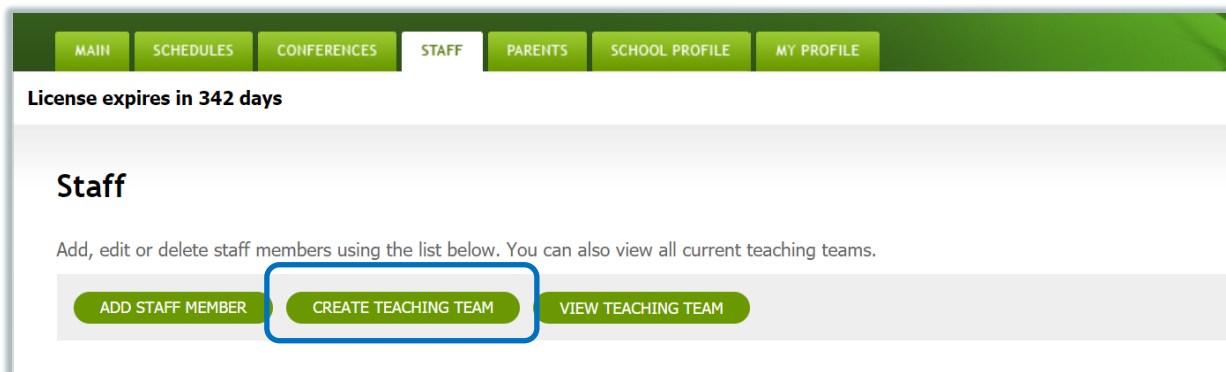## Setting up a Schedule for a Teaching Team who Conduct Conferences Together

If you have teachers who work in teams and will be conducting conferences together you can create one schedule that will apply to all members of that team. This can only be done once all teacher accounts in the team have been created. When viewing the teacher's schedule each member of the team will see the booking in their calendar but the team will interview together.
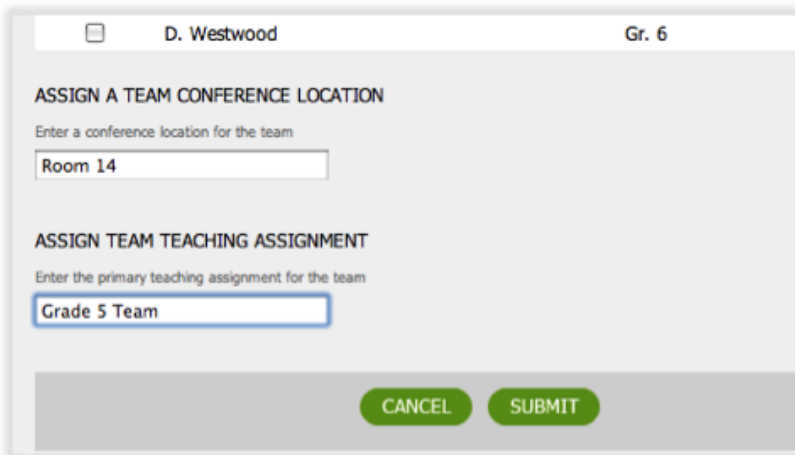
Creating a Teaching Team

1. Click on the STAFF tab and the CREATE TEACHING TEAM button.

2. Select the staff members that make up the team by placing a checkmark beside the name of each member. Please note that only one *teaching team* can be created at a time.
3. Enter the location where the team will be conducting conferences and the team assignment needs to be defined for the team. If the team is conducting the conferences virtually, you may want to simply put "Virtual" or "Online" as the location.
4. Enter the teaching team's teaching assignment and click submit.

5. Once submitted, on the STAFF tab you will see a team icon displayed by each teacher's name who is currently on a team.

VIEW STAFF LIST   Total: 33

NAME	TEAM	TEACHING ASSIGNMENT	LOCATION	VIEW SCHEDULE	ACCOUNT
Acorn, Chester VC		Kindergarten	Kinder Room	📅	EDIT DELETE
Amin, Tulauna VC		System Admin	NA	📅	EDIT
Anderson, Kevin VC		Gr. 5	Room 126	📅	EDIT DELETE
Armstrong, Sharon	👥	Fine Arts	Room 131	📅	EDIT DELETE

Important Information | **Teaching Team Conducting Virtual Conferences or Using the Note to Parents Feature**

If a team of teachers are conducting virtual conferences, the person on the team whose last name is first on the staff list (alphabetically) must act as the *team lead*. This person will take responsibility for creating the online meeting for the team and sharing it with the other people on their team. The meeting link in their profile will be used by the Conference Manager to send out the team's meeting link to parents. Each of the other team members **MUST** copy this meeting URL into the Virtual Conference URL field of their MY PROFILE in the Conference Manager before parents start booking.

Similarly, if using the Note to Parents feature is being used by the team, the team lead should compose this note in the Teacher Note to Parents field in the their MY PROFILE and then share that message so each member of the team places it to their profiles. The screenshot below shows the location of the two fields located on the teacher MY PROFILE. Please note that *Virtual Conferences* and the *Note to Parent* features must be turned on for these features to be used by teachers. (*Note to Parent* is turned on in the session settings. For *Virtual Conferences,* you must first enable this option in the SCHOOL PROFILE Preferences AND then check the setting in the conference session configuration.)

Virtual Conference URL is entered here. For a teaching team, this information is drawn from the person whose name appears first on the staff list (i.e. first alphabetically) but the same virtual conference meeting link must be entered in all team members profiles.

Edit Staff Profile

STAFF INFORMATION

First Name: Jane
Last Name: Barnett   Mrs.

Email Address: jbarnett@schoolsoft.com
Username (used for log in): jbarnett@schoolsoft.com

Password: ●●●●●●
Confirm Password: ●●●●●●

OTHER INFORMATION

Staff/Teaching Assignment: Gr. 3
Conference Location or NA: Rm 222

Teacher Note to Parents
The teacher note is optional and only used in the current (or yet to be active) conference round. It is displayed to a parent booking an appointment with you and is included in the associated emails. The teacher note is only displayed in the Conference Session(s) configured to include the teacher note. (200 character limit)

You child will be sharing his/her passion project following your parent-teacher conference.

Virtual Conference URL
This meeting link may expire and need to be updated in the future.
https://meet.google.com/kgx-tnfw-hfp

Teacher Note to Parents content is entered here. For a teaching team, this information is drawn from the person whose name appears first on the staff list (i.e. first alphabetically) but the same message must be entered in all team members profiles.

Editing and Canceling a Teaching Team

1. From the MAIN tab click the MANAGE TEACHING TEAMS or click the STAFF tab and click the VIEW TEACHING TEAMS button.
2. You will see the CURRENT TEAM table. Click the EDIT button beside the team you wish to edit or the DELETE button if you wish to cancel that team.

Print All Staff Schedules

Staff schedules can be bulk printed with or without comments. Click on the SCHEDULES tab and click the desired report format as shown below.