



Manhasset Public Schools

*Dr. Dean Schlanger
Principal
Manhasset Secondary School*

November 8, 2022

Dear Parents,

The Parent/Teacher Conferences at the Secondary School will be held on Thursday evening December 1st, 2022 from 5:00pm to 8:00pm, as well as Friday, December 2nd, 2022 during school hours. **Beginning on Tuesday, November 22nd at 7:00 PM, the sign-up process will be implemented through *Teacher Reacher* <https://teacherreacher.com/site/index.cfm>** an online parent-teacher conference scheduling tool. All parent-teacher meetings will be held via Zoom and **not** in person.

Instructions outlining how to access your account and begin using *Teacher Reacher* are below. You are encouraged to log into your account and add your student to your account **prior to** the sign-up opening on November 22nd. Please log in to schedule appointments beginning at 7:00PM on **November 22nd**. Once appointments are made, please click on each teacher's zoom link under the My Schedule tab to join your virtual appointments on December 1st and 2nd. **Please note, Quarter 1 Report Cards will be posted to the Manhasset Parent Portal at 4pm on Friday, November 18th**. This will allow parents to review the quarter one report card and prioritize a meeting with the desired teacher(s).

The Teacher Reacher system will allow parents to schedule online appointments with teachers. By clicking on the desired conference date, and then a teacher's name you will be able to see which time slots are available. Upon securing appointments, go to the My Schedule tab to view your appointments. Each conference appointment will have a virtual "Click Here" link listed in the "Meeting Type" column. Parents should click on the "Click Here" link when it is the date and time for the appointment; this will allow parents to access the zoom meeting with your student's teacher.

If you do not have access to a computer, please call the Guidance office prior to November 22nd at 267-7511 (Middle School) or 267-7610 (High School) and we will assist you.

Steps to Access Teachers' Appointment Sign Up

- Go to <https://teacherreacher.com/site/index.cfm>
- Click Login in the upper right-hand corner
- Use Forgot Password if you do not remember your password
- Be sure to "Add" your student(s) to your account prior to November 22nd

Our goal through this process is to make the sign-up procedure and meetings with teachers easy and convenient. If you have any problems, please let us know. You may also email mpp@manhassetsschools.org or call the Technology office at 516-267-7535 for assistance.

Dr. Dean Schlanger, Principal

Login:

To Access Your Account

- Click the "Login" link at the upper right corner of the page
- Enter your email and password
- Use the **Forgot Password** link to reset your password if needed.

NOTE: Parents do NOT need to create a new account using the "Sign Up" button

The screenshot shows the TeacherReacher login interface. At the top, the header includes the logo and navigation links: "Why TeacherReacher?", "Support", "About Us", "Sales Contact", "Login", and "Sign Up". A "Tutorial" link is visible in the top right. The main content area features a "Please Login" form with an "Email:" field containing "TESTEMAIL@gmail.com" and a "Password:" field with masked characters and a visibility toggle. Below the form are "Login", "Forgot Password?", and "Register" links. The footer contains a paragraph describing the application, copyright information for 2022, a "Select Language" dropdown, and a "Powered by Google" logo.

My Students:

Add your student(s) to your account

- Enter Child's Name (as registered in the school district)
- Select the school- Manhasset Secondary School
- Enter the child's Student ID OR Date of Birth
- Click "Submit"
- Repeat to add additional students if needed
- You will see students that have been added display under Current Students at the bottom of the page.

NOTE: Appointments will not be able to be scheduled if a student is not added to your account.

