



Using the Parent Notes Function as a Teacher

The Conference Manager allows you to include a message to the parents who book (or have already booked) an appointment with you for the upcoming round of Parent-Teacher Conferences.

The use of the Teacher-created Parent Notes requires two things:

- The Conference Manager System Admin must enable the feature. This is done in the set-up of each conference session for which the teacher note to parents is desired.
- You must have a message in the “Teacher Note to Parents” field located on your “My Profile” page in the Conference Manager.

To use the Teacher-create Parent Notes you need to follow these simple steps.

1. Login to the Conference Manager and click the MY PROFILE tab. Compose your message in the “Teacher Note to Parents” field. The message is limited to 200 characters. Click SUBMIT when done.
2. Look above the message you typed to see what the status of the teacher message is for the current round. If it says “Teacher note is not in use” you will need to ask your school’s System Admin for the feature to be made active for each conference session you want your note sent to parents who book, or who have booked, conferences. If the status indicates that the teacher note will be displayed with a starting date, you know it is active.

My Profile

Edit the information below, then submit your changes:

Your profile is updated.

STAFF INFORMATION

First Name: Jane
Last Name: Barnett
Mrs.

Username (used for log in): j.barnett@schoolsoft.com
Password: ***** [CHANGE PASSWORD](#)

Email Address: brantparlier@gmail.com

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. (100 character limit)

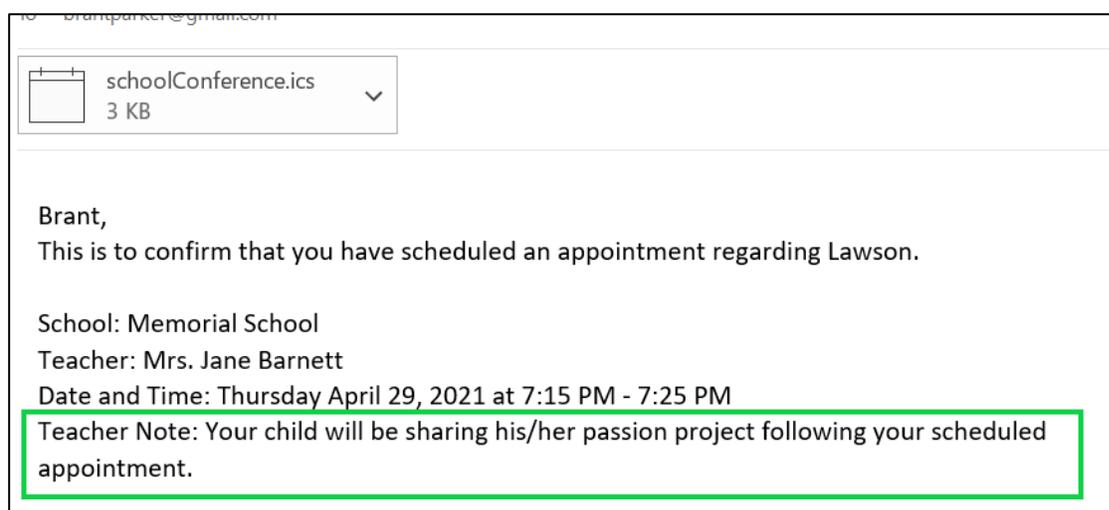
Status for Current Round: Teacher note will be displayed in one or more conference sessions starting Nov 27, 2020

Your child will be sharing his/her passion project following your scheduled appointment.

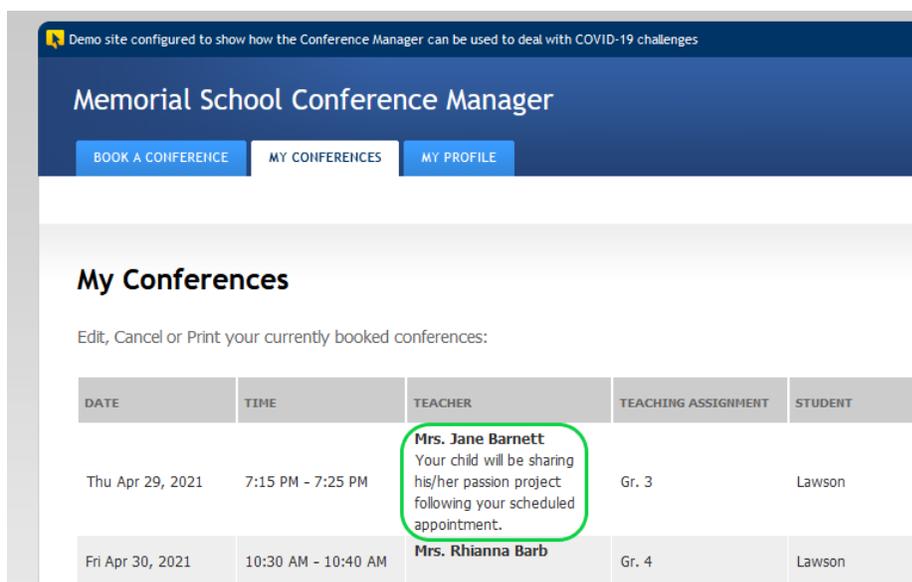
Virtual Conference LBI

If you create a note, any parent who books after the note is created will receive your note in the booking confirmation and reminder emails that are sent by the Conference Manager. The message is also displayed on the parent's MY BOOKING page in the Conference Manager. If you create a new note to parents or edit an existing one after parents have started scheduling, the parents who had already booked an appointment will receive an updated confirmation email alerting them to the new message.

Sample of a teacher note included in a confirmation email the parent receives immediately following booking. The parent will receive a similar updated email if the teacher note is created after a parent has booked.



Sample of a teacher note displayed in a parent's list of conference bookings.





One final note, your note is considered to only apply to the current round of conferences. The note will be automatically cleared from your profile about two weeks following the last conference session.