



Configuring the Conference Manager to accommodate for a teacher who teaches in two schools that have scheduled conferences at the same time.

This document details what to do in situations where a teacher is working in 2 or more schools and those schools have parent-teacher conferences at the same time. It provides three strategies for accommodating teachers in this situation so that the teacher avoids being double booked.

One strategy involves the *System Admins* of the Conference Manager in each school coordinating when the teacher is scheduled to participate in conferences sessions in each school so during one *conference session* the teacher is available in one school and not in other school(s) for the *conference session* scheduled at the same time.

The other two strategies involve the teacher managing the time blocks in their schedule so that during specific time blocks they are available in one school and then making sure they are not available for those corresponding time blocks with the other school(s) that are conducting conferences.

Finally, it should be mentioned that these strategies can be combined as well. For example, two schools a teacher teaches at may each have four *conference sessions* that occur on the same time and on the same days. These schools may coordinate the schedule for the teacher so that they are working the first *conference session* at one school and the second *conference session* at the other school using approach 1. Then, for the remaining two *conference sessions*, they may have the teacher manage their own schedule (approach 3) so as to accommodate parents from both schools.

Approach 1: System Admins coordinate teacher participation in conference sessions

This approach requires the people with *System Admin* Access at each school the teacher works at to coordinate the teacher availability by either including or excluding them in the configuration of *conference sessions*. This approach simply involves the *System Admins* coordinating when the teacher is included in one school's *conference session* and excluded from the *conference session* at the other school and vice versa. Including or excluding the teacher is done when the *conference session* is created as shown below.

From the Conference session Configuration Screen

ADD STAFF MEMBERS

Add all the staff members you want to appear on this session. If there are team conferences then the same teacher cannot be selected as part of a team and as an individual.

<input type="checkbox"/> SELECT ALL	NAME	TEACHING ASSIGNMENT
<input type="checkbox"/>	C. Acorn	Kindergarten
<input checked="" type="checkbox"/>	C. Acorn* & T. Amin	Big Group
<input type="checkbox"/>	T. Amin	System Admin
<input type="checkbox"/>	S. Armstrong	Fine Arts
<input checked="" type="checkbox"/>	S. Armstrong* & L. McNicol	Fine Arts Team
<input type="checkbox"/>	S. Armstrong* & L. McNicol & E. Sanchez	Fine Arts Team
<input checked="" type="checkbox"/>	R. Barb	Gr. 4
<input checked="" type="checkbox"/>	J. Barnett	Gr. 3
<input checked="" type="checkbox"/>	M. Boujalais	Gr. 1
<input type="checkbox"/>	C. Brown	Band

During the set-up of the *conference session* that involves a teacher who teaches at 2 or more schools that are holding conferences at the same time and have two or more *conference sessions* booked. The *System Admins* at each school coordinate which *conference sessions* the teacher will be participating in for each school. They then ensure the teacher is checked as participating for the applicable *conference sessions* at each school and is not checked during the corresponding *conference session(s)* at the other schools.

In this example, in the conference session settings the school has a checkmark beside the teacher who works at two schools and who will be participating in this session at the school. In the other school's Conference Manager, the conference session configuration for the same date and time would not have a check beside the teacher's name.

Approach 2: System Admins schedule teacher participation by coordinating time block availability in both schools

This approach requires the people with *System Admin* access at each school the teacher works at to coordinate the teacher's schedule availability across the schools. This is accomplished by having the *System Admin* have certain time slots for the teacher checked as available at their school and then have the *System Admin* at the other school(s) designate those corresponding time blocks as not available. This approach allows the teacher's availability to be established on a time-block by time-block basis.

To complete this process, the *System Admins* at each of the schools the teacher works at should complete the following steps:

1. The *System Admins* from the schools the teacher works at should connect and determine what is the best fit of the teacher's schedule and the needs of each school.
2. Once the schools determine what the teacher availability should be for each school, the *System Admins* will each adjust the applicable teacher's schedule at their school so as to make the teacher's time slots either available or not available for booking so the schedule matches the booking time allocations agreed upon.

In the screenshots that follow, we assume that the teacher (Jane Barnett) works at two schools that are conducting virtual conferences online and that the schools are both having conferences scheduled on the same day from 4:00 PM to 8:30 PM. The elementary school (green color scheme) will have her available to be booked by the parents of her elementary students for the 4:00 PM to 6:30 PM time slots. During this time the teacher's schedule will be configured so that parents at the middle school (blue color scheme) will not be able to book this time slots. From 6:30 PM to 8:30 PM the teacher's schedule is configured so that the parents of middle school teacher's will be able to book those time slots and the elementary school parents will see them as not available.

