



Summer 2023 Conference Manager Enhancements

We are excited to share that we have been working on some enhancements to the Conference Manager over the summer. Most of these won't be visible, although you may notice faster performance and system responsiveness.

We did take on a task that many system admin users have been asking for; an easier way to create new conference rounds based upon conference rounds that were configured in the past. They said things like, *if last fall's Meet the Teacher Conferences are structured similarly to this year's, I would like to be able to copy the previous year's round as the basis for this year's and then make any adjustments that are needed.*

We are happy to say that this can now be done by accessing the CONFERENCES tab and using the COPY button located beside a Conference Round in the past that is wanting to be replicated for an upcoming Conference Round.

Meet the Teacher Conferences 2023
Open: Tuesday August 01, 2023 at 06:00 AM
Close: Thursday September 07, 2023 at 06:00 AM

ADD SESSION EXPORT CONFERENCES

TITLE	DATE	START	FINISH	TYPE	COMMON BREAK	SESSION
Parent Choice of Conference Format - All Grades	Fri, Sep 22, 2023	8:30 AM	2:00 PM	Face 2 Face Phone Virtual	EDIT BREAK	EDIT DELETE

Meet the Teacher Conferences 2022
Open: Monday August 01, 2022 at 06:00 AM
Close: Thursday September 01, 2022 at 11:20 PM

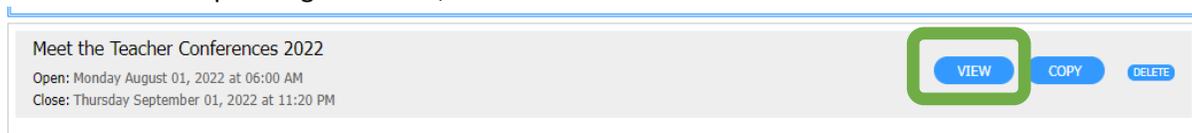
VIEW COPY DELETE

TITLE	DATE	START	FINISH	TYPE	COMMON BREAK	SESSION
Parent Choice of Conference Format - All Grades	Mon, Aug 08, 2022	8:00 AM	1:55 PM	Face 2 Face Phone		VIEW DELETE

It is important to note that the System Admin will be required to enter new dates for the Conference Round they have created using the COPY button as well as ensure that the staff selected to participate in each conference session include the those staff who are new to the school and participate in conferences.

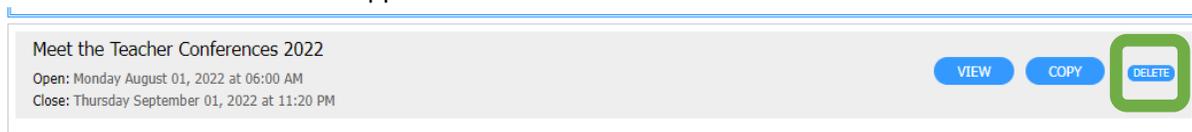
Because the COPY feature can be used to replicate a Conference Round, the EDIT button no longer appears on

conference rounds that occurred in the past. Knowing you might want to review information from past conference rounds without replicating the round, we have added a VIEW button as shown below.



There was one other tweak we made. We've made it easy for those who like to have a clean CONFERENCES tab by attaching a DELETE button to the right of any conference round. This button allows you to fully delete any conference round yourself that has occurred in the past or will be occurring in the future as long as it is not set as the current round (i.e. doesn't have the double border frame around it). Just remember, the deletion of a past or future conference round is permanent and cannot be reversed.

To help prevent the crisis situations that can arise from accidentally deleting a current round where bookings have been made, the DELETE button found beside the current round will direct you to contact us at support@schoolsoft.com to complete the process for you. It will allow us to confirm you are wanting to delete the current round and all booked appointments as once that is done there is no undo function.



If you have any questions about these functions or additional features you would like to see in the future, please email us at support@schoolsoft.com.

Best regards,
The SchoolSoft Conference Manager Team