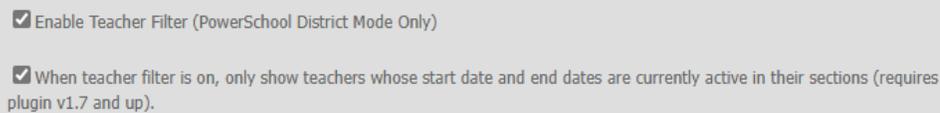


How to Exclude Teachers of Selected Courses from Appearing in a Parents Filtered Teacher Pick List

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

This option only applies if the following conditions are met:

- The Conference Manager is configured to be integrated with PowerSchool
- Conference Manager PowerSchool Plug-in is the enhanced version 1.8 or higher
- In the SCHOOL PROFILE tab, the following preferences must be checked:



Enable Teacher Filter (PowerSchool District Mode Only)

When teacher filter is on, only show teachers whose start date and end dates are currently active in their sections (requires plugin v1.7 and up).

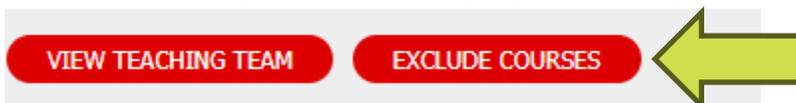
Background:

When the Conference Manager is integrated with PowerSchool it can be configured so that when a parent is booking a conference the parent initially sees only a list of the teachers who teach their child. SchoolSoft refers to this as the filtered teacher list.

Sometimes a school will want to exclude a teachers who teach a specific course from appearing in the filtered teacher list, even though a parent may have a child in that course. This may be for reasons such as the course is a non-curricular course (such as a Student Advisory Block, Student Community Service, or if a school sports team is set up in PowerSchool to be a course) and the school wants to ensure that time slots on teachers' schedules are used for courses related to courses that are part of the curriculum.

Directions to exclude a course

1. The System Admin User clicks the STAFF tab.
2. Click the EXCLUDE COURSES button (which will only show if you are using the Conference Manager PowerSchool plug-in 1.8 or higher).



3. From the list of courses that appears, a checkmark should be placed beside the course(s) you want to exclude from being used in the teacher filtered list and click submit at the bottom of the list.