ADD STAFF MEMBER CREATE TEACHING TEAM CLEAR VC MEETING LINKS VIEW TEACHING 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

After the teacher availability has been set, the *System Admin* at each school can log in to their Conference Manager, click the STAFF tab and then the SCHEDULE icon for the teacher.

Staff Conferences - Jane Barnett

To view a list of current conference bookings, please select a session from the

VIEW STAFF LIST

Available conference sessions Tuesday April 2

Print Print (No Comments)

AVAILABLE	TIME	STUDENT NAME
<input checked="" type="checkbox"/>	4:00 PM	
<input checked="" type="checkbox"/>	4:15 PM	
<input checked="" type="checkbox"/>	4:30 PM	
<input checked="" type="checkbox"/>	4:45 PM	
<input type="checkbox"/>	5:00 PM	Reserved by teacher
<input type="checkbox"/>	5:15 PM	Reserved by teacher
<input type="checkbox"/>	5:30 PM	Reserved by teacher
<input type="checkbox"/>	5:45 PM	Reserved by teacher
<input type="checkbox"/>	6:00 PM	Common break
<input type="checkbox"/>	6:15 PM	Common break
<input checked="" type="checkbox"/>	6:30 PM	
<input checked="" type="checkbox"/>	6:45 PM	
<input checked="" type="checkbox"/>	7:00 PM	
<input checked="" type="checkbox"/>	7:15 PM	
<input type="checkbox"/>	7:30 PM	Reserved by teacher
<input type="checkbox"/>	7:45 PM	Reserved by teacher
<input type="checkbox"/>	8:00 PM	Reserved by teacher
<input type="checkbox"/>	8:15 PM	Reserved by teacher

At the elementary school where this teacher works, the *System Admin* ensures the time slots between 4 and 5 PM and 6:30 and 7:30 PM are checked so the elementary parents can book within those times. The “Reserved by teacher” indicates the time slots that will not be available for parents to book.

At the middle school where this teacher works, the *System Admin* checks the time slots between 5 and 6 PM and 7:30 and 8:30 PM so middle school parents can book during those times. In this example, the elementary conferences are 15 minutes and the middle school are 10 minutes. The careful coordination of time between the two *System Admins* has ensured there is no overlap meaning there is no chance of the teacher being double booked.

Staff Conferences - Jane Barnett

To view a list of current conference bookings, please select a session from the

VIEW STAFF LIST

Available conference sessions Tuesday April 26 - Middle School Zoom Conferen

Print Print (No Comments)

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NA
<input type="checkbox"/>	4:00 PM	Reserved by teacher	
<input type="checkbox"/>	4:10 PM	Reserved by teacher	
<input type="checkbox"/>	4:20 PM	Reserved by teacher	
<input type="checkbox"/>	4:30 PM	Reserved by teacher	
<input type="checkbox"/>	4:40 PM	Reserved by teacher	
<input type="checkbox"/>	4:50 PM	Reserved by teacher	
<input checked="" type="checkbox"/>	5:00 PM		
<input checked="" type="checkbox"/>	5:10 PM		
<input checked="" type="checkbox"/>	5:20 PM		
<input checked="" type="checkbox"/>	5:30 PM		
<input checked="" type="checkbox"/>	5:40 PM		
<input checked="" type="checkbox"/>	5:50 PM		
<input type="checkbox"/>	6:00 PM	Common break	
<input type="checkbox"/>	6:10 PM	Common break	
<input type="checkbox"/>	6:20 PM	Common break	
<input type="checkbox"/>	6:30 PM	Reserved by teacher	
<input type="checkbox"/>	6:40 PM	Reserved by teacher	
<input type="checkbox"/>	6:50 PM	Reserved by teacher	
<input type="checkbox"/>	7:00 PM	Reserved by teacher	
<input type="checkbox"/>	7:10 PM	Reserved by teacher	
<input type="checkbox"/>	7:20 PM	Reserved by teacher	
<input checked="" type="checkbox"/>	7:30 PM		
<input checked="" type="checkbox"/>	7:40 PM		
<input checked="" type="checkbox"/>	7:50 PM		
<input checked="" type="checkbox"/>	8:00 PM		
<input checked="" type="checkbox"/>	8:10 PM		
<input checked="" type="checkbox"/>	8:20 PM		

Approach 3: The teacher coordinates and sets his/her availability for parents in the Conference Manager at each of the schools where they teach

