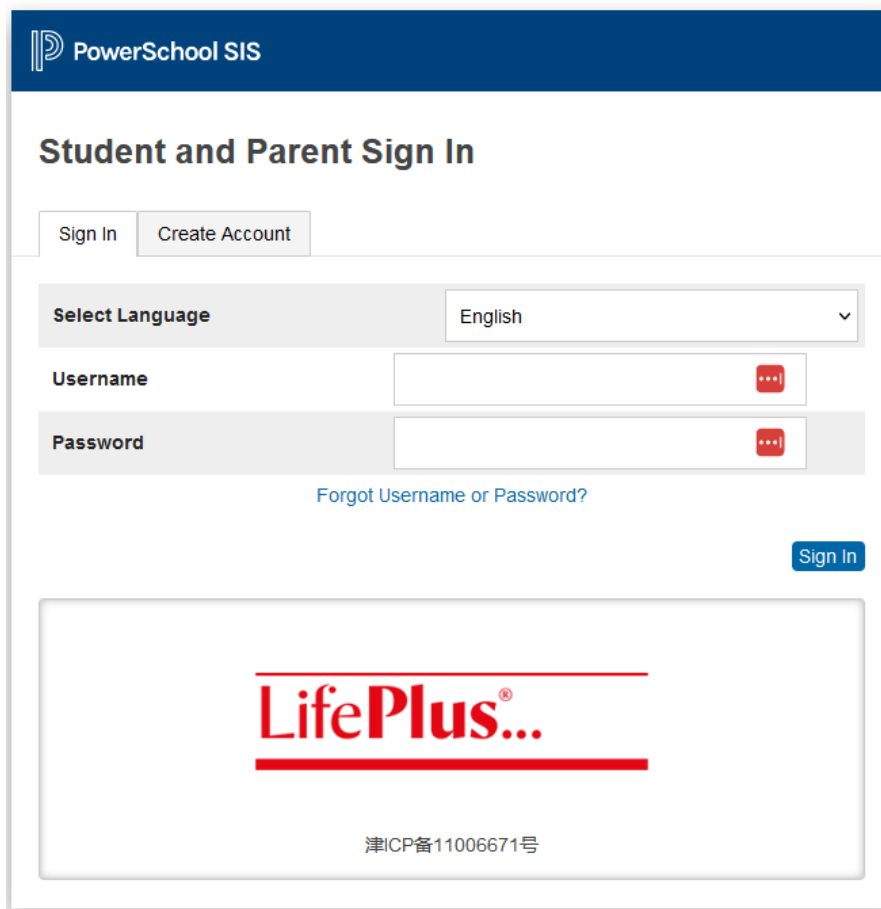


Parent-Teacher Conference Instructions

1. Login

1.1. Please go to <https://powerschool.lifepluslearning.com/public/home.html> and login with your PowerSchool username and password.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". A "Select Language" dropdown menu is set to "English". Below this are input fields for "Username" and "Password", each with a red eye icon to toggle visibility. A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field. At the bottom of the page, the "LifePlus..." logo is displayed in red, with the Chinese text "津ICP备11006671号" below it.

1.2. After successfully logging in, click the pop-up icon in the top right corner (1), and click on “Tidal PTC” to launch the app (2).

PowerSchool SIS

Welcome, Help Sign Out

Grades and Attendance:

Grades and Attendance Standards Grades

Exp	Attendance By Class														Absences	Tardies		
	Last Week					This Week					Course							
	M	T	W	H	F	M	T	W	H	F	Q1	Q2	S1	Q3			Q4	S2
1(M-FB)											[]	[]	[]	[]	[]	[]		
2(M-FB)											[]	[]	[]	[]	[]	[]		
2(M,FA-FB)											[]	[]	[]	[]	[]	[]		
4(M-FB)											[]	[]	[]	[]	[]	[]		

