

INSTRUCTIONS FOR TEACHERS

The Conference Manager allows parents to schedule their Parent-Teacher Conferences using the Internet.

You can log into your staff account at any time using your email address and password. If you forget your password, you will find a "forgot password" link on the login page.

MY PROFILE

In most instances you can manage your own staff account. After logging in, you can change or update your name, password and email address.

Memorial School Conference Manager

MY PROFILE – provides you with access to your basic profile information.

Welcome: **Kim Smith**

My Profile

Edit the information below, then submit your changes:

STAFF INFORMATION

First Name: Last Name: Salutation:

Password: Confirm Password:

Email Address:

OTHER INFORMATION

Staff/Teaching Assignment: Conference Location or NA:

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft).

Your privacy is critical to us. In compliance with Freedom of Information and Privacy Protection legislation, we use the information we collect only for the purpose of scheduling conferences and/or other SchoolSoft services as directed by the school. Your personal information will

I have read the Terms and Conditions

SUBMIT

Your EMAIL address is used to log into the system. You can update your email at any time.

*See note below if you are a teacher at your own child's school.

Your salutation and last name are viewed by parents as part of the booking process.

You can update your name and salutation if this information changes.

Your PASSWORD is used to log into the system. It is case sensitive and needs to be a minimum of 6 characters in length.

In the future, if you forget your password, you will find a "forgot password" link on the login page.

Your TEACHING ASSIGNMENT and LOCATION are viewed by parents as part of the booking process.

*NOTE: If you notice a mistake or want to have your TEACHING ASSIGNMENT or LOCATION updated, you will need to contact one of the System Administrators at your school (probably the Admin Secretary at your school).

Be sure to click SUBMIT if you make changes to My Profile.

*NOTE: In the situation where you are both a staff member and a parent at the same school, you will need to go through the process of registering as a parent. In this case you will need use different email addresses for your staff account and your parent account.

MY CONFERENCES

The MY CONFERENCES tab displays all bookings made by parents and/or other staff members.

Memorial School Parent Teacher Conference Site

Support [LOG OUT](#)

Memorial School Conference Manager

MY CONFERENCES MY PROFILE

Welcome: **Kim Smith**

Use the pull-down menu to select a SESSION.

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 sessions: Friday January 29 - K-6 Conferences

The COMMENT icon will appear if the parent enters a comment or question while making a booking.

The PRINT button allows you to print the schedule displayed below.

Conference Location: **Room 171**

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES
<input checked="" type="checkbox"/>	8:00 AM				
<input checked="" type="checkbox"/>	8:15 AM				
<input checked="" type="checkbox"/>	8:30 AM	Jordan White	Cathy Allan		ADD
<input checked="" type="checkbox"/>	8:45 AM				
<input checked="" type="checkbox"/>	9:00 AM				
	9:15 AM	Boy Wonder	Brent McDonough		ADD
	9:30 AM	Simon Cao	Benjamin Cao		ADD
<input checked="" type="checkbox"/>	9:45 AM				
	10:00 AM	Braden Parker	Susan Parker		Mlle. C. Turner ADD
<input checked="" type="checkbox"/>	10:15 AM				
<input checked="" type="checkbox"/>	10:30 AM				
	10:45 AM	Scott Warden	Hilda Warden		ADD
<input type="checkbox"/>	11:00 AM	Reserved by teacher			
<input type="checkbox"/>	11:15 AM	Reserved by teacher			
<input checked="" type="checkbox"/>	11:30 AM				
<input checked="" type="checkbox"/>	11:45 AM				
<input checked="" type="checkbox"/>	12:00 PM				
<input checked="" type="checkbox"/>	12:15 PM				

The Conference Manager allows you to RESERVE TIMES when you are not available to parents.
Checkboxes are used to indicate when you are AVAILABLE or NOT AVAILABLE.

You can ADD ATTENDEES to a conference that was scheduled by a parent or the office staff.
In this example, the teacher added the Resource teacher (Cathy Turner) to the 10:00 AM interview that was booked by a parent named, Susan Parker.
As a result, this conference will also appear on Cathy Turner's schedule.

HOW DOES THE PARENT PROCESS WORK?

An overview of the parent process is provided so you have a sense of how the pieces fit together. The school determines when the system opens and closes to parents.

