



Using the new features in the Conference Manager

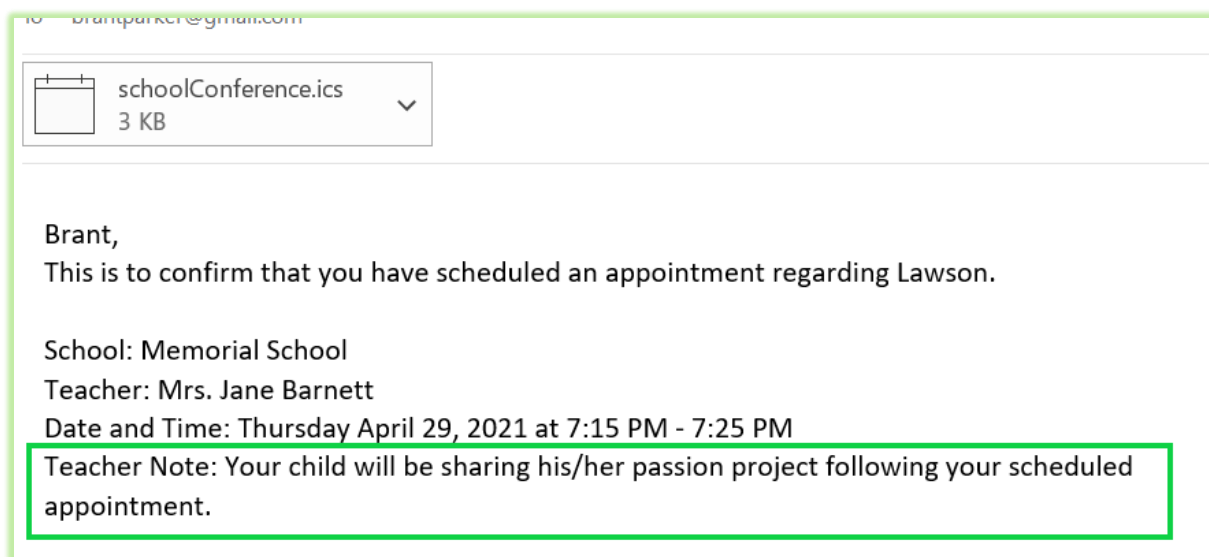
We are providing this quick review of the recent enhancements to the Conference Manager knowing that many schools are already preparing for their next round of Parent-Teacher Conferences.

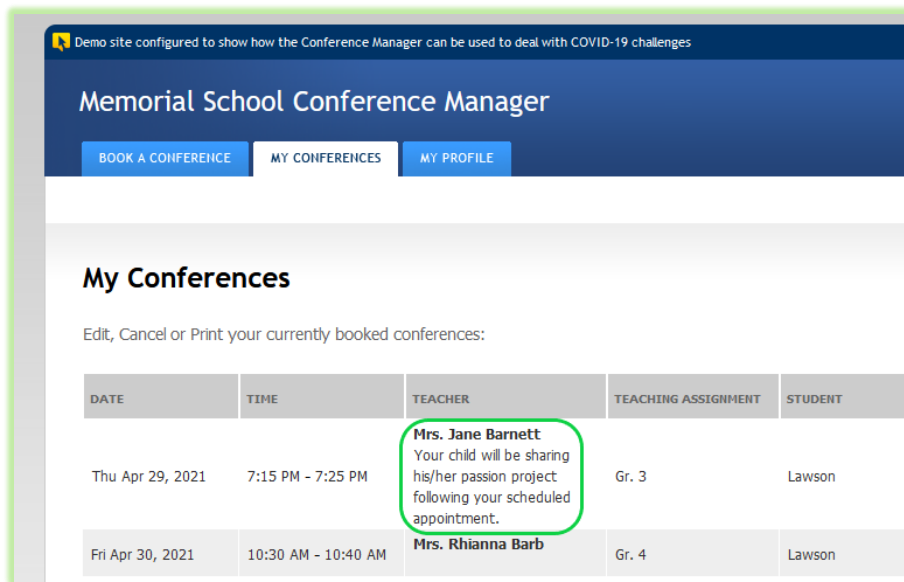
Teacher Note to Parents

This feature allows a personalized message from a teacher (or System/Office Admin on behalf of a teacher) to be included in the confirmation and reminder emails sent by the Conference Manager to the parents who book, or have already booked, an appointment with that teacher. This feature makes it easy to pass along important information to only the parents who have an appointment with a particular teacher. This might be providing parents with a passcode required to access their online conference, notifying parents who have an appoint with a teacher of an unexpected change in a meeting link, or a teacher providing their proposed agenda for their parent conferences.

