

Coordinate, schedule,
and track Parent-
Teacher Conferences
online



*Over **40,914,792** Parent-Teacher
Interviews booked through the
SchoolSoft Conference Manager*

What is the Conference Manager?

The SchoolSoft Conference Manager is an application that allows schools to easily set-up, manage, and schedule Parent-Teacher Conferences online. Whether used as a standalone application or integrated with PowerSchool, the Conference Manager saves time and money for your school by simplifying the entire process. Making it possible to view, book and coordinate conferences anywhere at any time, the Conference Manager empowers schools to:

- Ensure **time and resources** are directed to students and their learning
- Improve efficiency and **reduce workload for staff**
- **Enhance parent communication** and convenience

How Does it Work?

Schedule Parent-Teacher Conferences in 3 easy steps:

- 1. School Creates Conference Round**
Done in minutes by a School Administrator directly in the Conference Manager.
- 2. Parents book online**
An email notification is sent to parents with a link for them to book online.
- 3. School monitors bookings in real-time**
Staff and parents can view their schedule beforehand allowing them to prepare for each interview.

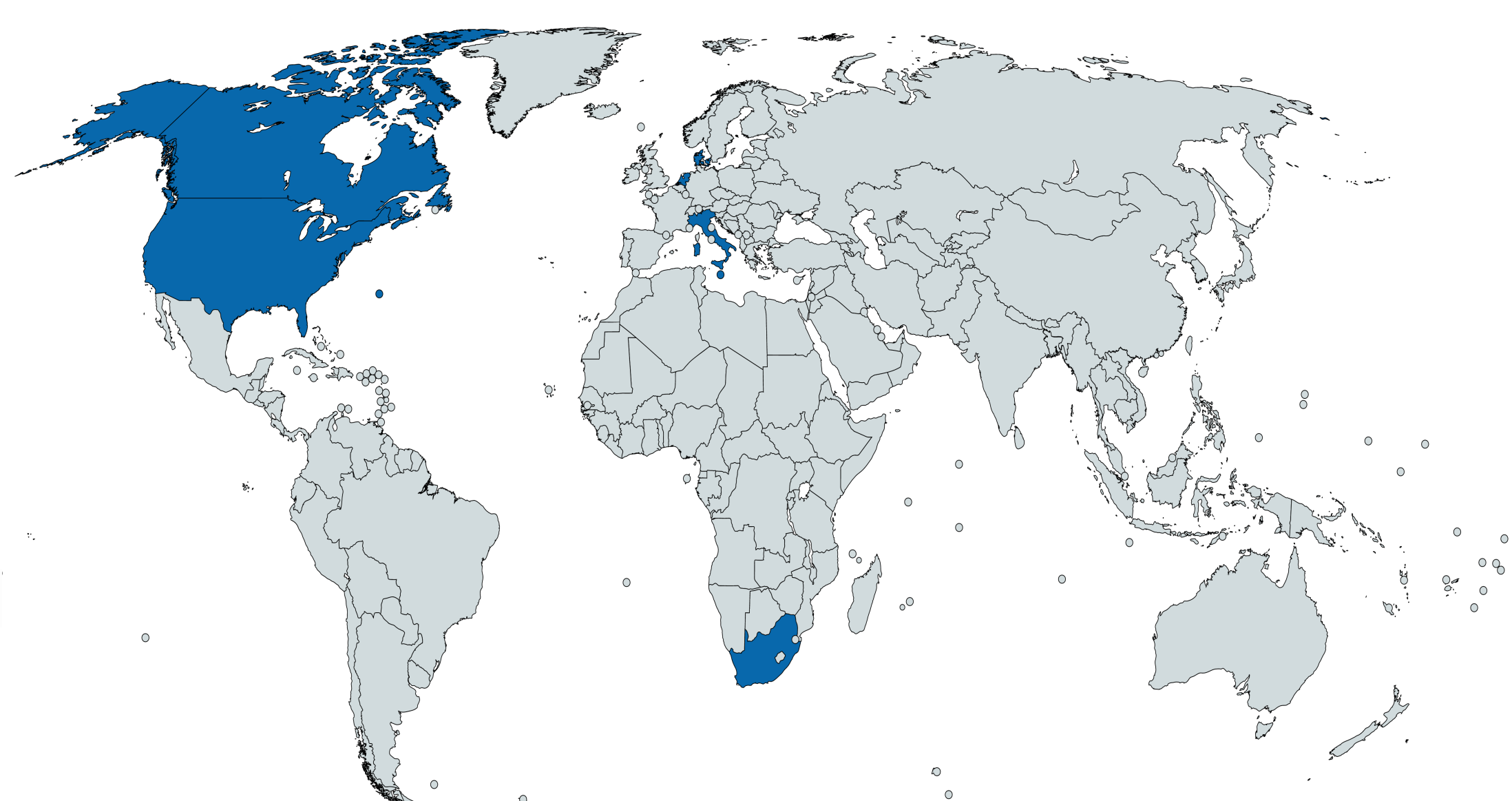
PowerSchool Integration

SchoolSoft was selected by PowerSchool in 2012 to become a certified Independent Software Vendor. Our partnership with PowerSchool ensures that the Conference Manager is:

- **Secure** through Single Sign-On functionality with the PowerSchool portal.
- **Reliable** with seamless data exchange between PowerSchool and the Conference Manager. Changes to PowerSchool are automatically brought to the Conference Manager.
- **Convenient** as parents are able to access the Conference Manager through their PowerSchool portal.

Benefits of the Conference Manager

- **Reduces workload for your staff.** Easily coordinate multiple teachers, students, and parents at the same time. No more conference overlap, double bookings and late nights at the school.
- **Increases parent-attendance** by enabling conference booking any time, anywhere—coupled with email confirmations, reminders, and conference itineraries.
- **Improves conference preparedness for staff and parents** by allowing them to enter and view interview comments & questions before each meeting.
- **Easy to set-up and intuitive to use.** No previous technical expertise required by staff or parents.
