

For access to detailed information regarding the use of the Conference Manager, please refer to the System Admin Guide in the found in the HELP CENTER.

How to Print All Staff Schedules

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

Staff schedules can be bulk printed with or without comments.

1. Click on the SCHEDULES tab and click the desired report format as shown below.

Choose a Teacher		
To view a list of available teachers, please select a session below:		
VIEW MY SCHEDULE		
VIEW TEACHER LIST	🔔 Print ALL Staff	🔚 Print ALL Staff (No Comments)