

Overview of the Conference Manager for Teachers



Access the Conference Manager

- Enter the school's URL for the Conference Manager staff log-in page

Demo site
Support

Memorial School Conference Manager



Powered by SchoolSoft

Welcome to

Conference Manager

Conference Manager is currently **open**

Booking closes: **Saturday, April 30 2022 at 06:00 AM**

To book a conference, you must be a registered user.
Please enter your username and password, or [register now!](#)

LOGIN

USERNAME

PASSWORD

[LOGIN](#)

Forgot your username or password?

Login credentials

The link to Conference Manager, your username and password was sent to you in an email from appointments@schoolsoft.com. A sample of this email is shown below.

From: appointments@schoolsoft.com
Sent: September 4, 2021 2:40 PM
To: Ima Teacher iteacher@schooldistrict.edu
Subject: Schoolsoft Conference Manager – New Account

Hello Ima,

Heather Fox has set up your staff account for the SchoolSoft Conference Manager.

You can access the application at <https://memorial.schoolsoft.com/login.jsf>.

Login in using your username **iteacher** and password **\$7hY%hAm**

Thanks you for using the SchoolSoft Conference Manager.

Forgot or can't find your password?

Click the Forgot Password link on the log-in page to reset it.

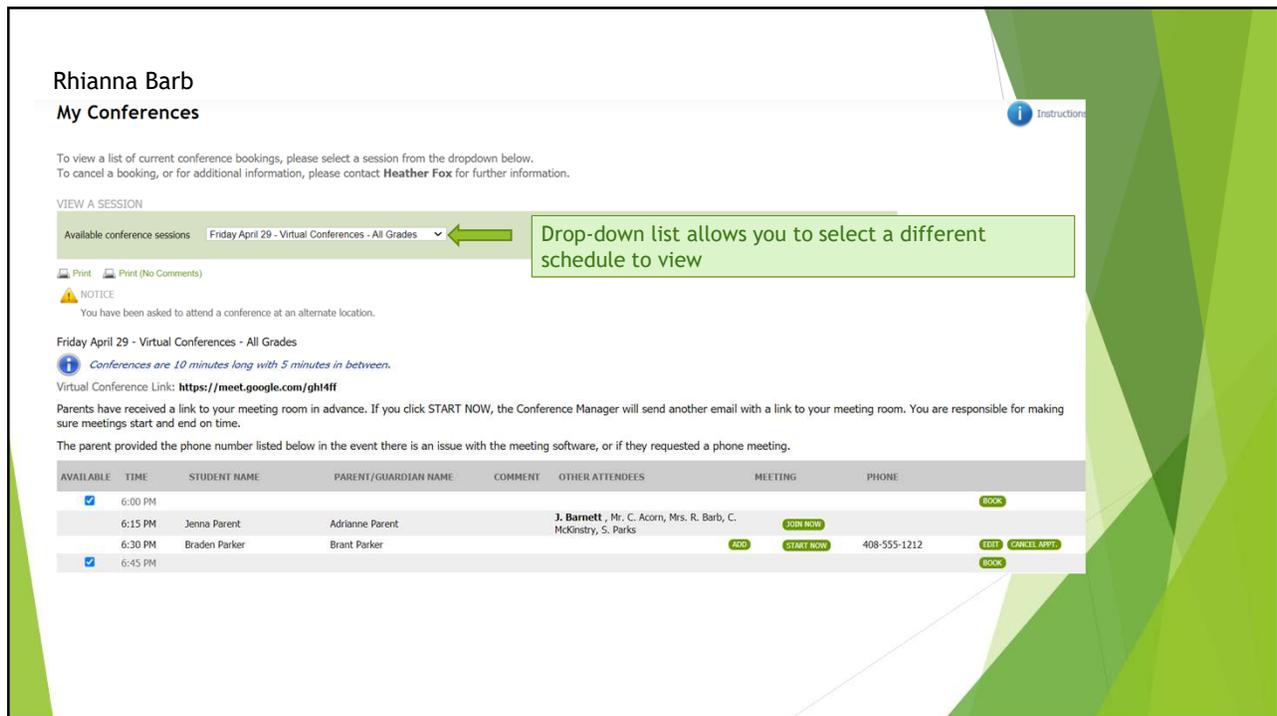
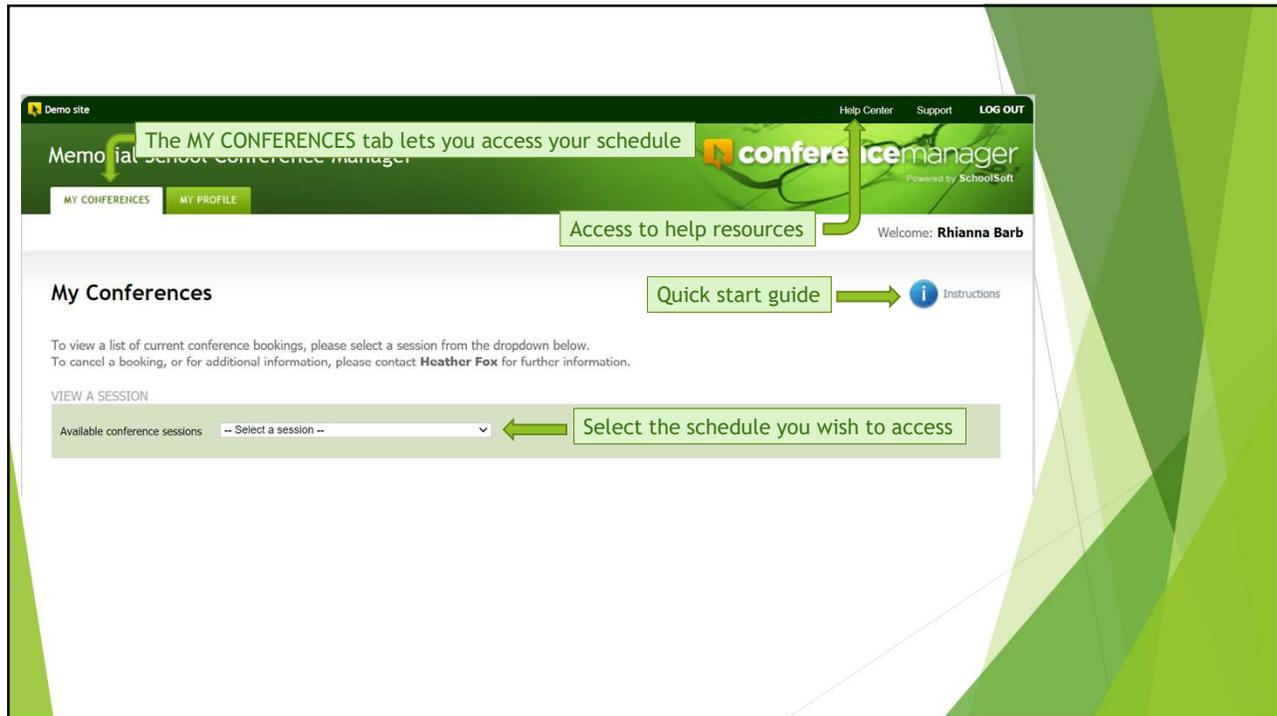
LOGIN

USERNAME

PASSWORD

LOGIN

[Forgot your username or password?](#)



Rhianna Barb

My Conferences