- **Accommodates student-led, & team teaching conferences.** The Conference Manager enables all conference types with ease.
- **Built for schools of all sizes and needs.** The Conference Manager is used around the world by schools of all needs, sizes, and configurations.
- **Accommodates interviews that require special attention** by allowing staff to reserve custom time blocks.
- **Parent exit survey provides you with feedback** to see how well the Conference Manager worked after each conference.
- **Your school can try it for free.** Take your next round of conferences online with the Conference Manager at no cost. No payments, no credit cards, no commitment.



*Used around the world
by schools of all needs,
sizes, and
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Initial Set-Up

The implementation of the SchoolSoft Conference Manager is a **simple and straightforward process** that does not require a high level of technical expertise. The entire set-up process takes **less than 24 hours**.

Parent Access & Conference Scheduling

Parents log in directly to the Conference Manager via a custom URL or through the PowerSchool Parent Portal. This allows parents to begin booking and coordinating their parent-teacher conferences in seconds. Automated emails ensure parents know when they can begin scheduling. Your school has the option of allowing parents to include questions or comments in the booking, enabling teachers to be better prepared for each conference. After booking, parents receive a confirmation & conference itinerary by email. For those without internet access, the **SchoolSoft Conference Manager** allows school personnel to quickly book and manage conferences for parents who phone in.

Staff Access & System Management

Each teacher can securely access the system and view their conference schedules. The **Conference Manager** also enables a teacher to manually schedule a parent, include additional staff attendees, such as an education assistant, translator, specialist or guidance counsellor. We've ensured schools have the option of enabling teachers to schedule their own break, or for the system administrator to create a common break time for all staff. The **Conference Manager** also provides visibility into the progress of scheduling as well as collect parent satisfaction survey data.

“Setting up my first round was so easy—a piece of cake, really.”

