

PLEASE BE SURE TO READ THE NOTES ON THE LAST THREE PAGES OF THIS LETTER

Introduction to the Parent/Teacher Conference Reservation System Grades 1-8

Monday, March 8th for Grades 1-5

Wednesday, March 17th Grades 6-8

Welcome to the online Parent/Teacher Conference Reservation System from Virtual Paragon. We hope that this system will make it easier and more convenient for you to sign up for conferences with your children's teachers. In addition to these instructions you will find a school map and a list of teachers with their grade and classroom locations. These will be helpful in getting you through the program efficiently.

Before you begin, please make sure you have a recent version of your browser (we recommend at least version 4.0 of Netscape Communicator or version 5.0 of Microsoft Internet Explorer). Upgrades are available from <http://www.netscape.com/browsers/> and <http://www.microsoft.com/ie/>, respectively. This program will allow you to sign up for both lower and middle school conferences at one time. **Registration for the March 8th and March 17th conferences can only be done during the dates below.**

This program will be available from Wednesday, February 24th at 8:00 am until Wednesday, March 3rd at 11:00 pm. After those dates the program will only allow you to view your schedule but not change it in any way.

Here is the information you should know before you log on:

Teacher name:

You need to have a list of all the teachers you'd like to see. This is especially important for older students with departmental teachers as well as resource or enrichment. Please

consult your child for the correct teacher names **before** logging onto the system. The system will not tell you the names of your children's teachers. You may consult the enclosed list of teachers if you are not sure. **Please see the special information section at the end of these instructions.**

Time Slots:

You should think about what times you would like to schedule your conferences. The system will tell you the teachers' available slots, but it would help to think about your own availability ahead of time. All teachers' Grades 1-5 are given 10 minute slots, if they are your child's primary teacher.

6th and 7th Grade Rabbeim are given one ten minute slot for each student.

8th Grade boys have both a Gemarah Rebbe and a Chumash Rebbe. Each has one - 5 minute slot.

6th thru 8th grade Morot have one - 5 minute slot for each student.

Teacher Location: You should also consult the enclosed school map to locate which rooms you will be visiting. If the classrooms are not nearby (ie. next door or down the hall) you should **not** schedule consecutive appointments and allow yourself travel time from one appointment to the next. **This is crucial to keeping appointments on schedule.**

Program Instructions

- Go to the RYNJ web site www.YNJ.org. Please note that because of internet security the password had to be changed and **will not** appear on the school web site.
- On the home page click on “Parents”, you will then see “Parent Teacher Conferences”, at the bottom of the page. Click on the Virtual Paragon link.
- You will have to provide your school’s master password which is **rosenbaum**.

Create your own account. This involves choosing a user name and password for yourself. Should you forget your password in the future, you can create a new password and log in.

- Log in to the system. This involves typing in your user name (whatever name you choose) and password, which will bring you to the Main Menu.
- Select the activity you want to do, such as making reservations.
- Select the appropriate conference dates
- Select the teachers you want to sign up for by clicking in the box by each teacher’s name. In addition to the name, you will see the class, subject and room assignment. Teachers are listed alphabetically. Regular, resource, reading, T-class and enrichment teachers are all listed together. Please be aware that certain teachers teach more than one class/subject. Make sure to click on the appropriate slot for your child. You may click on all your child’s teachers at one time.
- Reserve the slots you need by clicking in the available time slots
- Scroll down until you see available slots.
- The program will let you know if you accidentally scheduled two teachers at once. **It will not prevent you from double scheduling** a timeslot in the event that more than one parent will be seeing teachers on any given night. If you did not intend to double schedule simply scroll back to one of the slots and “un-click’ the slot.
- The schedules of teachers you have selected will be displayed, next to each other. A running tally of your appointments can be viewed on screen. You can scroll side to side to see the different teachers. You can scroll up and down to see the different time slots.
- **Press SAVE** to reserve the slots you have selected so far or **press DONE** when you have finished making all your reservations.
- Check the list of your reservations. If you are satisfied, you can print your reservations and log out of the system, or you can go back and make changes.

Remember: Your selected conference time slots are not really yours until you press the **SAVE or DONE** button and see that your requested slots have been reserved for you. If you have selected a conference time slot, but have not yet saved your reservation, someone else may be signing up for the same slot at the same time. **Whoever saves first gets the slot.**

- Please check the site on the morning of each conference for any last minute changes (ie. teacher absent)

If you have any trouble or questions pertaining to the program please e-mail Isabel at ikogan@rynj.org. If you do not have internet access you may use the school’s computers or call Isabel to schedule your conferences.

Please realize that this effort will be negated if parents do not respect their scheduled time slots

Pre-school appointment instructions will be sent out by the pre-school office

PLEASE NOTE:

ATTENTION 1ST AND 2ND GRADE PARENTS: Please reserve one 5 minute slot for your child's reading teacher and two 5

minute slots for your child's homeroom English teacher. If they are the same person, 10 minutes is sufficient.

For those students in the classes listed below, please follow the time specifications as indicated:

2B2 Limudei Kodesh Rabbi Hyman 2 – 5 minute slots

5G1/5G2 Talmud & Halacha Rabbi Hyman 1 – 5 minute slot

Rabbi Hyman will also be available on March 17th.

3B1 Mishna Rabbi Abish 1 – 5 minute slot

**3B1 Limudei Kodesh/
Hebrew Language** Rabbi Greenberg 2 – 5 minute slots

**3B2 Limudei Kodesh/
Mishna** Rabbi Abish 2 – 5 minute slots

3B2 Hebrew Language Rabbi Greenberg 1 – 5 minute slot

**3B4 Limudei Kodesh/
Mishna/Heb. Language** Rabbi Wachsler 1 -10 minute slot

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| <u>4B1 Limudei Kodesh</u> | Rabbi Reshevsky | 1 – 10 minute slot |
| <u>4B1 Hebrew Language</u> | Rabbi Greenberg | 1 – 5 minute slot |
| <u>4B2 Limudei Kodesh</u> | Rabbi Rhine | 1 – 10 minute slot |
| <u>4B2 Hebrew Language</u> | Mrs. Staum | 1 – 5 minute slot |
| <u>4B4 Limudei Kodesh</u> | Rabbi R. Goldstein | 1 – 10 minute slot |
| <u>4B4 Hebrew Language</u> | Rabbi Greenberg | 1- 5 minute slot |
| <u>6B1 Limudei Kodesh</u> | Rabbi Goldman | 2 – 5 minute slots |
| <u>7B/7G Math</u> | Rabbi Goldman | 1 – 5 minute slot |

7G1/7G2

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| <u>Talmud & Halacha</u> | Rabbi Ohayon | 1 – 5 minute slot |
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6G1/6G2/7G1/7G2/

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| <u>8G1/8G2</u> | All Morot | 1 – 5 minute slot |
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| <u>8B Limudei Kodesh</u> | Schedule a 5 minute slot for the Gemarra Rebbe and a 5 minute slot for the Chumash Rebbe. | |
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Dr. Annette Berger will be available from 7:00 pm to 9:00 pm on March 17th and Mrs. Heather Hagler will be available to meet with parents on both March 8th and March 17th from 7:00 pm to 9:00.

Attachments available for 30 days until Friday, March 26, 2010:

[Copy of Grades1-5 2010 SpringI.xls.xls](#)

[Copy of Grades 6-8 2010 Spring.xls](#)

[RYNJ Floor Map.pdf](#)