To view a list of current conference bookings, please select a session from the dropdown below.
To cancel a booking, or for additional information, please contact **Heather Fox** for further information.

VIEW A SESSION

Available conference sessions: Friday April 29 - Virtual Conferences - All Grades

Print Print (No Comments) **Print schedule**

NOTICE
You have been asked to attend a conference at an alternate location.

Friday April 29 - Virtual Conferences - All Grades
Conferences are 10 minutes long with 5 minutes in between.
Virtual Conference Link: <https://meet.google.com/gh4ff>

Parents have received a link to your meeting room in advance. If you click START NOW, the Conference Manager will send another email with a link to your meeting room. You are responsible for making sure meetings start and end on time.

The parent provided the phone number listed below in the event there is an issue with the meeting software, or if they requested a phone meeting.

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	MEETING	PHONE	
<input checked="" type="checkbox"/>	6:00 PM							BOOK
	6:15 PM	Jenna Parent	Adrienne Parent		J. Barnett , Mr. C. Acorn, Mrs. R. Barb, C. McKinstry, S. Parks	JOIN NOW		
	6:30 PM	Braden Parker	Brant Parker			ADD START NOW	408-555-1212	EDIT CANCEL APPT.
<input checked="" type="checkbox"/>	6:45 PM							BOOK

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Use BOOK button only if you are booking an appointment for a parent. This button may not be displayed if teachers do not book appointments.