Step 1 – Parent selects from a list of teachers

Memorial School Parent Teacher Conference Site | Support | LOG OUT

Memorial School Conference Manager

BOOK A CONFERENCE | MY CONFERENCES | MY PROFILE

Welcome: **Susan Parker**

Choose a Teacher

To view a list of available teachers, please select a session below:

VIEW TEACHER LIST

Available sessions: **Friday January 29 - K-6 Conferences**

NOTE TO PARENTS
Friday, January 29th conferences involve individual meetings between parents, their child and the teacher. Blocks are 15 minutes each. Please select the kind of conference you would prefer.

The following teachers are available on the date you selected. Select ALL teachers you would like to meet with.

SELECT	NAME	TEACHING ASSIGNMENT
<input type="checkbox"/>	Mr. C. Acorn	Kindergarten
<input checked="" type="checkbox"/>	Mrs. S. Armstrong	Fine Arts
<input type="checkbox"/>	Mrs. J. Barnett	Gr. 3
<input checked="" type="checkbox"/>	Ms. M. Boujalais	Gr. 1
<input type="checkbox"/>	Ms. N. Castello	Gr. 4
<input checked="" type="checkbox"/>	Mr. D. Chow	Grade 6
<input type="checkbox"/>	Mr. C. Connelly & Mrs. B. Douglas	Grade 5 Team
<input checked="" type="checkbox"/>	Ms. J. Doe	Math
<input type="checkbox"/>	Dr. D. Doolittle & S. Sarhar	Phys. Ed.
<input checked="" type="checkbox"/>	Miss. M. Farout	Gr. 4
<input checked="" type="checkbox"/>	Ms. C. Gordon	Gr. 6

CURRENTLY BOOKED CONFERENCES

- Wed Sep 30, 2009 4:30 PM
Mr. C. Acorn
Layson [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 4:30 PM
Ms. S. Simmons
Tahoe [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 5:00 PM
Ms. N. Castello
Layson [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 5:15 PM
Mr. C. Connelly
Braden [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 5:30 PM
Dr. D. Doolittle & S. Sarhar
Braden [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 5:45 PM
Mrs. B. Douglas
Logan [EDIT](#) [CANCEL](#)
- Wed Sep 30, 2009 6:00 PM
Mr. T. McDonald
Layson [EDIT](#) [CANCEL](#)
- Fri Jan 29, 2010 10:00 AM
Ms. K. Smith
Braden [EDIT](#) [CANCEL](#)

Step 2 – Parent selects an available timeslot and makes the booking.

Memorial School Parent Teacher Conference Site | Support | LOG OUT

Memorial School Conference Manager

BOOK A CONFERENCE | MY CONFERENCES | MY PROFILE

Select a Time

Friday January 29 - K-6 Conferences
Choose an available time slot:

S. Armstrong Fine Arts	M. Boujalais Gr. 1	D. Chow Grade 6	J. Doe Math	M. Farout Gr. 4	C. Gordon Gr. 6	K. Smith Math	D. West Gr. 3
8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:15	8:15	8:15	8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15	9:15	9:15	9:15
9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30
9:45	9:45	9:45	9:45	9:45	9:45	9:45	9:45
10:00	10:00	10:00	10:00	10:00	10:00	Braden	10:00
10:15	10:15	10:15	10:15	10:15	10:15	10:15	10:15
10:30	10:30	10:30	10:30	10:30	10:30	10:30	10:30
10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45
11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00
11:15	11:15	11:15	11:15	11:15	11:15	11:15	11:15
11:30	11:30	11:30	11:30	11:30	11:30	11:30	11:30
11:45	11:45	11:45	11:45	11:45	11:45	11:45	11:45
12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00

CONFERENCE DETAILS

Teacher: Miss. M. Farout
Location: Room 23
Teaching Assignment: Gr. 4
Date: Friday Jan 29, 2010
Time: 9:30 AM

Student Info
Name: Braden Parker

Parent/Guardian Info
Susan Parker
parkersusan@shaw.ca
403-999-6753

Comments or Questions (Optional)
Comments or questions for the teacher regarding this conference.
Please let me know if I can do any extra work at home with Braden.

Warning: If you navigate away from this page, or close the browser, your booking will not be submitted.

[SUBMIT](#) [CLOSE WINDOW](#)