Manage My Students

Add Student

First Name

Last Name

School

Student ID

DOB

Current Students

| Student | School | Grade |
|-----------------|------------------------------------|-------|
| ★ Julia Student | Demo District / Demo Middle School | 9 |

Schedule Appointments:

Once permissions open, appointments can be scheduled

- Click on your student's name for the desired conference date(s)
- View appointment schedules for up to 6 teachers at a time
- Place a check next to the teachers' names
- Click the "Continue" button

The screenshot shows the 'Schedule Appointments' page in the TeacherReacher system. The page has a dark header with the logo and navigation links like 'Why TeacherReacher?', 'Support', 'About Us', and 'Sales Contact'. Below the header is a blue navigation bar with 'My Students', 'My Schedule', 'Schedule Appointments', and 'Important Messages'. The main content area is titled 'Schedule Appointments' and includes a 'Tutorial' link. A table is displayed with columns for 'Conference', 'Student', 'Core', and 'Electives'. The table contains one row with the following data: Conference: TEST EVENT, Student: TEST STUDENT, Core: 1 / 10, Electives: 0 / 0.

| Conference | Student | Core | Electives |
|------------|--------------|--------|-----------|
| TEST EVENT | TEST STUDENT | 1 / 10 | 0 / 0 |

The screenshot shows the 'Choose Teachers' page. It includes a title 'Choose Teachers' and a paragraph of instructions: 'You may select up to 6 teachers at once to manage scheduling. This can be done more than once to have an opportunity to schedule for all the teacher you need. Be sure to pick the top 6 most important first to have a better chance at getting your desired times.' Below the instructions are two tabs: 'Department' and 'Alphabetical'. On the right side, there is a status indicator 'You have selected 6 / 6 teachers' and a blue 'Continue' button. The main area lists teachers under the heading 'CORE'. Each teacher's name is preceded by a checkbox, with six of them checked.

Choose Teachers


You may select up to 6 teachers at once to manage scheduling. This can be done more than once to have an opportunity to schedule for all the teacher you need. Be sure to pick the top 6 most important first to have a better chance at getting your desired times.





Department Alphabetical

You have selected 6 / 6 teachers [Continue](#)

CORE

- T Angelini
- Susanne Barris
- Jon Barrow
- David Bendo
- Antonella/Lisa Bernarg/Fallon
- Olga Ciceros
- Eric Cornillo
- Larry Counselor
- Jane Danker
- Allison Entelle
- Louise Erbe
- Michael Fane
- Kerri Free
- Vincent Goodspeed
- Jennifer Helsly

- Click on a time listed under a teacher's name to make the appointment
 - When a time slot is clicked, the appointment is confirmed
- If you choose a time by mistake, click the  icon to remove the appointment
- Click the "Done" button over towards the right once appointments have been made
- Repeat these steps to make additional appointments

| Jon Barrow Core | Olga Ciceros Core | Eric Cornillo Core | Larry Counselor Core | Jane Danker Core | Louise Erbe Core |
|--|-------------------|--|----------------------|--|--|
| 10/03/2022 | | | | | |
| | 1:00 PM | | 1:00 PM | | |
| Yours  1:05 PM | | | | | |
| | 1:10 PM | | 1:10 PM | | |
| | | Yours  1:15 PM | | | |
| | | | | | Yours  1:20 PM |
| | | | | Yours  1:25 PM | |
| | 1:30 PM | | 1:30 PM | | |

My Schedule:

View your schedule of upcoming appointments

- Be sure the “Virtual” Meeting Type is selected
- Each virtual appointment will have a link to click to access the meeting
- On the conference dates, click the “**Click Here**” link to join the zoom meeting for each appointment
- You can also delete your appointments if you no longer wish to meet with a teacher

Upcoming Appointments

Julia Student

| Event | Time | Teacher | Contact Info | Options |
|--------------|--------------------|-------------------------------|---|------------------------|
| Sample Event | 09/21/2022 7:00 PM | Antonella/Lisa Bernarg/Fallon | <input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone | Delete |
| Sample Event | 09/21/2022 7:05 PM | Allison Entelle | <input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone | Delete |
| Sample Event | 09/21/2022 7:10 PM | Larry Counselor | <input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone | Delete |

My Students My Schedule Schedule Appointments Important Messages ⁰

Upcoming Appointments

[Tutorial](#)

TEST STUDENT

| Event | Time | Teacher | Meeting Type | Options |
|------------|--------------------|----------------|---|------------------------|
| TEST EVENT | 11/07/2022 8:00 AM | Sample Teacher | <input checked="" type="radio"/> Virtual <input type="radio"/> 11/07/2022 Click Here | Delete |