-Cathy Kropf
Office Manager,
Calgary Jewish Academy

How it Works: Step by Step



Step 1: Complete Information Form

Your designated Conference Manager ‘System Administrator’ (usually an office administrator) will provide basic school information needed for us to create your Conference Manager account.



Step 2: Finalize staff accounts and create ‘Conference Sessions’

The Conference Manager automatically emails staff their login credentials once your school account is created. At this time, a System Administrator will set the booking window for parents, and determine conference lengths.



Step 3: Inform Parents

We provide you with sample materials to help inform parents about the Conference Manager before their first booking. From here, you can easily link the Conference Manager to report cards and your school website.

Conference Manager Booking Period Opens to Parents



Step 4: Parents Invited to Book Conferences

The Conference Manager automatically emails all parents indicating that the system is open for booking. Through a link in the email, parents log in to the Conference Manager and book their conferences directly and instantly.



Step 5: Teachers and Staff Monitor Bookings

The Conference Manager instantly updates all staff and teacher schedules (including comments), with a printable outline for staff to prepare for each interview beforehand.

Conference Manager Booking Period Closes to Parents



Step 6: Parents Attend Conferences

The Conference Manager sends email reminders and calendar invites to ensure parent attendance.



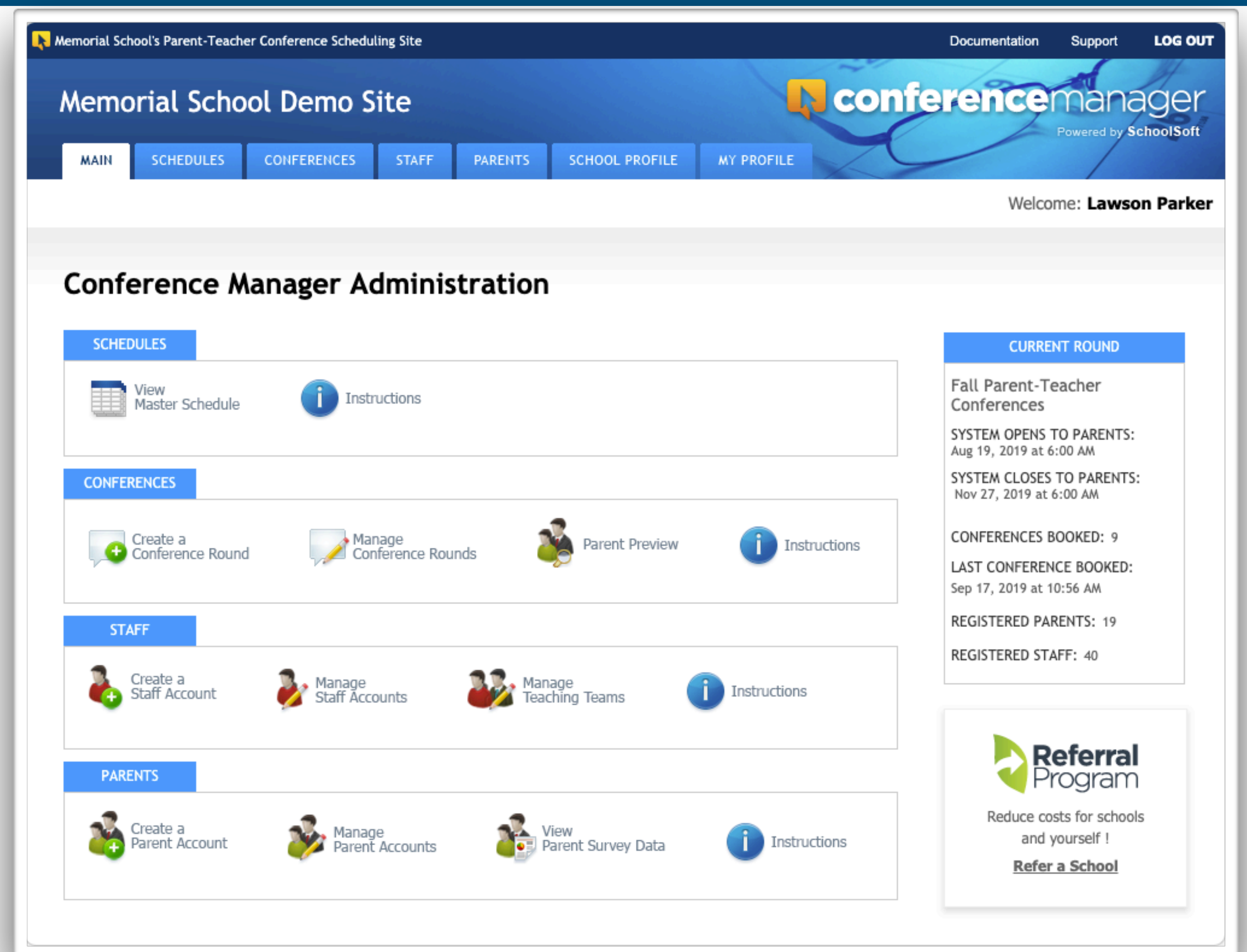
Step 7: Summary Emails & Review

The Conference Manager collects parent feedback at the end of your first round to monitor the success and ease of use of the application—allowing you to make an informed decision after the free trial.

