

## How to Create a Student-led Conference Session

- Applies to:  Standalone Conference Manager System Admin and Office Admin  
 PowerSchool Conference Manager System Admin and Office Admin

Many schools see student-led conferences as an effective way to share classroom learning with parents. These conferences typically involve longer time blocks with 3, 4, 5 or more slots and each can be booked by a parent and his/her child. These time slots all have the same start and end time on the schedule and the teacher typically spends some time with each family who are participating in that time block.

The steps below are based upon a student-led configuration where there are 4 time slots available for each 45-minute time block. This means up to 4 sets parents and their child can book into the same 45-minute period. Your configuration parameters may be different. These steps only focus on the settings that need to be configured to create a student-led session. If you need more detailed information about creating Conference Rounds or Sessions, please refer to the How to Create a Conference Round Guide.

1. Prior to creating a conference session, you will need to have created a conference round.
2. When creating the conference session use the dialog box to first set the session date, start and end times. In the “Additional Information” field, enter Student-led Session so parents know the type of conference they are booking.

Date (mm/dd/yyyy)	Additional Information (eg. Gr. 4 - 6 (5:00 to 8:00)) (Optional)
04/29/2024	Student-led Conferences

3. Set the conference session duration to the length of time block intended for student-led conferences.

Start Time	Finish Time	Interview Duration (Mins)	Travel Time (Mins)	Number of Students per Conference (Face-to-Face only) ?
8:30 AM	2:30 PM	45	0	1

4. Set the Number of Students per Conference to the maximum number of students (accompanied by parents) you want to accommodate in each of the time blocks.

Start Time	Finish Time	Interview Duration (Mins)	Travel Time (Mins)	Number of Students per Conference (Face-to-Face only) ?
8:30 AM	2:30 PM	45	0	4

5. Ensure that the only Conference Type checked is the Face-to-Face Conferences option.

**CONFERENCE TYPES (\*NEW FUNCTIONALITY\*)**

Select a single conference type (e.g. Virtual) OR give parents the option of choosing from more than one conference type when they make a booking (e.g. If you check off Virtual and Face-to-face, the parent can choose to have either a Virtual or Face-to-face conference). This setting is controlled on a session-by-session basis and can only be changed up until conference bookings have been made.

Face-to-Face Conferences

Phone Conferences

Virtual Conferences

6. In the “Session Notice for Parents (Optional)” field we recommend you use a short description of the student-led conference for parents. The following is a sample of what you might use.

Session Notice for Parents (Optional)

Viewed by parents each time they select this session.

Student-led conferences allow time for a student to share with parents what they have been learning. During each time block 4 students and their parents will be in the room. During the 45 minute conference time, the teacher will spend a few minutes of time with the student and his/her parent(s).