

Table Mound Elementary
On-line Conference Scheduling

Fall 2017 Parent/Teacher/Student conferences will be held on the
following dates:

Wednesday, October 18 - Beginning at 4:00 PM with the last conference ending at 8:00 PM.

And

Thursday, October 18- Beginning at 9:30 with the last conference ending at 7:30 PM.

Families can start scheduling conferences

at 3:30 PM on

Wednesday, October 4, 2017.

Students do NOT have classes on Thursday, October 19 and Friday, October 20.

(Please see the other side for Conference Scheduling instructions)

PARENT/TEACHER/STUDENT CONFERENCE SCHEDULING INSTRUCTIONS

Below you will find the instructions to sign up for Fall Parent/Teacher/Student Conferences. Students are expected to attend the conference with their parent.

Instructions:

1. GO TO THE WEBSITE:

<https://www.myschoolsystems.com/dubuque/tablemound/>

OR

Click on the link on the Table Mound Website: <http://www.tablemound.dbqschools.org/>

The conference scheduling program should be compatible with most smart phones and tablets.

2. LOGIN:

Enter the student's **first name and last name (as it appears in PowerSchool)** and then the student's password. *Password is the student's first name (as it appears in PowerSchool).*

3. FOLLOW THE PROMPTS:

Click the button next to the class to schedule or change an appointment. Click on the circle next to the time you would like for your conference. A red X indicates a timeslot that is not available. After choosing your time, press "Schedule Time" at the bottom of the page. You will then see a confirmation of your time scheduled.

If you have any questions or problems with the conference scheduling, please call the main office at 563-552-4400.