

Table Mound Elementary
On-line Conference Scheduling

“Spring” 2018-19 Parent/Teacher/Student conferences will be held on the following dates:

Wednesday, February 13- Beginning at 4:00 PM with the last conference ending at 8:00 PM.

Thursday, February 14- Beginning at 9:30 AM with the last conference ending at 7:30 PM.

(Reminder that there are NO CLASSES on January 14 and 15)

Families will be able to start scheduling conferences

At 3:30 PM on

Wednesday, January 30, 2019.

(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 **FIRST NAME**.

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.