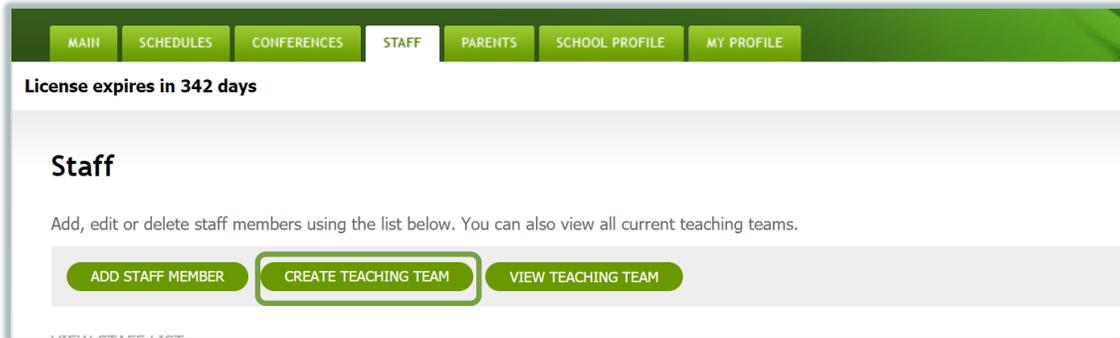


How to Have a Team of Teachers Share a Schedule

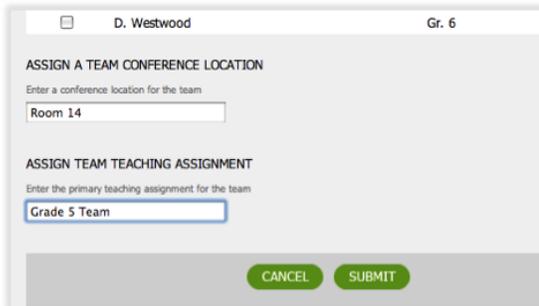
- Applies to: Standalone Conference Manager System Admin and Office Admin
 PowerSchool Conference Manager System Admin and Office Admin

In order to have two or more teachers share a schedule, you must create a team of teachers. You must also select the team of teachers rather than the individual teachers when configuring a Conference Session. Special information pertaining to virtual conferences is also included below.

1. Click on the STAFF tab and the CREATE TEACHING TEAM button.



2. Select the staff members that make up the team by placing a checkmark beside the name of each member.
3. Enter the location where the team will be conducting conferences and the team assignment. If the team is conducting the conferences virtually, you may want to simply put "Virtual" or "Online" as the location.
4. Enter the teaching team's teaching assignment and click submit.



Once submitted, on the STAFF tab you will see a team icon displayed by each teacher's name who is currently assigned to a team.

VIEW STAFF LIST Total: 32

NAME	TEAM	TEACHING ASSIGNMENT	LOCATION	VIEW SCHEDULE	ACCOUNT
Acorn, Chester VC		Kindergarten	Tiny Room		EDIT DELETE
Amin, Tulauna VC		System Admin	NA		EDIT DELETE
Armstrong, Sharon VC		Fine Arts	Room 131		EDIT DELETE
Barb, Rhianna VC		Gr. 4	Room 183		EDIT DELETE
Barnett, Jane VC		Gr. 3	Rm 222		EDIT DELETE

Important Information About a Teaching Team Conducting Virtual Conferences And Using the Teacher Note feature.

It is important to know that when virtual conferences are being conducted, each team has a person assigned the role of virtual “*Meeting Room Owner*”. This person’s Virtual Conference URL is shared with parents and other members of the team as the team’s meeting room link. By default, the person on the team whose last name is first on the staff list (alphabetically) will be assigned the role of virtual *Meeting Room Owner*. The *Meeting Room Owner* can be confirmed or changed by the System Admin by scrolling to the bottom of the STAFF tab. It is important that the Meeting Room Owner know they need to create a Virtual Conference Link on behalf of their team. It is recommended that they do this before parents begin booking.

The screenshot shows how teams are listed in teaching the teams section at the bottom of the STAFF tab.

TEAM MEMBERS	ASSIGNMENT	LOCATION	VIRTUAL MEETING ROOM OWNER	
D. Doolittle, S. Sarhar VC	Phys. Ed.	Gym Office	Doolittle, Dorothy	EDIT DELETE OWNER

The current Virtual Meeting Room Owner is displayed here. Click the OWNER button to change the Meeting Room Owner. By default, the owner is the person whose last name is first when sorted

Teacher Note for Teaching Teams

Similarly, if using the Note to Parents feature for team conferences, the *Meeting Room Owner* should compose the note on behalf of the team in the *Teacher Note to Parents* field on their MY PROFILE tab. The screenshot below shows the location of the two fields in the staff profile. Please note that *Virtual Conferences* and the *Note to Parent* features must be set to active for these features to be used by teachers. (*Note to Parent* is turned on in the session settings. *Virtual Conferences* must first be enabled in the SCHOOL PROFILE Preferences AND then checked as a conference session setting.)

By default, the Virtual Conference will use the *Virtual Conference URL* located in the Meeting Owner’s profile.

Edit Staff Profile

STAFF INFORMATION

First Name: Last Name: Mrs.

Email Address: Username (used for log in):

Password: Confirm Password:

OTHER INFORMATION

Staff/Teaching Assignment: Conference Location or NA:

Teacher Note to Parents
The teacher note is optional and only used in the current (or yet to be active) conference round. It is displayed to a parent booking an appointment with you and is included in the associated emails. The teacher note is only displayed in the Conference Session(s) configured to include the teacher note. (200 character limit)

You child will be sharing his/her passion project following your parent-teacher conference.

Virtual Conference URL
This meeting link may expire and need to be updated in the future.

By default, the Virtual Conference parent confirmation email will include the *Teacher Note to Parents* that has been entered in profile of the Meeting Owner of the teaching team.