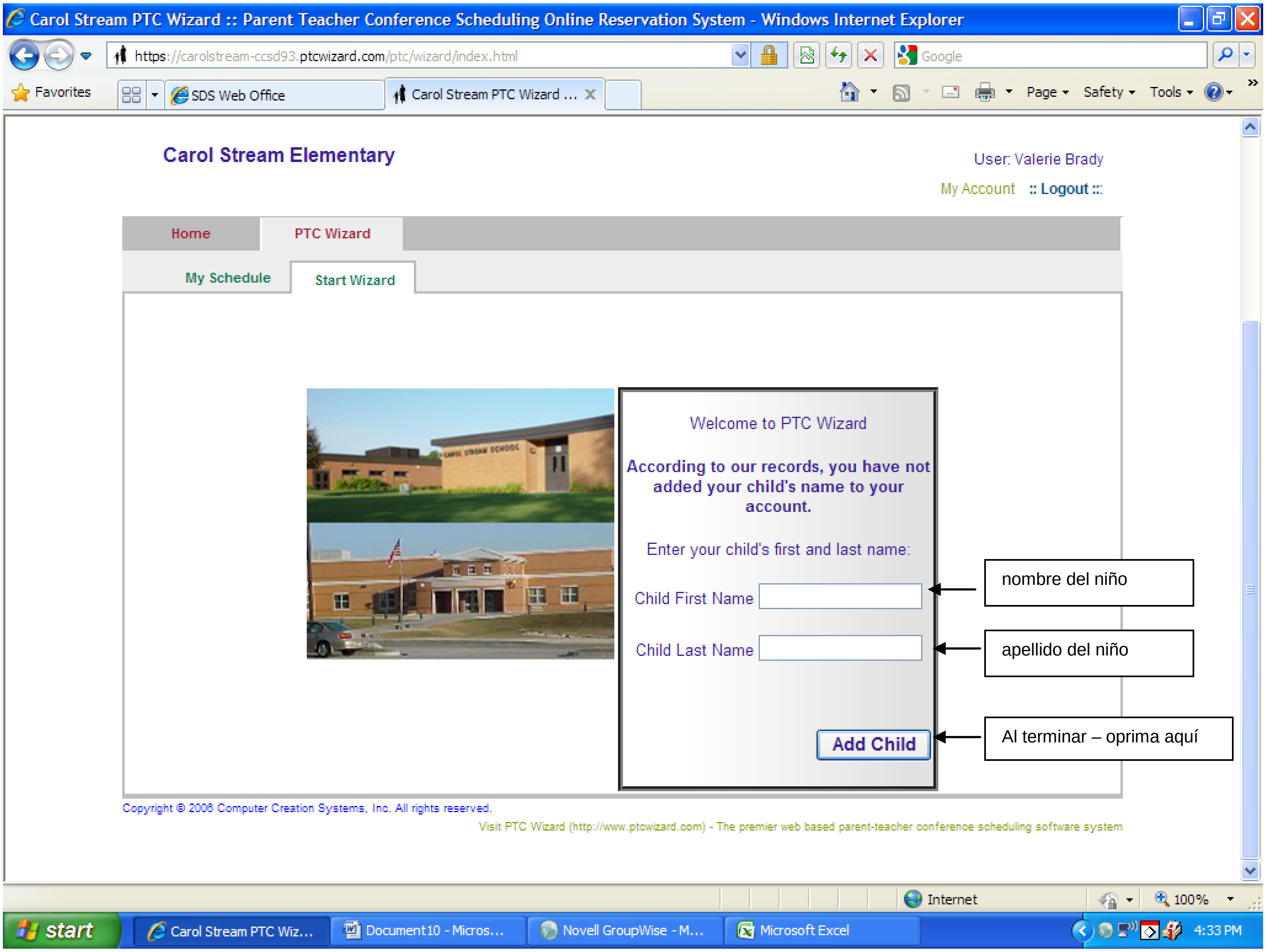
Frase secreta

confirme frase secreta**

Al terminar – oprima aquí

*Si no tiene correo electrónico use →primer nombre punto apellido (i.e. juan.gomez)

**Si no tiene correo electrónico use →el nombre de la escuela (no espacios) para la frase secreta


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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PTC Wizard
My Schedule
Start Wizard
Add Child
Internet
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Carol Stream PTC Wiz...
Document10 - Micros...
Novell GroupWise - M...
Microsoft Excel
4:33 PM

**Carol Stream Elementary**

User: Valerie Brady

My Account :: **Logout** ::

Welcome to PTC Wizard

**According to our records, you have not added your child's name to your account.**

Enter your child's first and last name:

