

Scheduling Parent Conferences using the Genesis Parent Portal

Copper Hill Elementary School will be using the Genesis Parent Portal to schedule Parent Conferences this year. Below is the 4-day conference schedule:

Wednesday, November 14 – Afternoon starting at 1:40 PM

Thursday, November 15 – Evening starting at 6:00 PM

Monday, November 19 – Evening starting at 6:00 PM

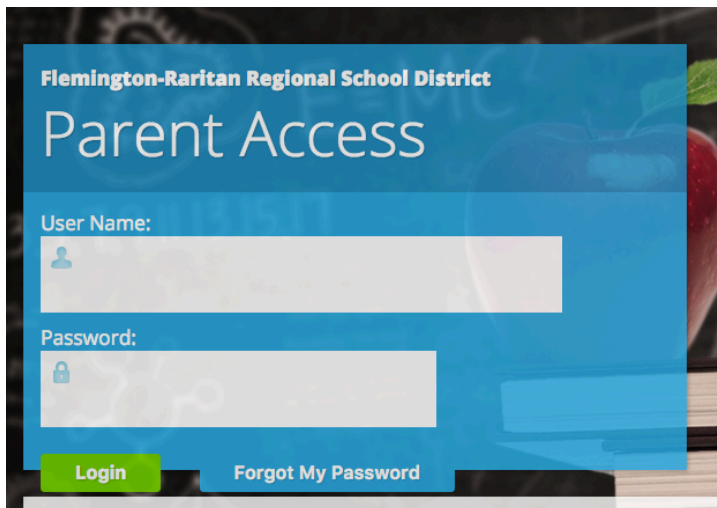
Tuesday, November 20 – Afternoon starting at 1:40 PM

The Parent Portal will open for the purpose of scheduling conferences on Thursday, November 1, 2018, and will remain open through Friday, November 9, 2018.

Step 1 – Log into the Genesis Parent Portal

<https://parents.genesisedu.com/frsd>

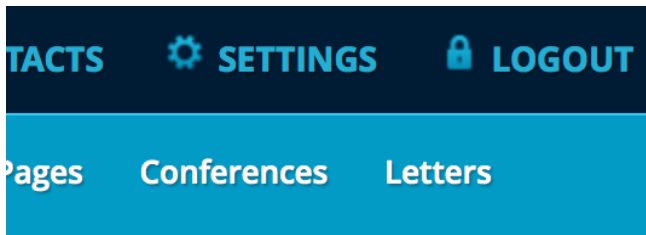
Your username is your full email address. You set your password when you first logged into your parent account. If you have forgotten your password (or have never logged into your parent account), click the *Forgot My Password* link on the Parent Portal login screen. An email with a new temporary password will be sent to the email address on file.



If you continue to have a problem logging into your account, please send an email to genesis@frsd.k12.nj.us

Step 2 – Navigate to the Conferences screen in the Parent Portal

Click on the Conferences menu at the top of the screen. (*Note* – if you have any children who are not attending Copper Hill, you must select your Copper Hill student from the Select Student drop down list)



Step 3 – Click on *Schedule Conference for Fall Conferences 2018* link

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
<i>No conferences have been scheduled</i>						



[Schedule conference for Fall Conferences 2018](#)

Step 4 – Schedule a conference with one or more teachers

Your child's teachers appear on the Conference Scheduling screen. The subject area(s) for each teacher are also listed. Click on the Reserve button for any available timeslot to reserve that time for your conference. Available timeslots appear in green. Once a timeslot has been reserved, all other conferences (with other teachers) at that time will be unavailable. Also, once you have scheduled a conference with a particular teacher, other timeslots with that same teacher will be unavailable.

You may cancel any scheduled conference by clicking the Cancel button. Doing so will open up other timeslots that are still available.

All of your scheduled conferences will appear on the main Conferences screen.

TEEPLE, CHRISTINE
LANGUAGE ARTS-READING 3, FY
LANGUAGE ARTS-WRITING 3, FY
LANGUAGE ARTS-SPEAKING AND LISTENING 3, FY
MATHEMATICS 3, FY
SCIENCE 3, FY
SOCIAL STUDIES 3, FY
SOCIAL SKILLS 3, FY
WORK HABITS 3, FY

Wednesday 11/14	Thursday 11/15	Friday 11/16	Monday 11/19	Tuesday 11/20
Start: 1:40PM End: 2:00PM Reserve	Start: 6:00PM End: 6:20PM Reserve		Start: 6:00PM End: 6:20PM Reserve	Start: 1:40PM End: 2:00PM Reserve
Start: 2:05PM End: 2:25PM Reserve	Start: 6:25PM End: 6:45PM Reserve		Start: 6:25PM End: 6:45PM Reserve	Start: 2:05PM End: 2:25PM Reserve
Start: 2:30PM End: 2:50PM Reserve	Start: 6:50PM End: 7:10PM Reserve		Start: 6:50PM End: 7:10PM Reserve	Start: 2:30PM End: 2:50PM Reserve
Start: 2:55PM End: 3:15PM Reserve	Start: 7:15PM End: 7:35PM Reserve		Start: 7:15PM End: 7:35PM Reserve	Start: 2:55PM End: 3:15PM Reserve
Start: 3:20PM End: 3:40PM Reserve	Start: 7:40PM End: 8:00PM Reserve		Start: 7:40PM End: 8:00PM Reserve	Start: 3:20PM End: 3:40PM Reserve

Step 5 – Repeat for any other Copper Hill child

If you have another Copper Hill child and wish to schedule conferences for him/her, select his/her name from the Select Student drop down menu, navigate to the Conferences screen and repeat the steps from Step 3.