

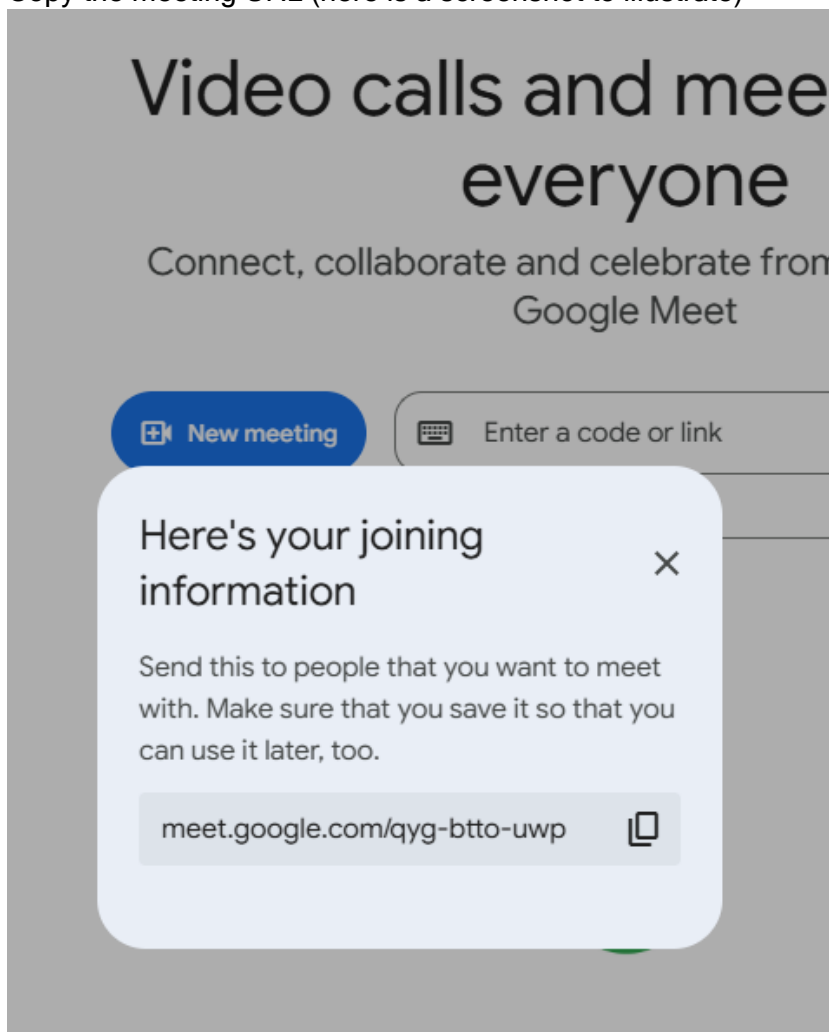
How to Guide

Applies to: ☒ Standalone Conference Manager Teacher User
☒ PowerSchool Conference Manager Teacher User

The Conference Manager works with any online meeting platform. Regardless of the platform, the process is the same; once you have created the online meeting platform you are using, you need to copy the URL to your Conference Manager Profile.

Here are the steps illustrated using Google Meet:

1. Go to Google Meet (<https://meet.google.com>) and select NEW MEETING and then CREATE A MEETING FOR LATER. If you need more details about how to create a meeting, you can contact the Arlington helpdesk.
2. Copy the meeting URL (here is a screenshot to illustrate)



3. Once you have copied the meeting URL you can then login to your schools' Conference Manager and select the MY PROFILE tab and paste the meeting URL in the VIRTUAL CONFERENCE URL field as shown.

Schedule in the Conference Manager. Parents already booked when a teacher note is entered or changed will receive an updated confirmation email with the new note. The teacher note content is cleared automatically 28 days after conferences are completed. (300 character limit)

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

<https://meet.google.com/qyg-btto-uwp>

Status	Role	Visible to Parents
Active 	Teacher 	☒ Yes

4. Click SUBMIT at the bottom of the profile box and you are set for virtual conferences.
5. When it comes to conducting your virtual conferences, login to the Conference Manager and at the top of your teaching schedule you will see the URL for your virtual conferences. The Conference Manager will be in another tab in your browser, which allows you to move back and forth between your meeting software and your schedule.

Click the link at the top of your schedule to launch the online meeting. Once in the meeting platform, you will manage parents' entry into the online conference using Google Meets. If a parent isn't waiting for their virtual conference at their scheduled time, you can return the browser tab containing the Conference Manager and click the REMINDER EMAIL, which will send an email to the parent reminding them of their appointment. You will also see their phone number and could call them if you wanted to do so.