Quick Start Guide - Creating staff accounts (PowerSchool Version)

Importing Staff from PowerSchool (PowerSchool Mode Only)

In PowerSchool mode the Conference Manager can import the desired staff accounts from PowerSchool rather than using the ADD STAFF MEMBER button. When a staff member is imported, an account is created and linked to PowerSchool. The staff member will receive an email informing them of the account along with the link to the Conference Manager, their username and a temporary password. It is important the staff member complete the required account fields by entering in their teaching assignment, room location of conference, and virtual conference link if applicable.

Follow these steps to import and create staff accounts in the Conference Manager.

 Click the STAFF TAB and the IMPORT STAFF button. This button will only appear if the plug-in has been installed and a data link exists between the PowerSchool and the Conference Manager.

MAIN	SCHEDULES	CONFERENCES	STAFF	PARENTS	SCHOOL PROFILE	MY PROFILE	
License exp	oires in 566 d	ays					
Staff							
Add, edit	or delete staff	members using th	e list belo	w. You can a	lso view all current	teaching teams.	
ADD	STAFF MEMBER	CREATE TEA	CHING TEA		ORT STAFF	IEW TEACHING TE	AM

2. A list of all staff accounts that are available to import from PowerSchool will be displayed. Each name will have a checkbox beside it. Select the staff you want to import by placing a checkmark in the checkbox and click SUBMIT.



3. The staff import process will create an account for each of the imported staff members and will show the account was linked to PowerSchool by displaying the ³⁸ icon beside their name.

ADD STAFF MEMBER	CREATE TEACHING TE	AM IMPORT STAFF	VIEW TEACHING T	EAM	
VIEW STAFF LIST					Total: 19
NAME	TEAM	TEACHING ASSIGNMENT	LOCATION	VIEW SCHEDULE	ACCOUNT
Adams, Mark 🐰					EDIT DELETE
Aldene, Christopher 38		Grade 8	Room 204	•••	EDIT DELETE
Barret, Glenn 🐰		Grade 6	Room 106		EDIT DELETE
Bean, Ben 88		Math	Room 122	1	EDTD OFFETE

In the future, if new staff need to be added, repeat steps 1 to 3. If staff leave the school, you can use the DELETE button on the STAFF tab to remove them