

SchoolSoft Conference Manager Update

You provided the feedback and we acted!

You now have the option of configuring the Conference Manager so parents can indicate whether they prefer their parent-teacher conferences to take place *face-to-face*, *virtually* or on the *phone*. This new feature allows you to set any two or all three conference types as the options parents can choose from. If you want all conferences to be the same format, you simply select the desired conference type.

To provide parents with a choice in conference formats you select two or more conference types at the time you are configuring each Conference Session as illustrated below.

System Admin Configures Conference Session

System Admin selects the conference type(s) for each session.
Selecting one type means the conferences will all be that format.
Checking two or all three types will mean parents will be able to select their preferred conference type from those checked.

Create Conference Session
Spring Conferences (Parent choice of format)

SESSION INFO
A Conference Round is made up of one or more Conference Sessions.
Select a date and include any additional information needed to supplement the date. This information is displayed to parents in a drop down menu.

Date (mm/dd/yyyy) - Additional Information (eg. Gr. 4 - 6 (5:00 to 8:00)) (Optional)

Start Time Finish Time Interview Duration (Mins) Travel Time (Mins) Number of Students per Conference (Face-to-Face only)

CONFERENCE TYPES (*NEW FUNCTIONALITY*)
Select a single conference type (e.g. Virtual) OR give parents the option of choosing from more than one conference type when they make a booking (e.g. If you check off Virtual and Face-to-face, the parent can choose to have either a Virtual or Face-to-face conference). This setting is controlled on a session-by-session basis and can only be changed up until conference bookings have been made.

Face-to-Face Conferences
 Phone Conferences
 Virtual Conferences

Automatically send parents the meeting link in confirmation email - RECOMMENDED
 The teacher must click START NOW to send parents the meeting link

PARENT COMMENTS

In this example the System Admin is configuring this conference session so that parents can choose from any of the 3 conference types.

Parent Has Choices in Booking Form

When parents book an appointment, they see the conference types that the Conference Manager System Admin made available and indicate their preference using the corresponding radio button.

CONFERENCE DETAILS

Teacher **Mrs. R. Barb**
Location **Room 183**
Teaching Assignment **Gr. 4**
Date **Friday Jan 28, 2022**
Start Time **9:15 AM**
Finish Time **9:30 AM**

Student Info
Name

Parent/Guardian Info
Brant Parker
brantparker@gmail.com
250-932-7268

Conference Type
Choose the type of conference you would prefer

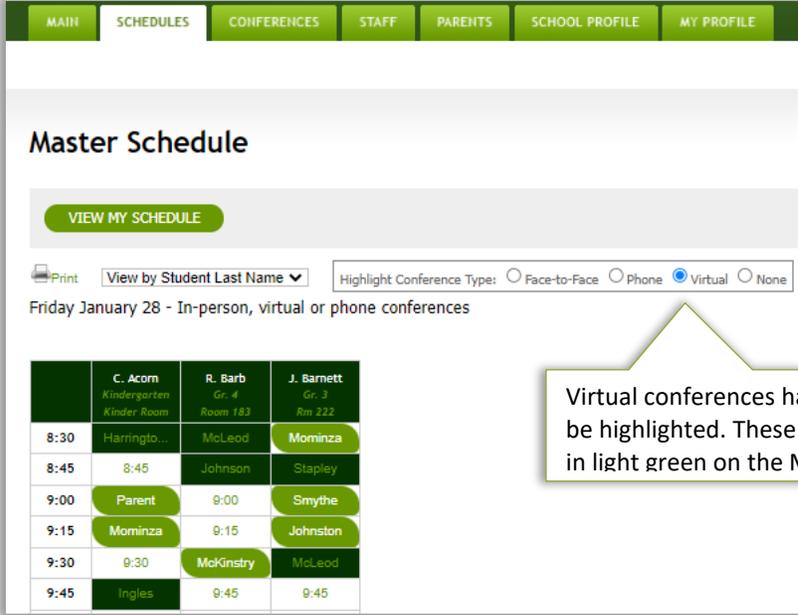
Face-to-Face Conference
 Phone Conference
 Virtual Conference (Meeting link will be sent in your confirmation email)

Phone Number
Please enter a phone number where you can be reached by the school.

Parent indicates in their booking that a *virtual* conference is preferred.

Five Important things to note about the Conference Type feature

1. You can keep your finger on the pulse of type of bookings using the Highlight Conference Type feature. The Master Schedule page allows the System Admin to highlight any specific conference type. This provides a snapshot of the conference types parents are selecting.