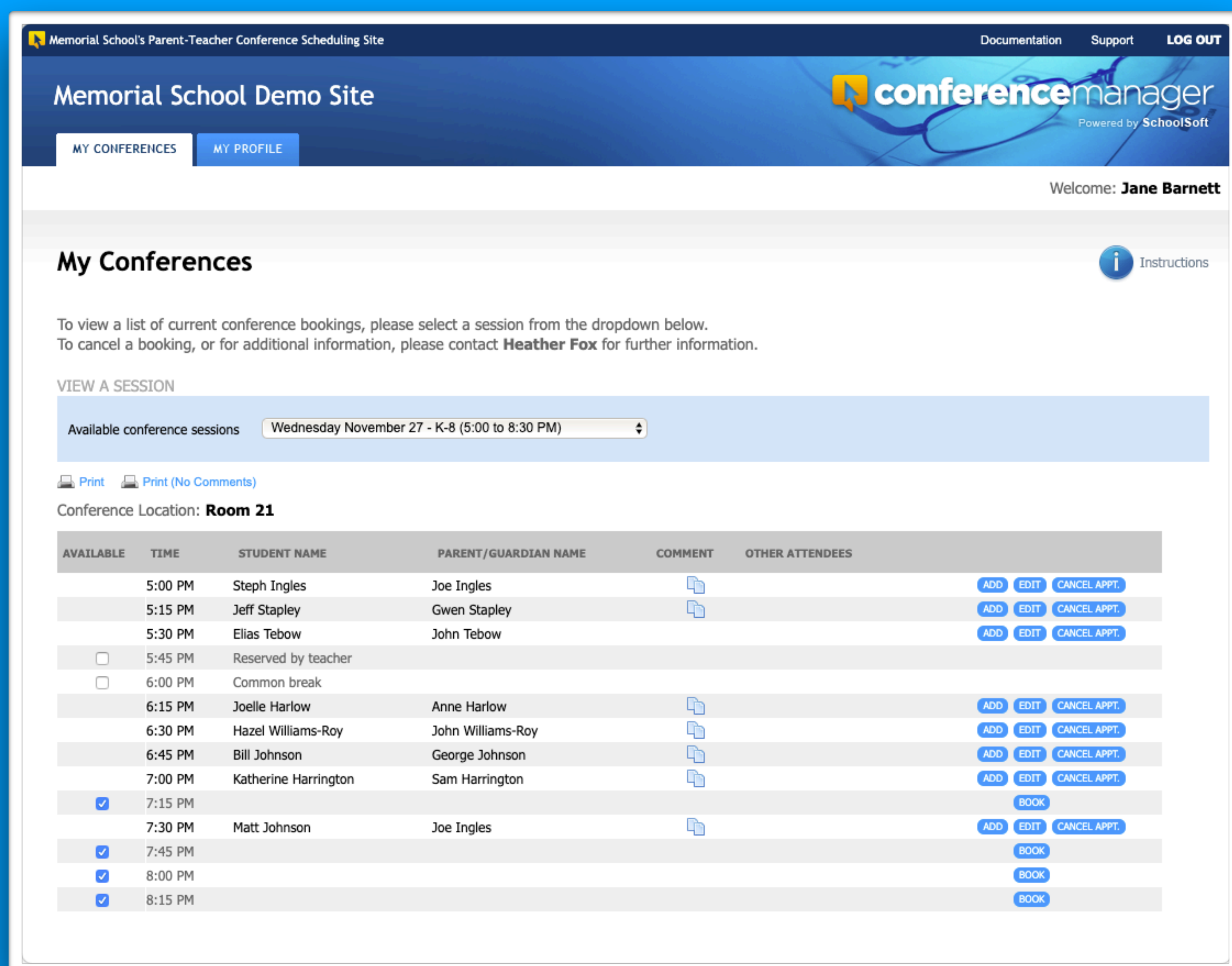
Administration View

Administrators choose conference dates, which teachers participate, and oversee all Conference Manager bookings.

Administrators have complete control and oversight