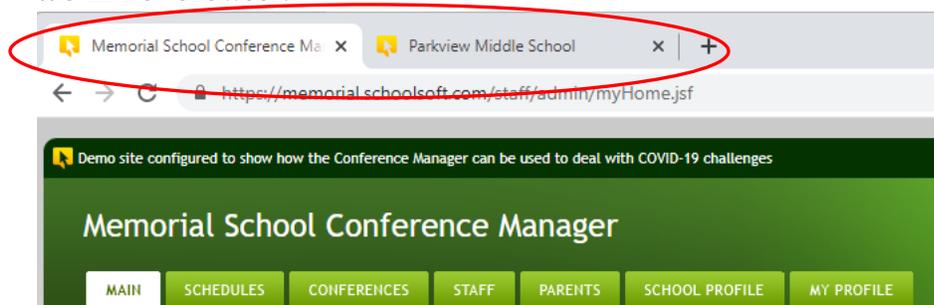
This approach requires the teacher coordinating and setting their availability in each schedule at the schools where they teach. This approach is similar to the previous one described, but has the teacher accessing each school's Conference Manager and then coordinating the blocking off time slots in their schedule for parents at each of the schools. When the teacher makes themselves available for parents to book in one school's schedule, they will need to then ensure they make themselves not available to be booked at that time in their schedule at the school(s).

This approach requires the *System Admin* to configure the *conference sessions* so that teachers can book their own breaks, as this is the feature the teacher uses to make specific time blocks not available for booking.

To illustrate the process, we will assume Jane Barnett teaches at an elementary and a middle school and that the schools are both hosting parent-teacher conferences the same evening from 4:00 PM to 8:30 PM and that the elementary school conferences are 15 minutes in duration and the middle school are 10 minutes in duration. Both schools have scheduled a common 30-minute dinner break for all staff. Jane decides she will alternate the focus every hour of her conferences, starting with the Elementary School at 4:00 PM.

To complete the process of coordinating her schedule across the two schools the teacher does the following:

1. Logs in to the Conference Manager for each school. The easiest way jump back and forth between the schedules is to have each school's version of the Conference Manager in a different tab in her browser.



1. The teacher accesses the *conference session* they want to coordinate the date for at the elementary school. The teacher then accesses the schedule for the elementary school they work at and ensures there is a checkmark beside each time slot that a parent of an elementary student can book. They also need to remove the check mark from any time slot that they will not be available for the parents to book from that school as that is when they will be making themselves available to parents at the other school.

Elementary School Schedule

Available conference sessions Tuesday April 26 - Virtual Conferences (A

Print Print (No Comments)

Tuesday April 26 - Virtual Conferences (All Grades)

i Conferences are 12 minutes long with 3 minutes in between

Virtual Conference Info:
Virtual Conference Link: <https://meet.google.com/kgx-tnfw-hfp>
To update your virtual conference link click My Profile

Starting a meeting: Parents have received a link to your meeting n
are responsible for making sure meetings start and end on time.

Backup phone number: The parent provided the phone number lis

AVAILABLE	TIME	STUDENT NAME	PARENT/GU
<input checked="" type="checkbox"/>	4:00 PM		
<input checked="" type="checkbox"/>	4:15 PM		
<input checked="" type="checkbox"/>	4:30 PM		
<input checked="" type="checkbox"/>	4:45 PM		
<input type="checkbox"/>	5:00 PM	Reserved by teacher	
<input type="checkbox"/>	5:15 PM	Reserved by teacher	
<input type="checkbox"/>	5:30 PM	Reserved by teacher	
<input type="checkbox"/>	5:45 PM	Reserved by teacher	
<input type="checkbox"/>	6:00 PM	Common break	
<input type="checkbox"/>	6:15 PM	Common break	
<input checked="" type="checkbox"/>	6:30 PM		
<input checked="" type="checkbox"/>	6:45 PM		
<input checked="" type="checkbox"/>	7:00 PM		
<input checked="" type="checkbox"/>	7:15 PM		
<input type="checkbox"/>	7:30 PM	Reserved by teacher	
<input type="checkbox"/>	7:45 PM	Reserved by teacher	
<input type="checkbox"/>	8:00 PM	Reserved by teacher	
<input type="checkbox"/>	8:15 PM	Reserved by teacher	

The teacher is able to use the same meeting link at both schools since they are coordinating schedules so there can be no double bookings. The meeting URL is set on the teacher's MY PROFILE tab.