Applications Close

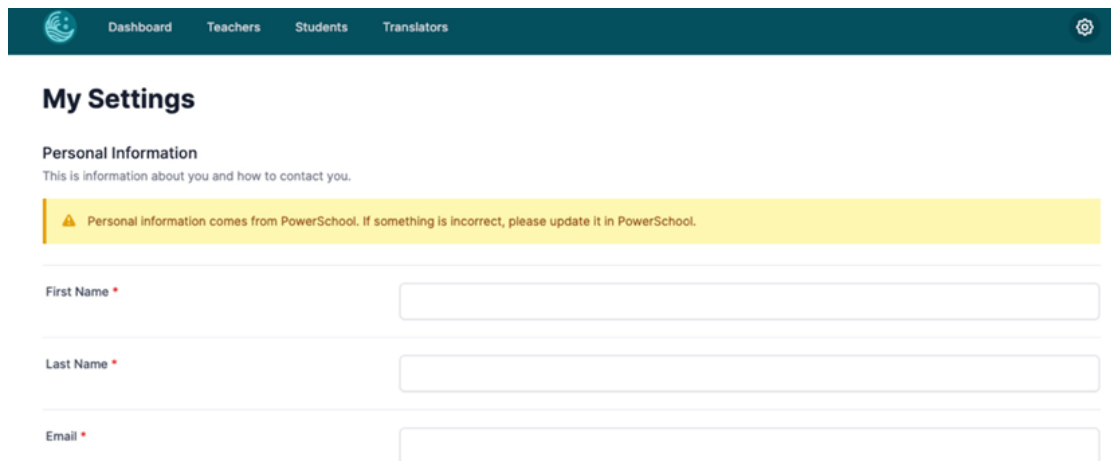
Applications	Description
COVID-19 Log	COVID-19 quarantine logging application
DocBox	Manage file uploads for students
LifePlus Passport	LifePlus Passport
Sonar FMS	Log in to Sonar FMS.
Special Programs Home	Go to your PowerSchool Special Programs home page.
Tidal PTC	Create and reserve parent-teacher conferences.

2. Basic settings

After you login to Tidal PTC for the first time, please configure your basic settings.

2.1. Personal information

This information is synced from PowerSchool. Please contact your Registrar to update it in PowerSchool if it's incorrect.



Dashboard Teachers Students Translators

My Settings

Personal Information
This is information about you and how to contact you.

⚠ Personal information comes from PowerSchool. If something is incorrect, please update it in PowerSchool.

First Name *

Last Name *

Email *

2.2. Time zone

Please check your time zone and change it if the default time zone is not correct.

Meeting Information

These are settings related to your time slots and meetings.



Timezone * Asia/Shanghai

Your current time is 11:26:05 on 2020-10-28

2.3. Notification preferences

Please choose when and how often you want to receive the email notifications.

Notification Preferences

Select the times when you want to receive emails about time slots and reservations.

Receive an email notification when...

- a teacher updates a reservation.
- I make a reservation.
- I cancel a reservation.
- I have an upcoming reservation.

How many hours before your first reservation?

12

2.4. Change password

If you would like to bypass PowerSchool and login to PTC APP (<https://ptc.lifepluslearning.com/login>) with a password, you can set a password here.

Change Password

This is where you can change your password. Leave these fields blank to keep your current password.

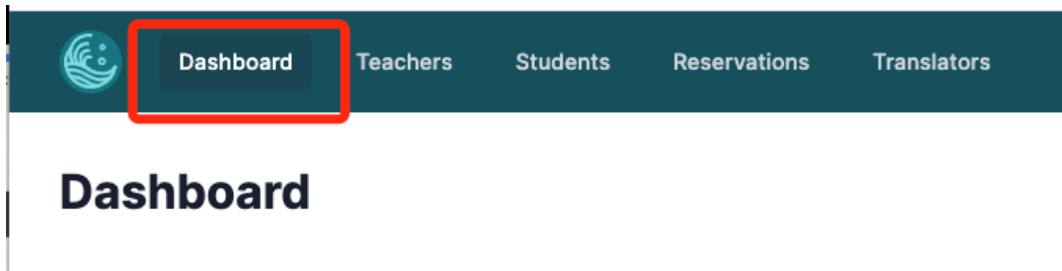
Password

Confirm Password

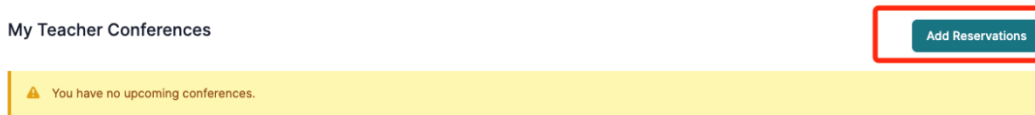
2.5. Please click on "Save" on the bottom to update your settings.