Child First Name ☐ ← nombre del niño

Child Last Name ☐ ← apellido del niño

**Add Child** ← Al terminar – oprima aquí

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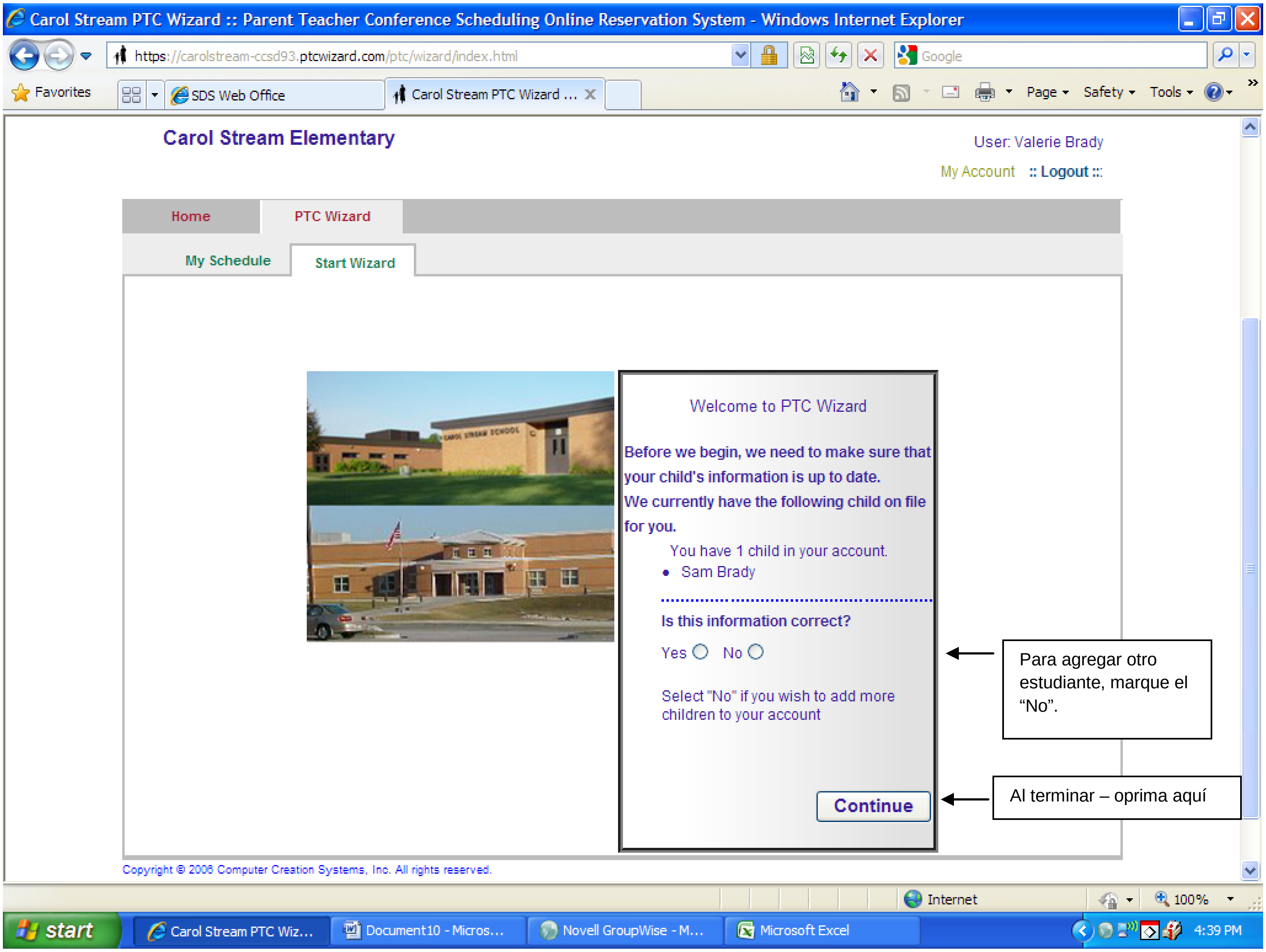

Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Carol Stream PTC Wizard ...
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Carol Stream Elementary
User: Valerie Brady
My Account
:: Logout ::
Home
PTC Wizard
My Schedule
Start Wizard
Copyright © 2006 Computer Creation Systems, Inc. All rights reserved.
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Carol Stream PTC Wiz...
Document10 - Micros...
Novell GroupWise - M...
Microsoft Excel
4:39 PM

Welcome to PTC Wizard

**Before we begin, we need to make sure that your child's information is up to date. We currently have the following child on file for you.**

You have 1 child in your account.

- Sam Brady

**Is this information correct?**

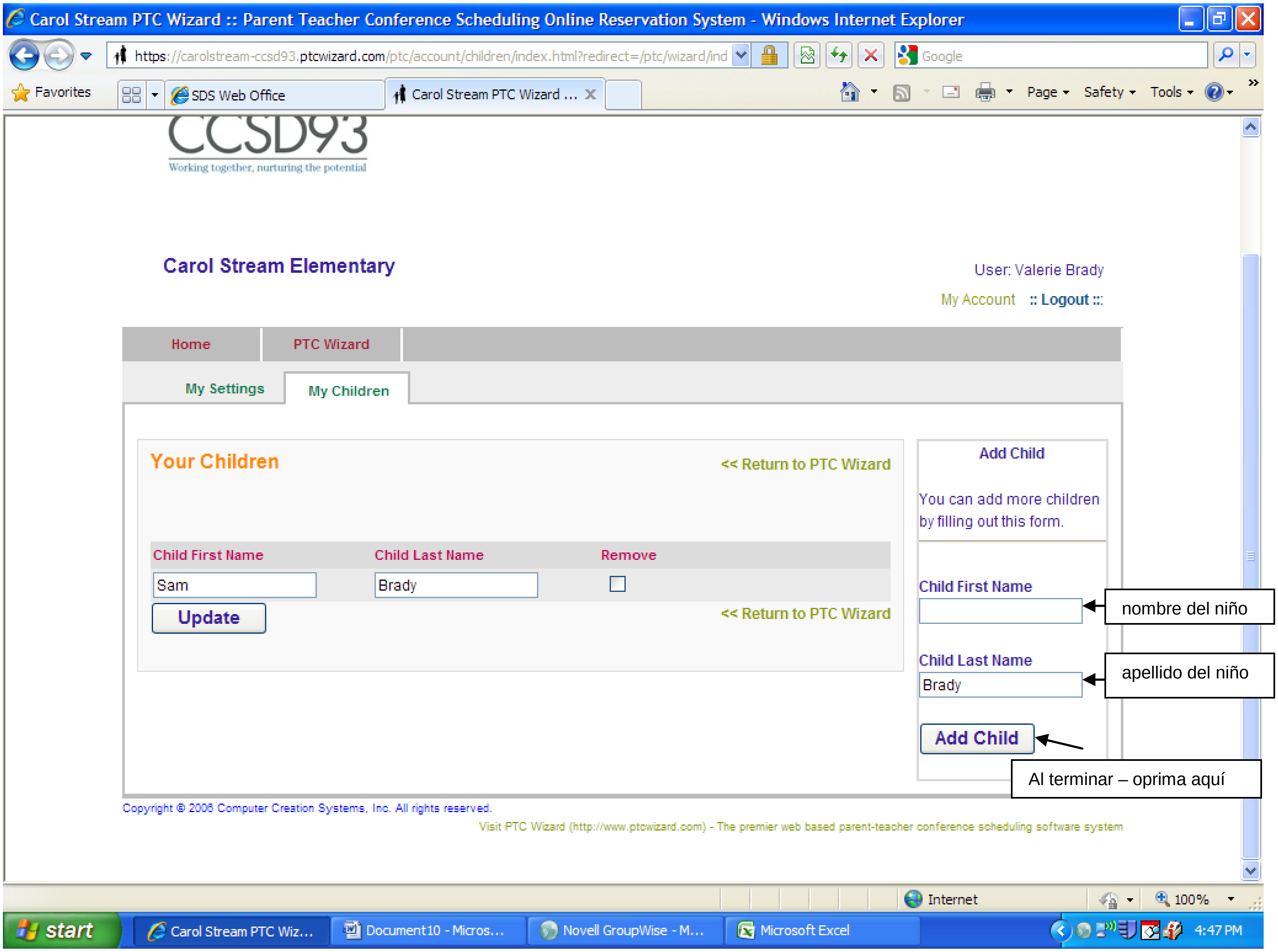
Yes ○ No ○

Select "No" if you wish to add more children to your account

Continue

Para agregar otro estudiante, marque el “No”.