The school can configure conferences so the teacher can remove the check to make a time slot unavailable

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Virtual Conference Link: <https://meet.google.com/gh14ff>

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	6:30 PM	Braden Parker	Brant Parker			ADD START NOW	408-555-1212
<input checked="" type="checkbox"/>	6:45 PM						

Annotations:

- A teacher can invite other available and required staff to a specific conference using the ADD button
- When additional staff are invited to a meeting, they appear here. The initiating teacher is in bold, others are invitees.
- If you are a conference invitee, you use the JOIN NOW button to enter into the virtual conference

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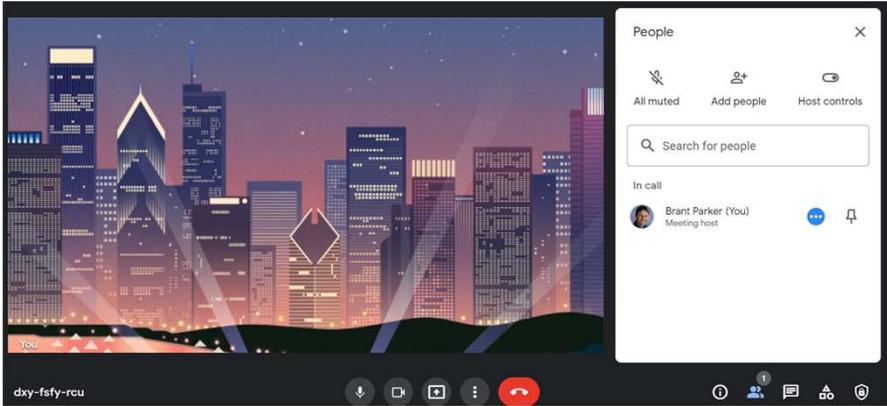
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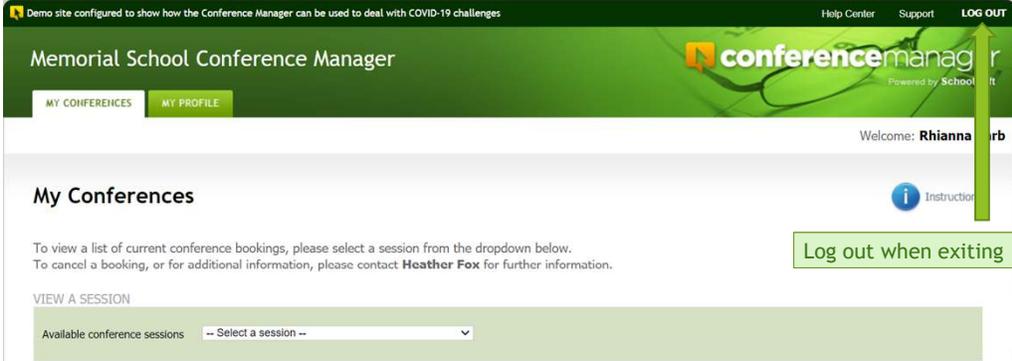
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Annotations:

- If conducting online conferences, most parents will have clicked the meeting link that was emailed, and will be waiting to be admitted by the teacher to the Zoom meeting (or other meeting application used by the school). If the parent is not waiting at their scheduled appointment time, the teacher can click the START NOW button to send notification that the meeting is ready to begin.
- If applicable, the teacher's virtual conference link in their profile is displayed here.



Teachers use the school's online meeting platform to manage the admission of scheduled parents to the online conference. Keeping the Conference Manager open in a browser tab makes it easy to reference which parents they will be meeting with next.



Demo site configured to show how the Conference Manager can be used to deal with COVID-19 challenges

Help Center Support LOG OUT

Memorial School Conference Manager

conference manager
Powered by Schoolsoft

MY CONFERENCES MY PROFILE

Welcome: Rhianna Arb

Instruction

My Conferences

To view a list of current conference bookings, please select a session from the dropdown below.
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VIEW A SESSION

Available conference sessions -- Select a session --

Log out when exiting