3. How to book an appointment

3.1. Click on “Dashboard” at the top to enter your reservation.

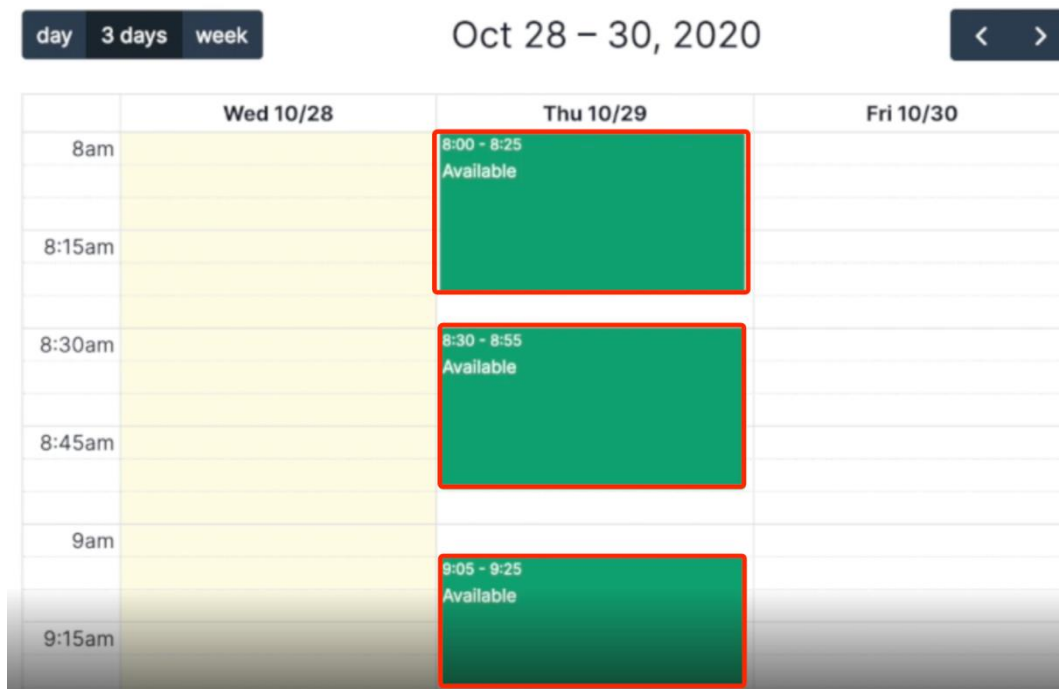


3.2. Click on “Add Reservations” to add a reservation.



3.3. Select a student and a teacher to view the availability.

3.4. Green time slots are available.



3.5. Click on a green time slot to view the details.

If you have any comments for the teacher, please add them here (1). Check “I need a translator” and select your desired language, if needed (2). Click on “Reserve Slot” to book an appointment (3).

The screenshot shows a mobile application interface for booking an appointment. At the top, it displays the date and time: "Thursday, October 29 8:00am - 8:25am" with a close button (X). Below this are fields for "Date", "Teacher", and "Student", all of which are currently empty. A red box labeled "1" highlights a text input area with the prompt "Is there something you want to talk to the teacher about?". Below this, another red box labeled "2" highlights a section containing a checked checkbox for "I need a translator" and a dropdown menu for "Language" with the text "Select a language". At the bottom, there are two buttons: a white "Cancel" button and a teal "Reserve Slot" button, with the latter highlighted by a red box labeled "3".