over all conferences at their school.



Snapshot of Admin home page



Snapshot of teachers 'My Conference' tab

Teacher View

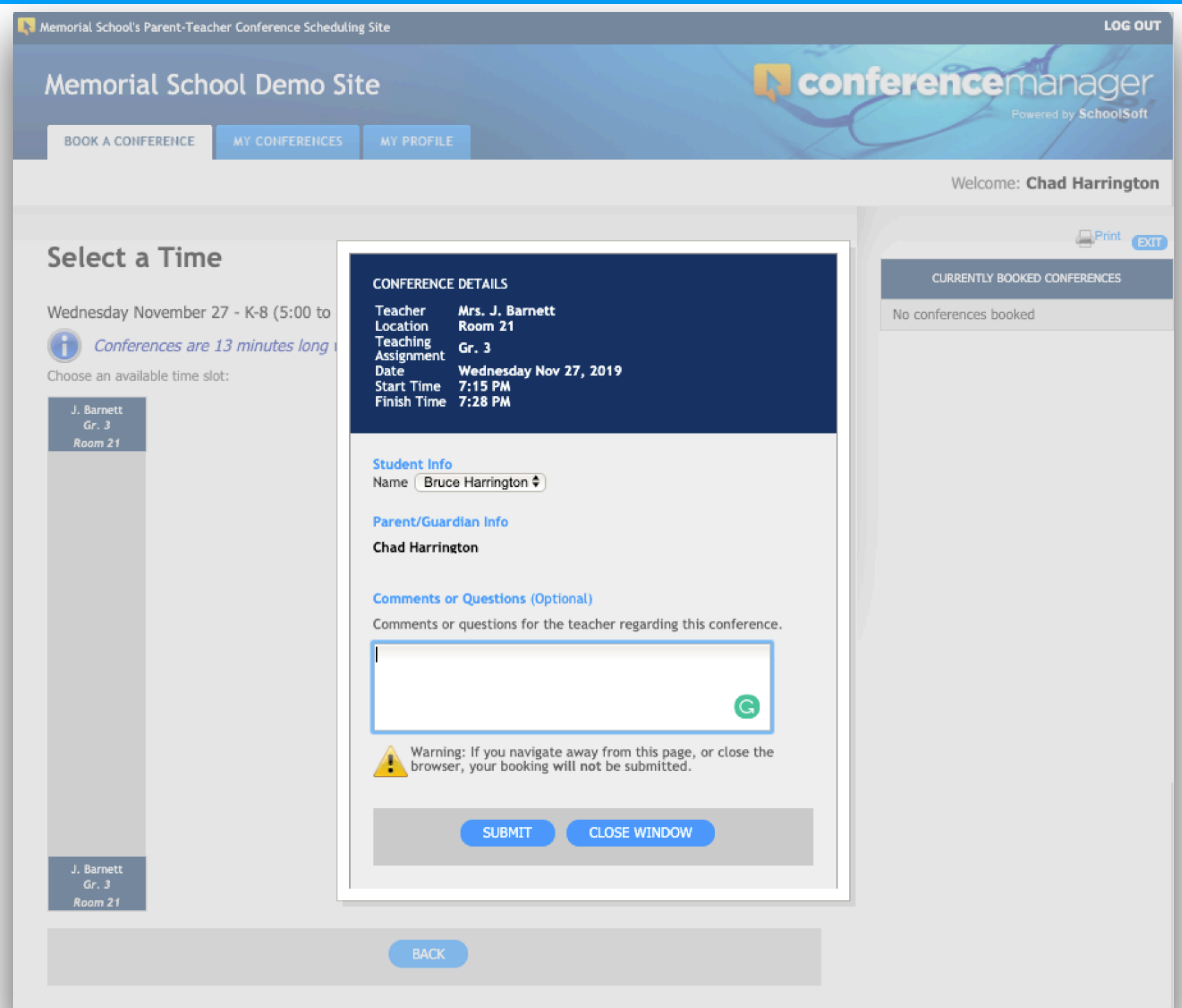
Teachers select which time blocks they are available.