Al terminar – oprima aquí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Document10 - Micros...
Novell GroupWise - M...
Microsoft Excel
4:47 PM

**Carol Stream Elementary**

User: Valerie Brady

My Account :: Logout ::

**Your Children**

<< Return to PTC Wizard

| Child First Name | Child Last Name | Remove |
|---|---|---|
| Sam | Brady | ☐ |

Update

<< Return to PTC Wizard

**Add Child**

You can add more children by filling out this form.

Child First Name:

Child Last Name: Brady

Add Child

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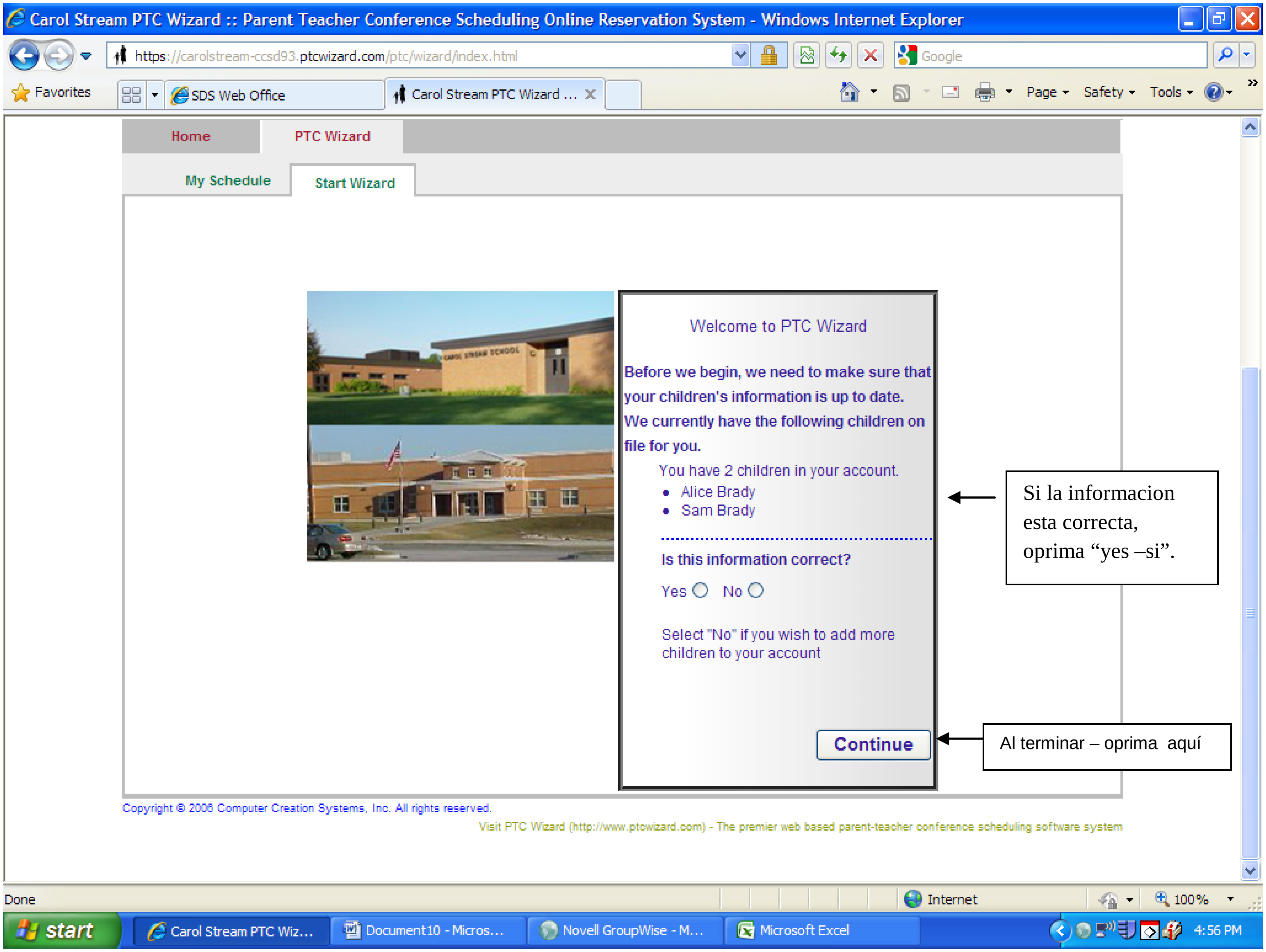
nombre del niño

apellido del niño

Al terminar – oprima aquí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Carol Stream PTC Wiz...
Document10 - Micros...
Novell GroupWise - M...
Microsoft Excel
4:56 PM

Welcome to PTC Wizard

**Before we begin, we need to make sure that your children's information is up to date. We currently have the following children on file for you.**

You have 2 children in your account.

