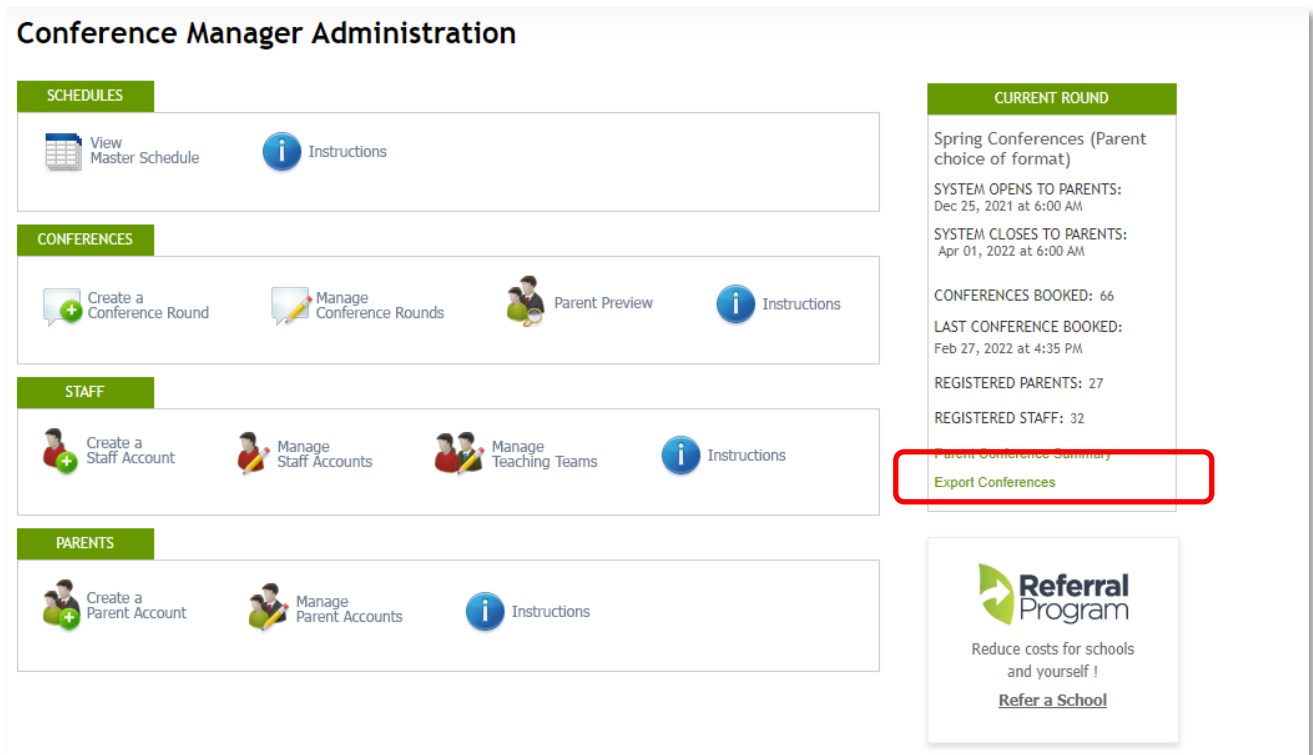


How to Export Conference Bookings to a Data File

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

When conducting a detailed analysis of parent-teacher conferences, a system administrator can extract a data file which can be opened in Microsoft Excel. You can download this data file by clicking the EXPORT CONFERENCES link located on the MAIN tab as shown below. Once downloaded, the data can be analyzed and worked using Excel. It is important to note that the data file is available for download up to 2 months following the end of parent conferences or as long as the conference round remains current, whichever occurs first.



Conference Manager Administration

SCHEDULES

- View Master Schedule
- Instructions

CONFERENCES

- Create a Conference Round
- Manage Conference Rounds
- Parent Preview
- Instructions

STAFF

- Create a Staff Account
- Manage Staff Accounts
- Manage Teaching Teams
- Instructions

PARENTS

- Create a Parent Account
- Manage Parent Accounts
- Instructions

CURRENT ROUND

Spring Conferences (Parent choice of format)

SYSTEM OPENS TO PARENTS:
Dec 25, 2021 at 6:00 AM

SYSTEM CLOSES TO PARENTS:
Apr 01, 2022 at 6:00 AM

CONFERENCES BOOKED: 66

LAST CONFERENCE BOOKED:
Feb 27, 2022 at 4:35 PM

REGISTERED PARENTS: 27

REGISTERED STAFF: 32

Parent Conference Summary

Export Conferences

Referral Program

Reduce costs for schools and yourself!

[Refer a School](#)