Student names, parent/guardian names and comments are shown for booked conferences.

Parent View

Parents can easily check available appointments with teachers. Appointments can then be exported to their calendar.

A booking confirmation (pictured right) is completed for each interview while allowing parents to add comments or questions.




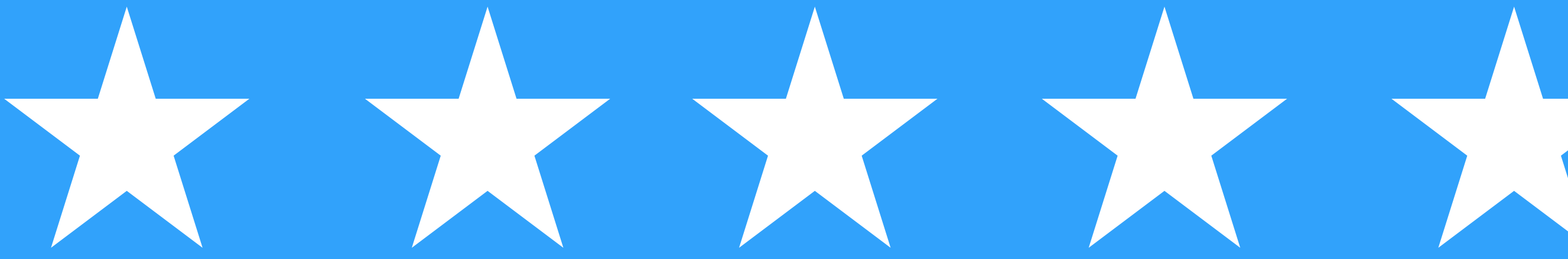
Snapshot of Parent Booking Confirmation notice

Parent Feedback — Helping You Decide

We collect parent-feedback during your first round with the Conference Manager to help determine if the Conference Manager is the right fit at your school. We put that feedback into a custom report that indicates parents overall experience with the Conference Manager, how easy it was to use, and if they would like to continue using it.

Based on feedback from over 169,000 parents

Overall Experience: 
4.6/5

Ease of Use: 
4.7/5

98% of parents want to continue using the Conference Manager

Pricing

It does not matter if your schools has 30 students, or 3,000 students. The Conference Manager's tiered pricing was made to be affordable for schools of all sizes and needs.

Small School

For schools up to 299 students

\$100 + \$1
per student

Large School

For schools over 300 students

\$500 flat
rate

Try it for free

We encourage all of our schools to try the Conference Manager for free before making any commitments. Use the Conference Manager for your next round of interviews at no cost, review your parent-feedback, and help us keep paper in the past.

**Book a
Demo**