- Alice Brady
- Sam Brady

**Is this information correct?**

Yes ○ No ○

Select "No" if you wish to add more children to your account

**Continue**

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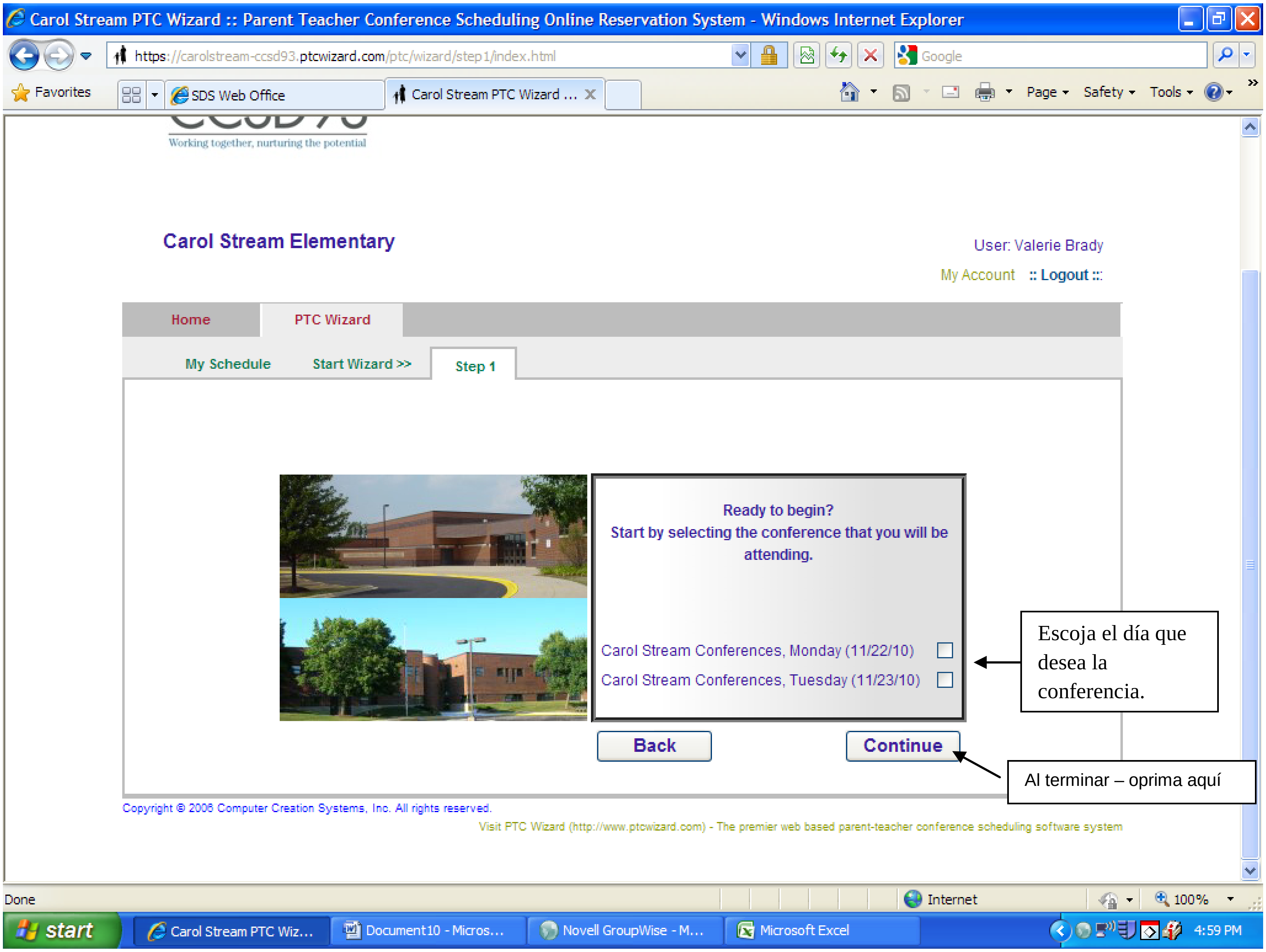
Si la informacion esta correcta, oprima “yes –si”.

Al terminar – oprima aquí


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Novell GroupWise - M...
Microsoft Excel
4:59 PM

**Carol Stream Elementary**

User: Valerie Brady

My Account :: **Logout** ::

Ready to begin?
Start by selecting the conference that you will be attending.

Carol Stream Conferences, Monday (11/22/10) ☐

Carol Stream Conferences, Tuesday (11/23/10) ☐

Escoja el día que desea la conferencia.

**Back** **Continue**

Al terminar – oprima aquí

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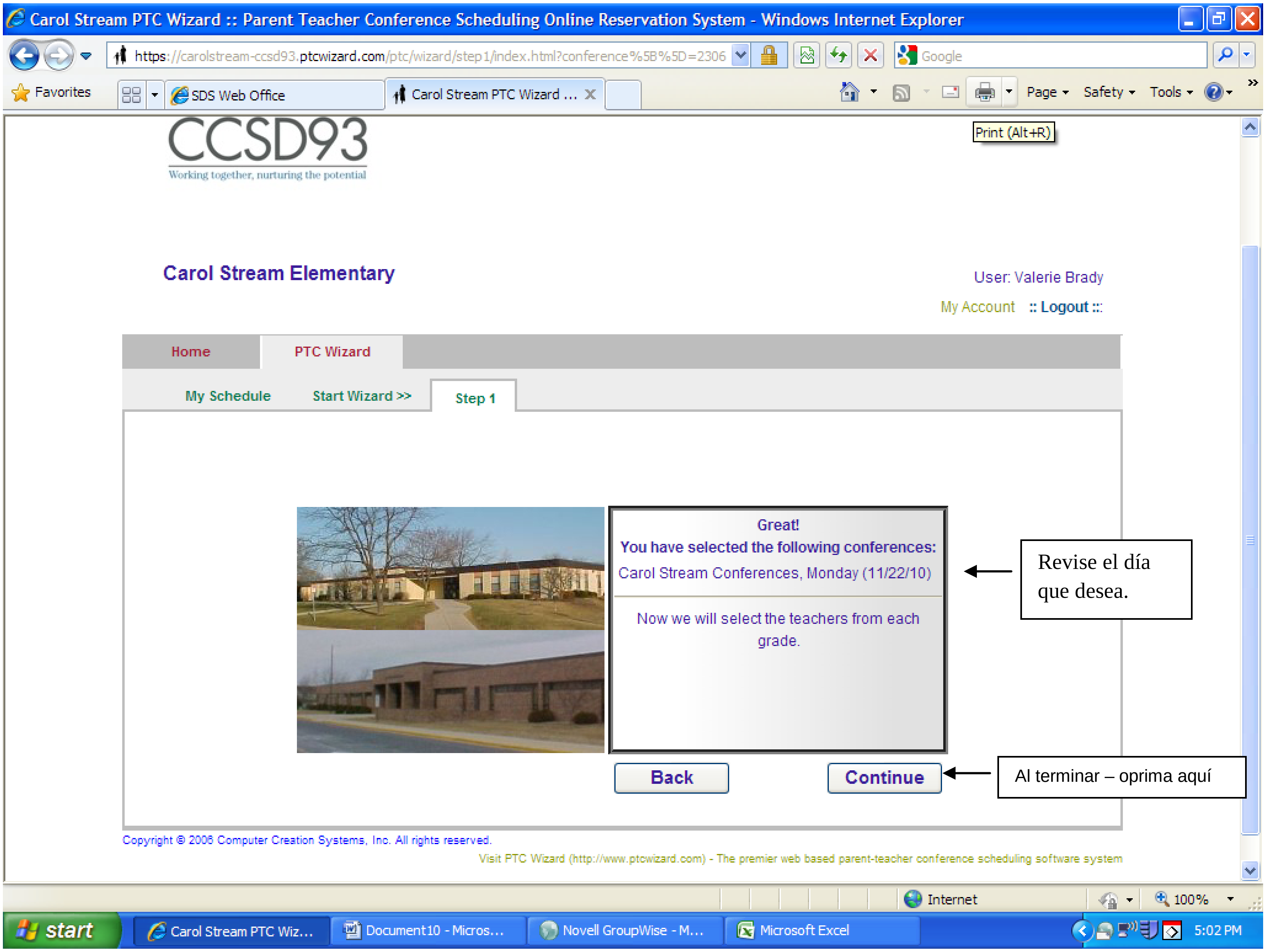
Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
https://carolstream-ccsd93.ptcwizard.com/ptc/wizard/step1/index.html?conference%5B%5D=2306
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My Schedule
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Step 1
Back
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Carol Stream PTC Wiz...
Document10 - Micros...
Novell GroupWise - M...
Microsoft Excel
5:02 PM

Carol Stream Elementary

User: Valerie Brady

My Account :: Logout ::

Great!

