



Teachers managing their own conference availability

Some schools have teachers manage some or all of their own availability for parent-teacher conferences within specified parameters. To accommodate for this, the Conference Manager system admin creates a number of conference sessions well in advance of the Conference Manager opening for parents to book. In the configuration of the conference session, the Staff Breaks setting must be checked as shown.

STAFF BREAKS

By default the system gives staff the ability to reserve time blocks to schedule a break. Remove the checkmark if you prefer staff NOT to schedule their own breaks.

Allow Staff to Schedule their own Breaks

Within the specified parameters, teachers are then asked to manage their availability. If that includes flexibility allows for teachers to participate some rather than all conference sessions, the teachers must inform the system admin as to which conference sessions they will and will not be conducting conferences. The system admin would then ensure that each conference session is configured so that a checkmark appears beside only the staff members participating in each conference session.

If the teachers are provided the flexibility of choosing the time slots they will be available within a conference session, then the teachers must log into the Conference Manager in advance of parent booking and adjust their schedule for each conference session and indicating which time blocks they are **not** going to be available. They do this by removing the availability checkbox beside a time slot.

It is very important that teachers and the system admin user perform these tasks before parents begin scheduling.

The screenshot on the following pages shows the sequence the system admin and teachers follow to perform these actions.

ACTION: Teachers inform system admin which conference sessions they will be conducting conferences. The System admin must ensure there is a checkmark beside the names of the teachers who are conducting conferences for each conference session.

1. To do this the system admin clicks the CONFERENCES TAB, and then the small EDIT button beside the conference session.

CONFERENCE SESSIONS

TITLE	DATE	START	FINISH	TYPE	COMMON BREAK	SESSION
Virtual Conferences	Tue, Feb 15, 2022	4:00 PM	10:00 PM	Face 2 Face Phone Virtual	EDIT BREAK	EDIT

2. System admin ensures there are checkmarks beside only the staff who are participating in conferences and then clicks the SUBMIT button

<input checked="" type="checkbox"/>	S. Armstrong* & L. McNicol & E. Sanchez	Fine Arts Team
<input checked="" type="checkbox"/>	R. Barb	Gr. 4
<input type="checkbox"/>	J. Barnett	Grade 3
<input checked="" type="checkbox"/>	M. Boujalais	Gr. 1

3. After the sessions are updated, it is helpful to inform parents that not all teachers conduct conferences in all sessions. If possible, send an email or use the Parent Note Field in the Conference Round configuration to make parents aware of which teachers are available (or not available) in each session. The more aware parents are that teachers have some flexibility in the schedules they create, the more smoothly conferences are likely to go.

TEACHER ACTION: If a teacher is not participating in all time slots in a conference session, they set their availability as described below:

4. In the Conference Manager click the MY SCHEDULE tab. The teacher then selects the Conference Session they wish to adjust their availability and ensures there is a checkmark in the availability checkbox for each time slot that parents will be able to book.

MY CONFERENCES MY PROFILE

VIEW A SESSION

Available conference sessions Friday April 29 - Virtual Conferences - All Grades

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OT
<input type="checkbox"/>	6:00 PM	Reserved by teacher			
<input type="checkbox"/>	6:15 PM	Reserved by teacher			
<input checked="" type="checkbox"/>	6:30 PM	M. Boujalais			
<input checked="" type="checkbox"/>	6:45 PM	M. Boujalais			

Select conference session where availability is to be modified.

Ensure a checkmark is displayed in each time slot that can be booked by a parent. If checkmark is removed, the time is not able to be booked by a parent and 'Reserved by teacher' will be displayed.