Master Schedule

VIEW MY SCHEDULE

Print View by Student Last Name Highlight Conference Type: Face-to-Face Phone Virtual None

Friday January 28 - In-person, virtual or phone conferences

	C. Acorn Kindergarten Kinder Room	R. Barb Gr. 4 Room 183	J. Barnett Gr. 3 Rm 222
8:30	Harrington	McLeod	Mominza
8:45	8:45	Johnson	Stapley
9:00	Parent	9:00	Smythe
9:15	Mominza	9:15	Johnston
9:30	9:30	McKinstry	McLeod
9:45	Ingles	9:45	9:45

Virtual conferences have been selected to be highlighted. These bookings are shown in light green on the Master Schedule.

2. If circumstances change and a parent needs to change the type of conferences they are wanting, they can log in and edit their conference booking. Changes in the type of conference a parent has booked can also be changed by a system admin or office admin on behalf of a parent through either searching for the parent in the PARENT tab, selecting the booking from a teacher's schedule on the STAFF tab, or selecting the time block from the Master Schedule on the SCHEDULES tab.
3. The conference type selection(s) is set for each conference session. For example, if your conference round is made up of one conference session for the evening on Wednesday and a conference session for the day on Thursday and you want parents to choose from *face-to-face* or *virtual* conferences, you will select the *face-to-face* and *virtual* conference types when you create each of the conference sessions.

- A teacher's schedule displays the conference type for each parent who has booked a conference. At the top of the Teacher Schedule page information related to each of the conference types that are available as options for parents is displayed.

My Conferences

To view a list of current conference bookings, please select a session from the dropdown below.
To cancel a booking, or for additional information, please contact **Heather Fox** for further information.

VIEW A SESSION

Available conference sessions: Friday January 28 - In-person, virtual or phone conferences

Print | Print (No Comments)

Friday January 28 - In-person, virtual or phone conferences

Conference Location: **Rm 222**

Phone Conference Info:
When making their bookings, parents provided the phone number where they can be reached. You are responsible for ensuring meetings start and end on time.
Team Teaching: If you are part of a teaching team, or if you have been added to a conference, you will need to make arrangements with your colleagues to call the parent at the number they provided.

Virtual Conference Info:
Virtual Conference Link: <https://meet.google.com/kgx-tnfv-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 click START NOW with a link to your meeting room. You are responsible for making sure meetings start and end on time.
Backup phone number: The parent provided the phone number listed below in the event there is an issue with the meeting software.

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	MEETING	PHONE	
	8:30 AM	Kainat Mominza	Asma Mominza		ADD	Virtual	START NOW	456-789-1212	EDIT CANCEL APPT.
	8:45 AM	Jeff Stapley	Gwen Stapley		ADD	Phone		123-456-7890	EDIT CANCEL APPT.
	9:00 AM	Peter Smythe	Peter Smythe		ADD	Virtual	START NOW	858-343-9365	EDIT CANCEL APPT.
	9:15 AM	James Johnston	Hazel Johnston		ADD	Virtual	START NOW	555-678-2344	EDIT CANCEL APPT.
	9:30 AM	Donna McLeod	Sheila McLeod		ADD	Face to Face		403-403-0403	EDIT CANCEL APPT.
<input checked="" type="checkbox"/>	9:45 AM								BOOK
<input checked="" type="checkbox"/>	10:00 AM								BOOK

Information is provided at the top of the teacher's schedule that pertains to each conference type.

Conference type for each booking to keep a teacher informed.

Virtual conferences still allow the teacher to use the START NOW to send an email to a parent informing them the conference is ready to begin.

- The conference session setting that allows you to set the number of students per conference can only be changed if only 1 conference type is selected. This helps avoid situations that would be problematic, such as where two parents are booked in the same time block but where one parent participates in-person and the other is participating virtually.

SESSION INFO

A Conference Round is made up of one or more Conference Sessions.

Select a date and include any additional information needed to supplement the date. This information is displayed to parents in a drop down menu.

Date (mm/dd/yyyy): 01/28/2022

Additional Information (eg. Gr. 4 - 6 (5:00 to 8:00)) (Optional): In-person, Virtual, Phone Conferences

Start Time: 6:00 AM | Finish Time: 7:10 AM | Interview Duration (Mins): 10 | Travel Time (Mins): 0

Number of Students per Conference (Face-to-Face only): 5



6. Other related changes in the Conference Manager are indicated below. More details are available in the latest version of the System Admin Guide, contained in the [SchoolSoft Help Center](#).