

**Table Mound Elementary**  
**On-line Conference Scheduling**

Fall 2018 Parent/Teacher/Student conferences will be held on the  
following dates:

**Wednesday, October 17-** Beginning at 4:00 PM with the last  
conference ending at 8:00 PM.

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

(Reminder that there are NO CLASSES on October 18 and 19)

**Families will be able to start scheduling conferences**

**At 3:30 PM on**

**Wednesday, October 3, 2018.**

( Scroll 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(s).*

### 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 student's first name and last name (as it appears in Infinite Campus).

**Password-** is your child's student ID number (6 digit number that starts with an "8". Half page note was sent home with log in information for each child).

**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. Done!

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