You have selected the following conferences:

Carol Stream Conferences, Monday (11/22/10)

Now we will select the teachers from each grade.

Revise el día que desea.

Al terminar – oprima aquí

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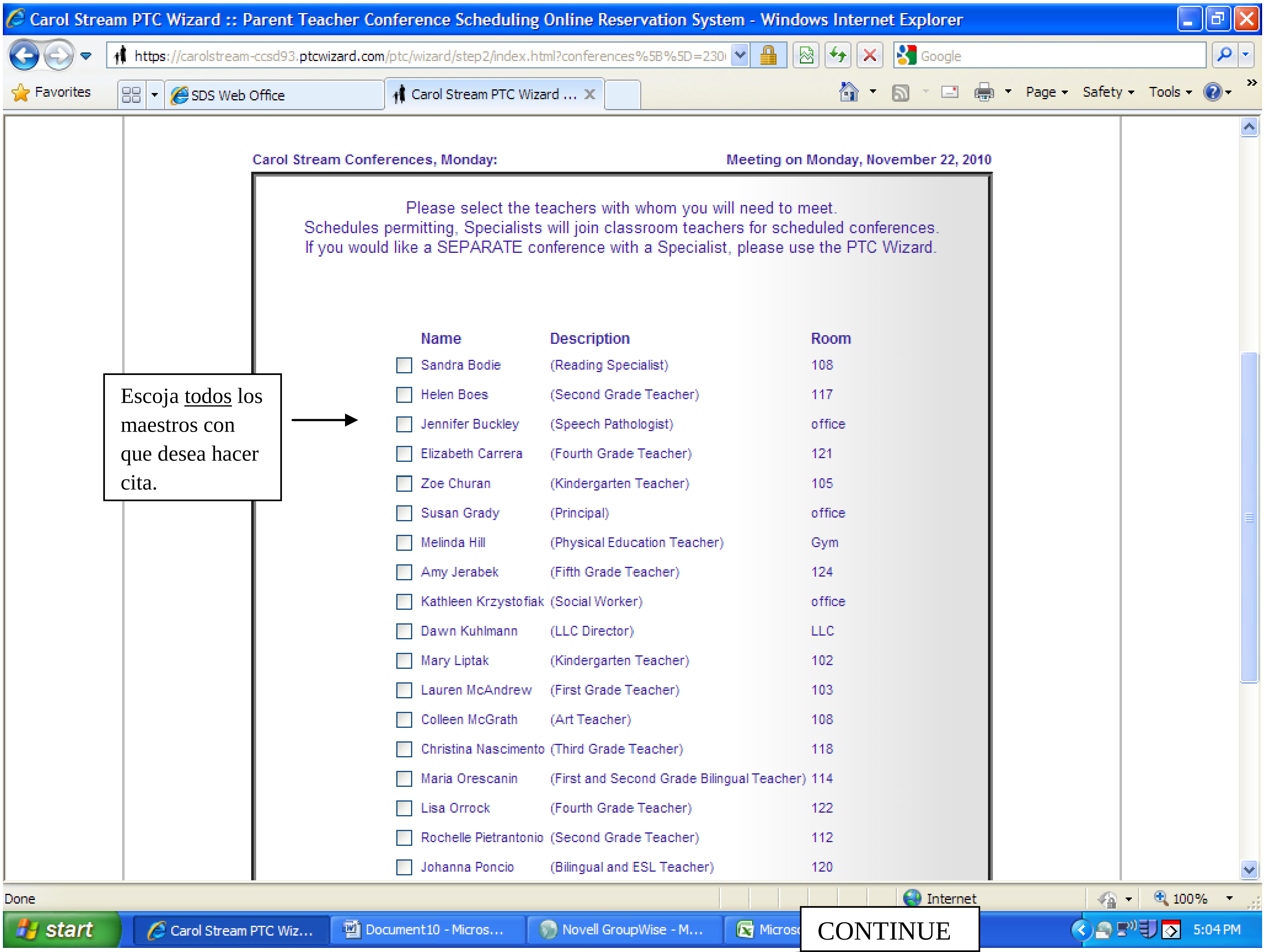
Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Micros
5:04 PM

