

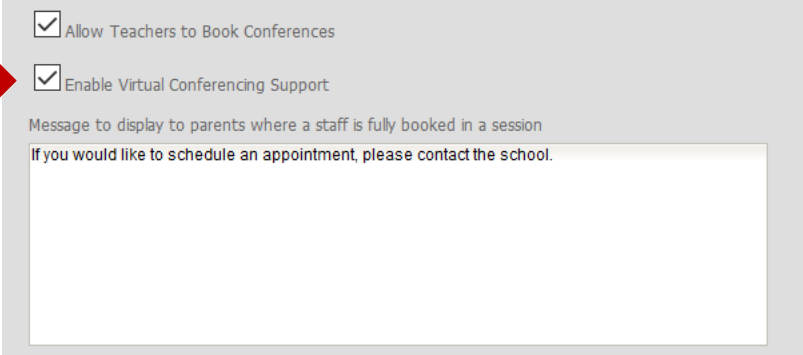


Configuring the SchoolSoft Conference Manager for Telephone-based Conferences

The Conference Manager can be used for scheduling telephone-based conferences.

There are three steps that are required to configure the Conference Manager to be used to book telephone-based conferences. These are:

1. A System Admin user needs to click the SCHOOL PROFILE tab and ensure the select the option “Enable Virtual Conferences” is checked. This option is near the bottom of the School Profile.

A screenshot of the SchoolSoft School Profile configuration page. A red arrow points to the "Enable Virtual Conferencing Support" checkbox, which is checked. Below it, there is a text area for a message to display to parents when a staff member is fully booked in a session. The text area contains the message: "If you would like to schedule an appointment, please contact the school."

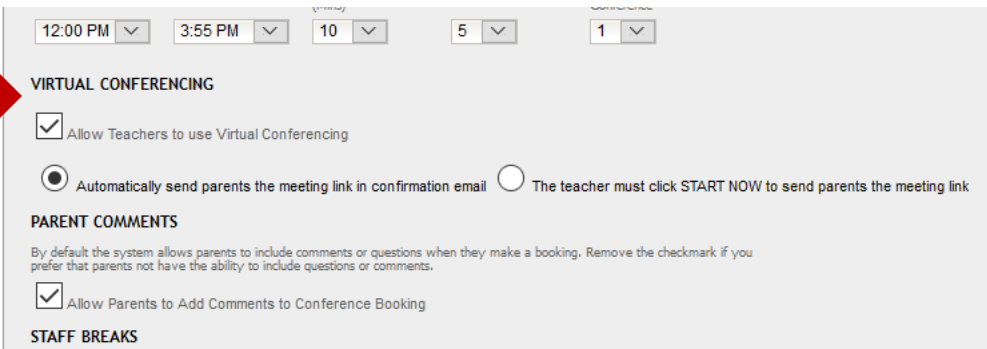
☒ Allow Teachers to Book Conferences

☒ Enable Virtual Conferencing Support

Message to display to parents where a staff is fully booked in a session

If you would like to schedule an appointment, please contact the school.

2. Create the Conference Round as you usually would (Use this [quick start](#) guide for details). When creating the Conference Sessions that make up the Conference Round, make certain that there is a check beside the “Allow Teachers to use Virtual Conferencing” option. It does not matter which of the two radio buttons immediately below is selected.



12:00 PM 3:55 PM 10 5 1

VIRTUAL CONFERENCING

☒ Allow Teachers to use Virtual Conferencing

☒ Automatically send parents the meeting link in confirmation email ☐ The teacher must click START NOW to send parents the meeting link

PARENT COMMENTS

By default the system allows parents to include comments or questions when they make a booking. Remove the checkmark if you prefer that parents not have the ability to include questions or comments.

☒ Allow Parents to Add Comments to Conference Booking

STAFF BREAKS

3. In the “Session Notice for Parents” field, you may want to mention that conferences will occur by telephone, and the teacher will initiate the call. An example of the message may be something like:

Your parent-teacher conference will occur by telephone. At your designated time the teacher will call you at the number you indicate when completing the booking form. Please ensure you are able to take a call at that number on the date and time of your conference.

MAX # OF BOOKINGS A PARENT CAN MAKE WITH EACH TEACHER

By default the system does not limit the number of bookings a parent can make with each staff member. By selecting a specific number, you can limit the number of bookings a parent can make with each teacher. If you set this to "1", the system will limit the parents to 1 booking per child with each teacher. If the total number of conferences that can be booked by a parent is limited in the configuration of the ROUND, then that limit will take precedence over this setting.

Number of bookings a parent can make per teacher 1

Session Notice for Parents (Optional)

Viewed by parents each time they select this session.

Your parent-teacher conference will occur over by telephone. As your designated time the teacher will call you at the number you indicate in your booking form. Please ensure you are able to take a call at the number you provide on the date and time of your conference.

Once this is done, click the SUBMIT button at the bottom of the form. Repeat this for other sessions if applicable.

Special note: If desired, you can also add a similar parent note to alert and remind parents that the Conference Round will be conducted using the telephone. To do this do this CONFERENCES tab, then the larger EDIT button to the right top in the box of detail for the current round of conferences. Then enter the desired text (which may just be a duplicate of the note to parents used in the Conference Session notice.

4. Make sure that teachers are aware that the phone number they should call parents at for each conference is displayed in their schedule within the Conference Manager. Teachers doing phone conferences can ignore the START NOW button, as that is used to start a video-based virtual conference.

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 conference sessions Thursday November 26 - Virtual Conferences - All Grades

 Print  Print (No Comments)

Thursday November 26 - Virtual Conferences - All Grades

 *Conferences are 10 minutes long with 5 minutes in between.*

Virtual Conference Link: <https://meet.google.com/eer-yvbu-qqe>

Parents have received a link to your meeting room in advance. If you click START NOW, the Conference Manager will send another email with a link to your meeting room, start and end on time.

The parent provided the phone number listed below in the event there is an issue with the meeting software, or if they requested a phone meeting.

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	MEETING	PHONE	
	8:00 AM	Ivy McNicol	Cam McNicol		START	416-555-1212	EDIT CANCEL APPT.
	8:15 AM	Braden Parker	Brant Parker		START NOW	250-555-1212	EDIT CANCEL APPT.

Additional considerations

Because many schools only have a limited number of phone lines that can be used simultaneously, some teachers may be doing telephone conferences using their home or cell phone and will not want parents to know their phone number. In most cases it is possible for call display to be blocked on a call-by-call basis to parents on a cell phone by preceding the phone number with #31# (on a landline *67 usually works). To hide your number when calling 403-555-1212 on your cell phone, the teacher would dial #31#40355512