### Amity Region #5 PS Unified Classroom Instructions – Sign up for Teacher Conferences

**Updated October 2017**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="classroom.powerschool.com" alt="Sign In" /></td>
<td>Log onto Unified Classroom with your user name (email and password) <a href="https://classroom.powerschool.com">https://classroom.powerschool.com</a></td>
</tr>
<tr>
<td><img src="https://classroom.powerschool.com" alt="Quick Links" /></td>
<td>Click on Quick Links from the list on the left hand side of your screen</td>
</tr>
<tr>
<td><img src="https://classroom.powerschool.com" alt="Portal Login Page" /></td>
<td>Choose Portal Login Page under the PowerSchool heading</td>
</tr>
<tr>
<td><img src="https://classroom.powerschool.com" alt="Ecollect Forms" /></td>
<td>The portal login will open on a new tab</td>
</tr>
<tr>
<td><img src="https://classroom.powerschool.com" alt="Ecollect Forms" /></td>
<td>Choose Ecollect Forms from the Navigation bar on the left hand side of the page</td>
</tr>
<tr>
<td><img src="https://classroom.powerschool.com" alt="Conference" /></td>
<td>Choose the Parent/Guardian Teacher Conferences under the Conference Heading</td>
</tr>
</tbody>
</table>

**Parent/Guardian/Teacher Conferences**

Use the <-> buttons above the calendar to move to the date that choosing the Parent and/or Guardian/Teacher Conference link. To view a student’s schedule with room numbers please click on.

- **To view what times teachers have available** click on provider on top of the calendar right hand side.
- **If the conferences are blue** you can choose from here when you would like to register or go back to the list view, see below.
- **If the conference is red,** then the time is already taken.
- **If the conference is green,** then you already signed up for that time.
- **Click on the Conference time that you would like to schedule**
- **Choose a Provider (teacher) you would like to see**
• Click Register

• Click Submit Form to register for the conference
• You can choose I’ll submit later, once you choose all the teachers you would like to meet with

• If you choose I’ll Submit Later the Conference will stay orange until you submit the form

• Continue to choose all the teachers you would like to see and then click on submit at the bottom of the page

• The conference times will be green after you submit

• If you need to drop a time you can go back into the conference you would like to drop and click it again and choose drop

• A warning will come up that you need to submit to drop the conference
• Click on OK, Submit this form! Or Cancel if you change your mind

• Once you are done signing up for the conferences you can view your sign ups by clicking into the Conference Link again

If you have any questions please contact helpdesk@amityschools.org