You can share the "[Using the Parent Notes Function as a Teacher.PDF](#)" resource located in the [SchoolSoft Help Center](#) with any teacher who wants to create and use a Teacher Note to Parents.

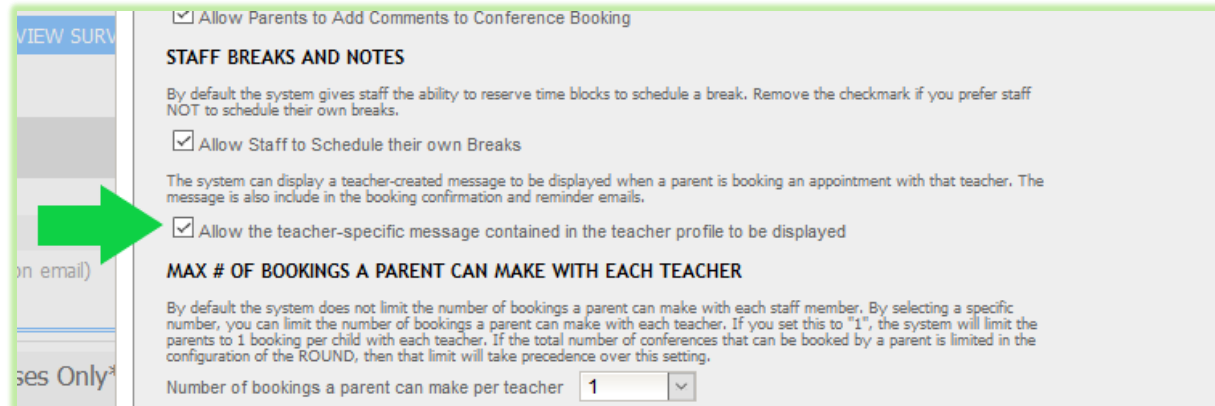
The screen shots below show how the teacher note to parents is included in the confirmation and reminder email the parent receives after booking as well as how it appears in the parent's list of appointments in the Conference Manager.





The content of a teacher note to parents can be up to 200 characters and is composed in the teacher's profile.

The System Admin must enable this feature for it to be active. The decision to include or not include the teacher note to parents is made by the System Admin for each conference session using the setting shown below.



Virtual Conferences Meeting Link

The Conference Manager allows the Virtual Conference meeting links to be provided to parents in one of two ways. The first and recommended option in configuring the conference session is to have parents receive the meeting link immediately in the booking confirmation email and the attachment that allows a parent to add the appointment to their calendar application. The link is also displayed in the reminder emails as well as on the parent conference schedule page in the Conference Manager.

To use this option effectively, it is important that each teacher includes the meeting link being used for online conferences in the Teacher Profile before parents begin booking.

The System Admin sets this option for each conference session, as shown in the screenshot below.

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

VIRTUAL CONFERENCING

☒ Allow Teachers to use Virtual Conferencing

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

The second way of configuring the conference session has the meeting link sent to a parent only when the teacher accesses their schedule page in the Conference Manager and clicks the “Start Now” button for that parent's conference booking.

This conference session set-up option is only recommended if the online meeting platform used by the school does not allow the teachers to control when a parent is admitted into the online meeting.

Required Phone Number

Due to numerous school requests, we now require parent booking a virtual or phone conference to enter the phone number they can be reached at during the conference booking. This ensures the number is current and that there a back-up way to connect in the event a technical issue arises with the online meeting software. This phone number is visible in the teacher's schedule within the Conference Manager.

You can learn how to use the new “teacher note to parents” feature by accessing the SchoolSoft [Help Center](#) (button located in the upper right of the screen when logged in to the Conference Manager) and accessing the [Using Teacher-Specific Notes to Parents](#), the [Using the Parent Notes Function as a Teacher](#) or the [Scheduling Virtual Conferences](#) resources. If you require additional support or have other questions, please contact support@schoolsoft.com.