**Carol Stream Conferences, Monday:** **Meeting on Monday, November 22, 2010**

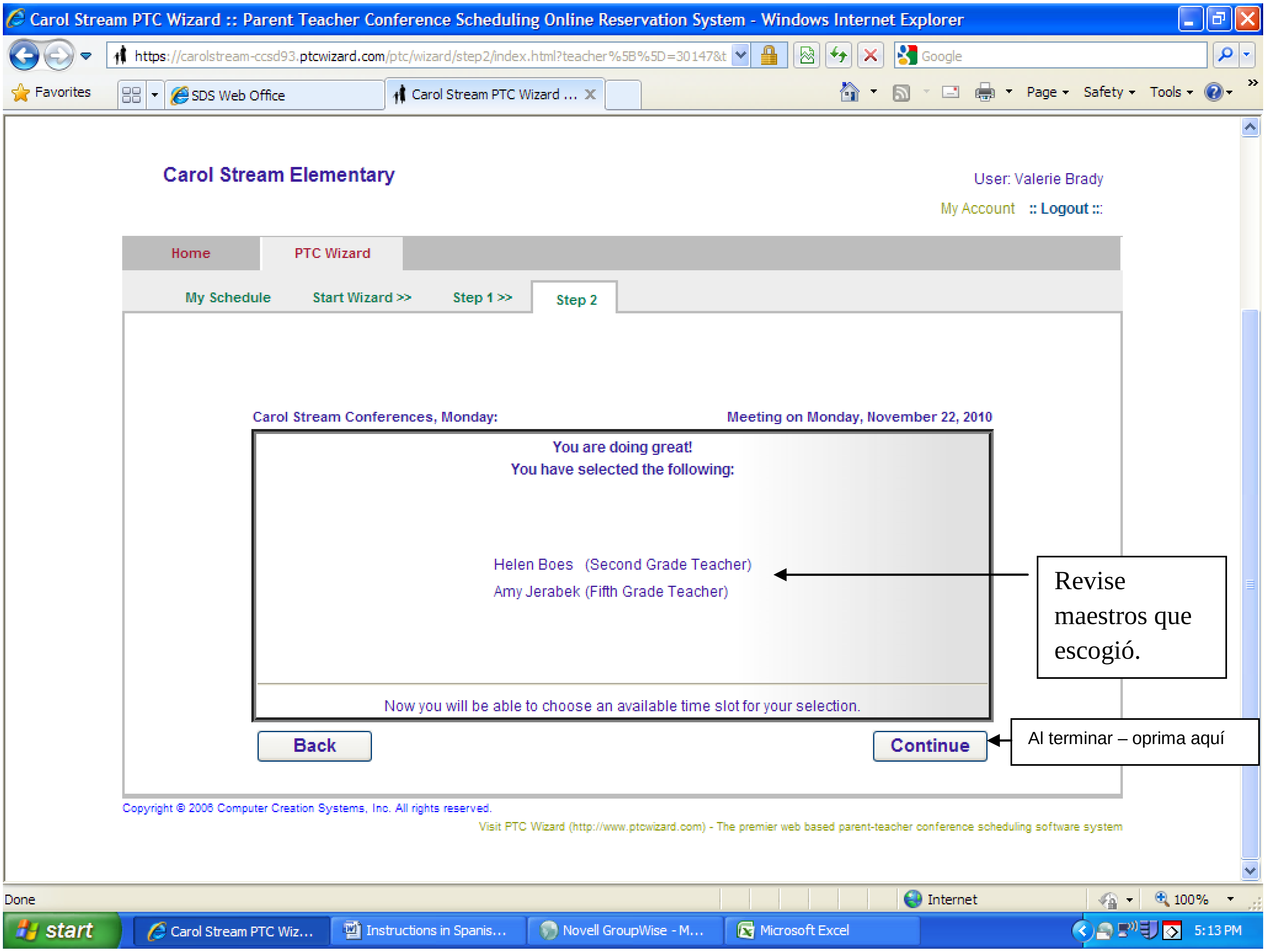
Please select the teachers with whom you will need to meet.
Schedules permitting, Specialists will join classroom teachers for scheduled conferences.
If you would like a SEPARATE conference with a Specialist, please use the PTC Wizard.

| | Name | Description | Room |
|---|---|---|---|
| ☐ | Sandra Bodie | (Reading Specialist) | 108 |
| ☐ | Helen Boes | (Second Grade Teacher) | 117 |
| ☐ | Jennifer Buckley | (Speech Pathologist) | office |
| ☐ | Elizabeth Carrera | (Fourth Grade Teacher) | 121 |
| ☐ | Zoe Churan | (Kindergarten Teacher) | 105 |
| ☐ | Susan Grady | (Principal) | office |
| ☐ | Melinda Hill | (Physical Education Teacher) | Gym |
| ☐ | Amy Jerabek | (Fifth Grade Teacher) | 124 |
| ☐ | Kathleen Krzystofiak | (Social Worker) | office |
| ☐ | Dawn Kuhlmann | (LLC Director) | LLC |
| ☐ | Mary Liptak | (Kindergarten Teacher) | 102 |
| ☐ | Lauren McAndrew | (First Grade Teacher) | 103 |
| ☐ | Colleen McGrath | (Art Teacher) | 108 |
| ☐ | Christina Nascimento | (Third Grade Teacher) | 118 |
| ☐ | Maria Orescanin | (First and Second Grade Bilingual Teacher) | 114 |
| ☐ | Lisa Orrock | (Fourth Grade Teacher) | 122 |
| ☐ | Rochelle Pietrantonio | (Second Grade Teacher) | 112 |
| ☐ | Johanna Poncio | (Bilingual and ESL Teacher) | 120 |

Escoja todos los maestros con que desea hacer cita.

CONTINUE

Al terminar – oprima aquí


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Step 1 >>
Step 2
Back
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Instructions in Spanis...
Novell GroupWise - M...
Microsoft Excel
5:13 PM

**Carol Stream Elementary**

User: Valerie Brady

My Account :: Logout ::

Carol Stream Conferences, Monday:

Meeting on Monday, November 22, 2010

You are doing great!

You have selected the following:

Helen Boes (Second Grade Teacher)

Amy Jerabek (Fifth Grade Teacher)

Now you will be able to choose an available time slot for your selection.