The teacher selects the *conference session* they want to coordinate with the middle school. She ensures the time slots between 4 and 5 PM and 6:30 and 7:30 PM are checked so the elementary parents can book within those times. The "Reserved by teacher" indicates the time slots that will not be available for elementary parents to book.

- Once this is done, they go to the other browser tab and access the corresponding *conference session* for the middle school and ensure there are checkmarks beside the times that they will be available for middle school parents to book and that the time slots that were set in the elementary school Conference Manager are not checked. If you compare the screenshot below with the one on the previous page you will see that, even though the length of conferences varies between the two schools, there will be no booking time conflicts.

Middle School Schedule

Available conference sessions Tuesday April 26 - Middle School Zoom Conferences

Print Print (No Comments)

Tuesday April 26 - Middle School Zoom Conferences

Virtual Conference Info:

Virtual Conference Link: <https://meet.google.com/kgx-tnfw-hfp>

To update your virtual conference link click My Profile

Starting a meeting: Parents have received a link to your meeting room in advance. If you need to make any changes, please contact the parent for making sure meetings start and end on time.

Backup phone number: The parent provided the phone number listed below in the event

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME
<input type="checkbox"/>	4:00 PM	Reserved by teacher	
<input type="checkbox"/>	4:10 PM	Reserved by teacher	
<input type="checkbox"/>	4:20 PM	Reserved by teacher	
<input type="checkbox"/>	4:30 PM	Reserved by teacher	
<input type="checkbox"/>	4:40 PM	Reserved by teacher	
<input type="checkbox"/>	4:50 PM	Reserved by teacher	
<input checked="" type="checkbox"/>	5:00 PM		
<input checked="" type="checkbox"/>	5:10 PM		
<input checked="" type="checkbox"/>	5:20 PM		
<input checked="" type="checkbox"/>	5:30 PM		
<input checked="" type="checkbox"/>	5:40 PM		
<input checked="" type="checkbox"/>	5:50 PM		
<input type="checkbox"/>	6:00 PM	Common break	
<input type="checkbox"/>	6:10 PM	Common break	
<input type="checkbox"/>	6:20 PM	Common break	
<input type="checkbox"/>	6:30 PM	Reserved by teacher	
<input type="checkbox"/>	6:40 PM	Reserved by teacher	
<input type="checkbox"/>	6:50 PM	Reserved by teacher	
<input type="checkbox"/>	7:00 PM	Reserved by teacher	
<input type="checkbox"/>	7:10 PM	Reserved by teacher	
<input type="checkbox"/>	7:20 PM	Reserved by teacher	
<input checked="" type="checkbox"/>	7:30 PM		
<input checked="" type="checkbox"/>	7:40 PM		
<input checked="" type="checkbox"/>	7:50 PM		
<input checked="" type="checkbox"/>	8:00 PM		
<input checked="" type="checkbox"/>	8:10 PM		
<input checked="" type="checkbox"/>	8:20 PM		

3.

The teacher is able to use the same meeting link as set at the elementary school since they are coordinating schedules. The meeting URL is set on the teacher's MY PROFILE tab.

The teacher accesses the *conference session* that overlaps with the date and time selected at the elementary school. The teacher then ensures there are checkmarks for the time slots between 5 and 6 PM and 7:30 and 8:30 PM so middle school parents can book those time slots. The other times are unchecked as the teacher will be conducting elementary conferences at that time. Because the teacher has carefully coordinated their availability between the two *conference sessions*, they have effectively prevented any double booking.

The screenshots below show what the parents of Jane Barnett's students will see when they log in to the elementary and middle School Conference Managers and select her schedule for April 26th. When she is available to be booked by a parent who has a student at the elementary school, she is not available to be booked at the middle school and vice versa.

Elementary School

Select a Time

Tuesday April 26 - Virtual Conferences (All Grades)

 *Conferences are 13 minutes long with 2 minu*

Choose an available time slot:

J. Barnett Grade 3
4:00
4:15
4:30
4:45
5:00
5:15
5:30
5:45
6:00
6:15
6:30
6:45
7:00
7:15
7:30
7:45
8:00
8:15
J. Barnett Grade 3

Middle School

Select a Time

Tuesday April 26 - Middle School Zoom Conferences

Choose an available time slot:

J. Barnett Math and Science
4:00
4:10
4:20
4:30
4:40
4:50
5:00
5:10
5:20
5:30
5:40
5:50
6:00
6:10
6:20
6:30
6:40
6:50
7:00
7:10
7:20
7:30
7:40
7:50
8:00
8:10
8:20
J. Barnett Math and Science