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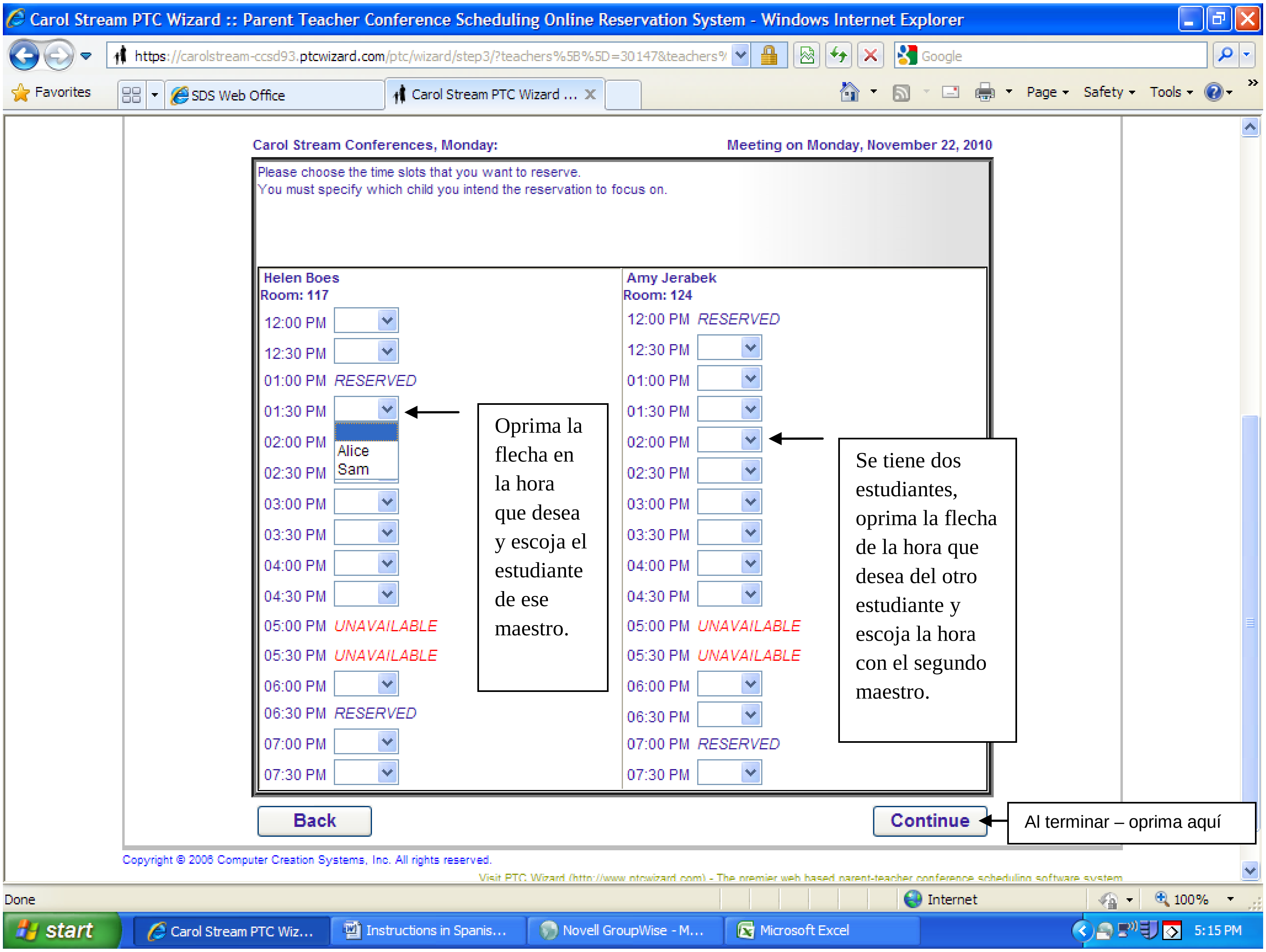
Revise maestros que escogió.

Al terminar – oprima aquí


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Instructions in Spanis...
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Microsoft Excel
5:15 PM

**Carol Stream Conferences, Monday:** **Meeting on Monday, November 22, 2010**

Please choose the time slots that you want to reserve.
You must specify which child you intend the reservation to focus on.

| **Helen Boes**<br>**Room: 117** | | **Amy Jerabek**<br>**Room: 124** | |
|---|---|---|---|
| 12:00 PM | | 12:00 PM | *RESERVED* |
| 12:30 PM | | 12:30 PM | |
| 01:00 PM | *RESERVED* | 01:00 PM | |
| 01:30 PM | Alice<br>Sam | 01:30 PM | |
| 02:00 PM | | 02:00 PM | |
| 02:30 PM | | 02:30 PM | |
| 03:00 PM | | 03:00 PM | |
| 03:30 PM | | 03:30 PM | |
| 04:00 PM | | 04:00 PM | |
| 04:30 PM | | 04:30 PM | |
| 05:00 PM | *UNAVAILABLE* | 05:00 PM | *UNAVAILABLE* |
| 05:30 PM | *UNAVAILABLE* | 05:30 PM | *UNAVAILABLE* |
| 06:00 PM | | 06:00 PM | |
| 06:30 PM | *RESERVED* | 06:30 PM | |
| 07:00 PM | | 07:00 PM | *RESERVED* |
| 07:30 PM | | 07:30 PM | |

Oprima la flecha en la hora que desea y escoja el estudiante de ese maestro.

Se tiene dos estudiantes, oprima la flecha de la hora que desea del otro estudiante y escoja la hora con el segundo maestro.

Back
Continue

Al terminar – oprima aquí

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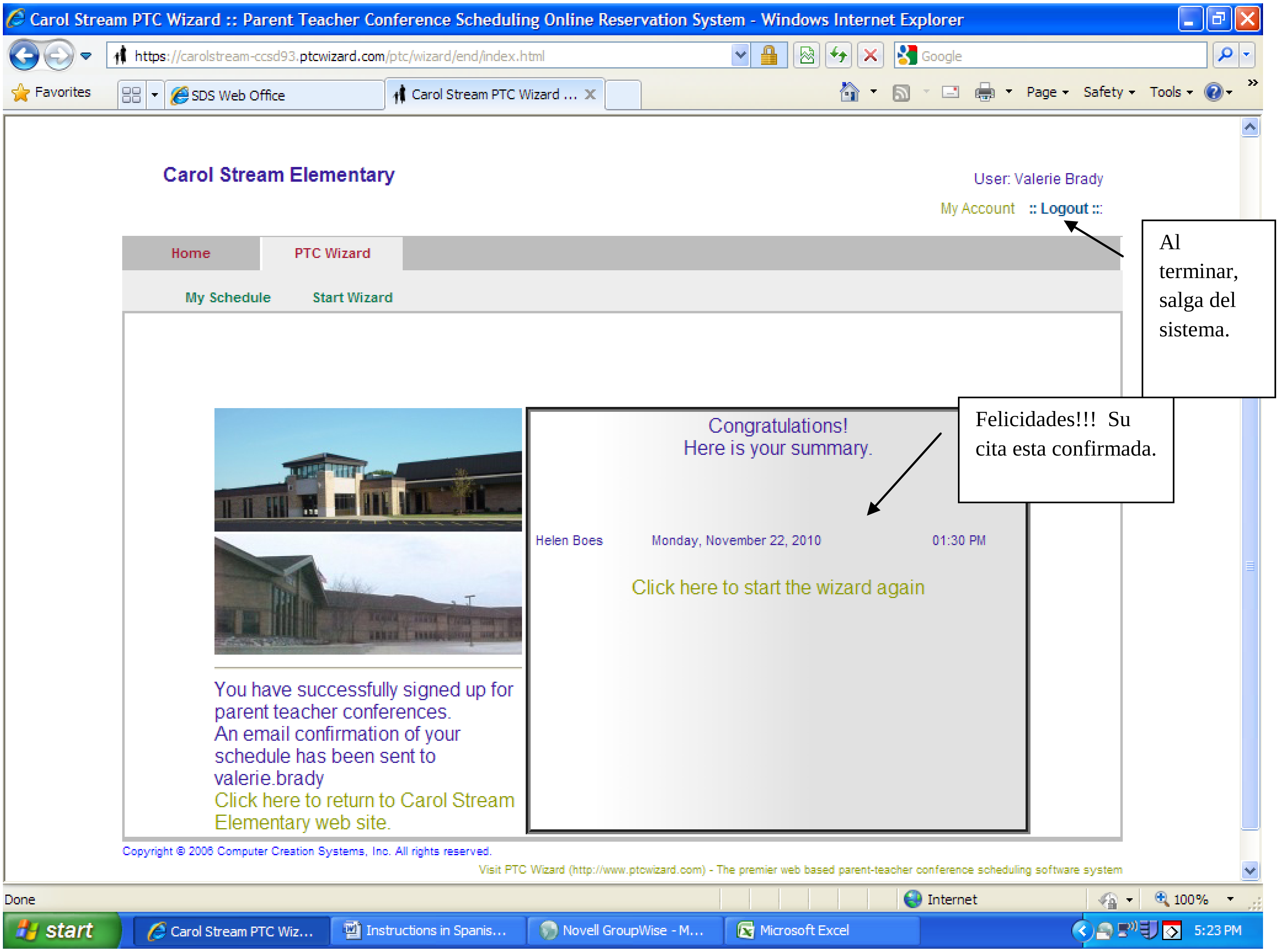

Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
https://carolstream-ccsd93.ptcwizard.com/ptc/wizard/end/index.html
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Instructions in Spanis...
Novell GroupWise - M...
Microsoft Excel
5:23 PM

**Carol Stream Elementary**

User: Valerie Brady

My Account :: Logout ::

Congratulations!
Here is your summary.

| | | |
|---|---|---|
| Helen Boes | Monday, November 22, 2010 | 01:30 PM |

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 valerie.brady
Click here to return to Carol Stream Elementary web site.

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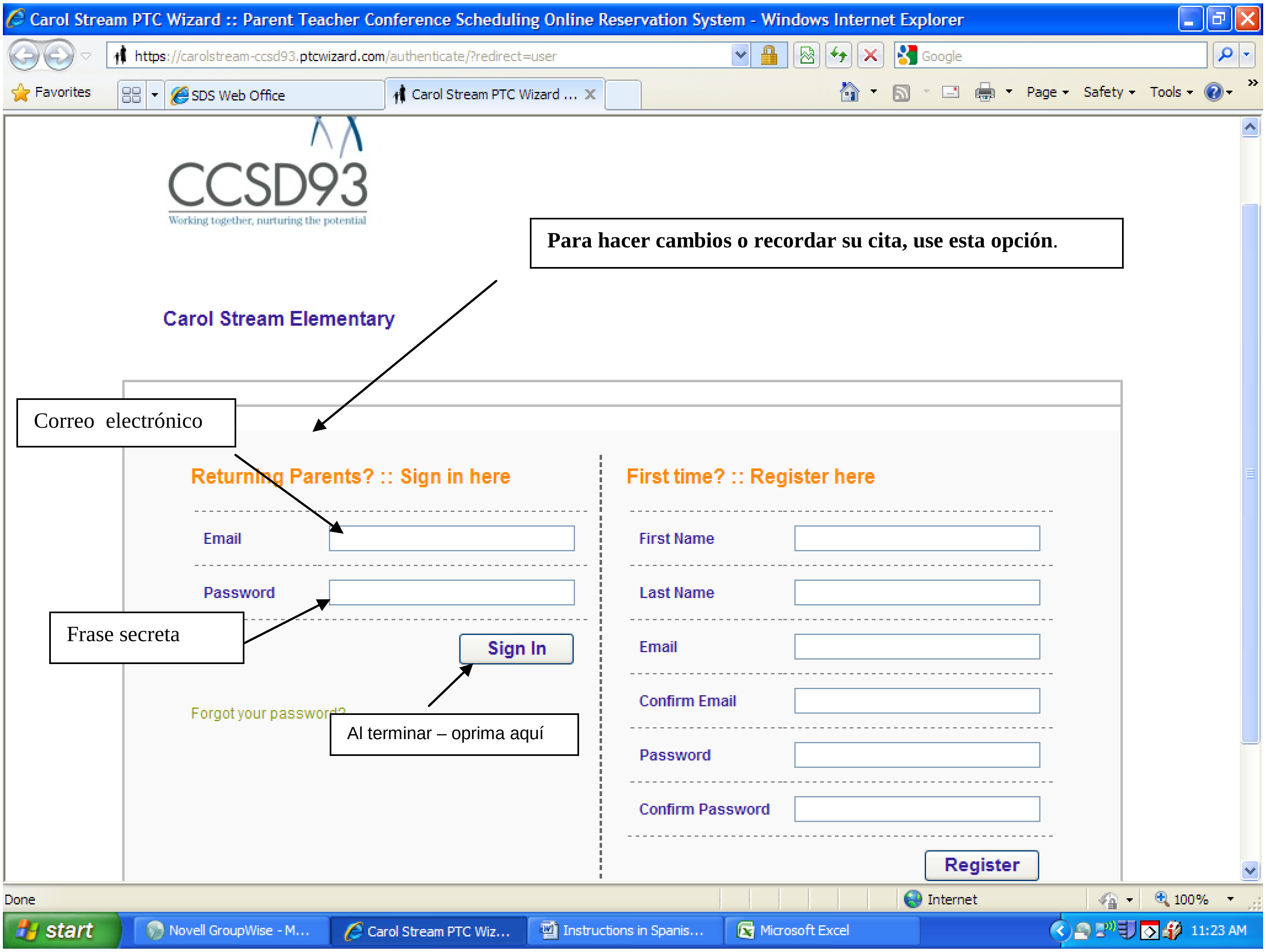
Al terminar, salga del sistema.

Felicidades!!! Su cita esta confirmada.


Carol Stream PTC Wizard :: Parent Teacher Conference Scheduling Online Reservation System - Windows Internet Explorer
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Novell GroupWise - M...
Carol Stream PTC Wiz...
Instructions in Spanis...
Microsoft Excel
11:23 AM

**Para hacer cambios o recordar su cita, use esta opción.**

Carol Stream Elementary

Correo electrónico

Returning Parents? :: Sign in here

| | |
|---|---|
| Email | |
| Password | |

Frase secreta

Sign In

Forgot your password?

Al terminar – oprima aquí

First time? :: Register here

| | |
|---|---|
| First Name | |
| Last Name | |
| Email | |
| Confirm Email | |
| Password | |
| Confirm Password | |

Register