

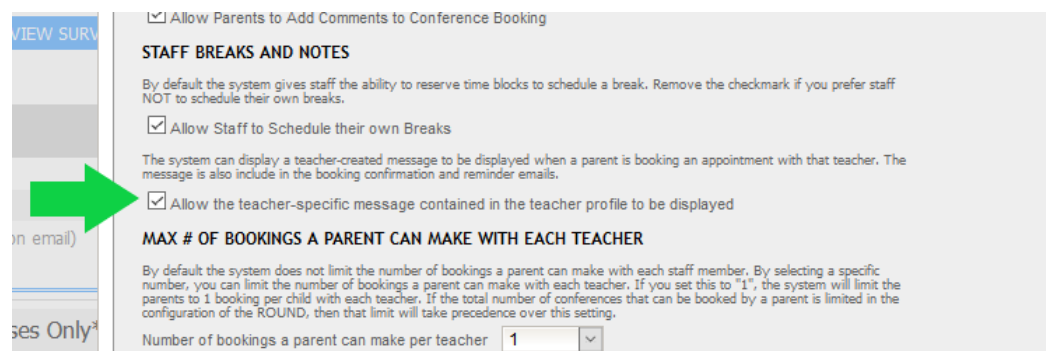
## Using Optional Teacher-created Parent Notes

The Conference Manager allows one or more teachers to include a teacher-created message when the parent is booking a conference with that parent. This feature can be used in face-to-face conferences as well as virtual conferences.

Using the Teacher-created Parent Notes feature requires two things:

- The System Admin must enable this feature as detailed below. This is done in the set-up of each conference session for which the teacher note to parents is desired.
- At least one teacher-created messages must exist. The message is unique to each teacher and found on “My Profile” page for that teacher. Teacher messages are limited to 100 characters and should contain information that is related to their conferences, such as a Zoom Passcode or invitation for parents to view student work.

To use the Teacher-create Parent Notes you simply create a *conference round* as usual. Then, for each *conference session* that you want parent bookings to include a teacher note check that option under STAFF BREAKS AND NOTES as shown below.



VIEW SURV

☒ Allow Parents to Add Comments to Conference Booking

**STAFF BREAKS AND NOTES**

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

The system can display a teacher-created message to be displayed when a parent is booking an appointment with that teacher. The message is also include in the booking confirmation and reminder emails.

☒ Allow the teacher-specific message contained in the teacher profile to be displayed

**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

### IMPORTANT

The parent note will only be shared through the booking made by parents who have selected a *conference session* that has the “Allow the teacher specific message contained in the teacher profile to be displayed” item checked. If you have more than one *conference session* and you want all parents who book with a teacher to receive his/her teacher note, ensure all conference sessions have this item checked.

It is also important to know that if a teacher enters a teacher note after parents have started scheduling, the parents who had already booked an appointment when the teacher note is created will receive an updated confirmation email with the teacher message included if the feature is active for the conference session the parent scheduled into. The message is also displayed on the parents MY BOOKINGS page.

Teacher notes are not a required field for teachers. If a teacher wishes (or has been requested) to include a teacher note for parents, the teacher must complete the teacher note field in the associated field on their MY PROFILE page (example shown below). A System Admin can also add a note to parents for any teacher by clicking the STAFF tab and then the EDIT button to the right of the teacher's name.

**IMPORTANT** | The teacher note to parents can be entered at any time. However, the teacher note is associated with the current round of conferences and the field will be cleared about two weeks following the last conference session.

Above the text entry field (green arrow in the illustration below), the current status of the teacher note is displayed. This allows the teacher to know if the teacher note is configured to be used for one or more conference sessions in the current conference round.

**My Profile**

Edit the information below, then submit your changes:

Your profile is updated.

**STAFF INFORMATION**

First Name Jane Jane	Last Name Barnett Barnett	Mrs. ▾
Username (used for log in) jbarnett@schoolsoft.com	Password *****	CHANGE PASSWORD
Email Address brantparker@gmail.com		

**OTHER INFORMATION**

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

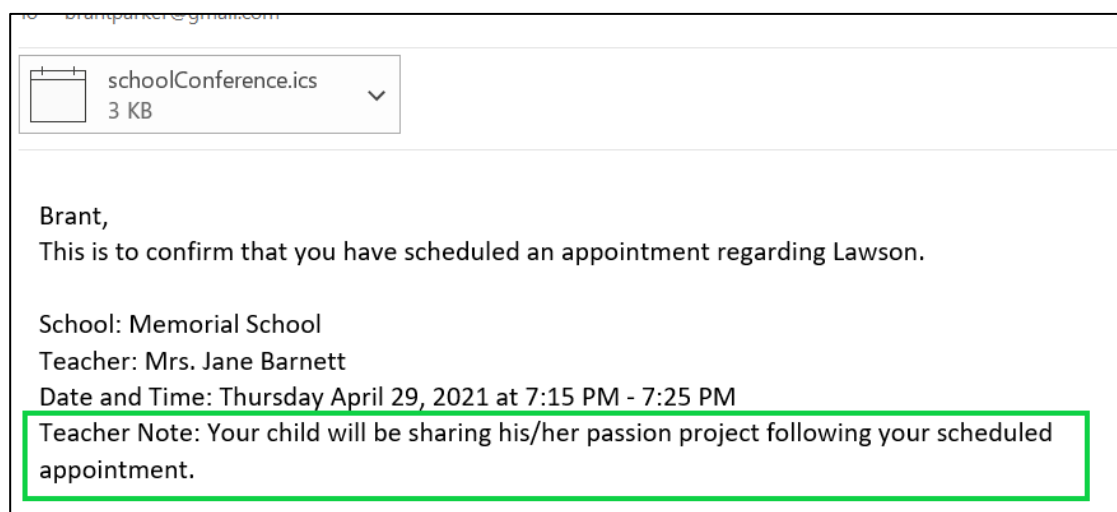
**Status for Current Round:** Teacher note will be displayed in one or more conference sessions starting Nov 27, 2020

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


Virtual Conference | IRI

If the two steps above have been completed prior to a parent booking, then the parent will receive the teacher message in their confirmation email as well as see it displayed on the list of bookings in the Conference Manager.

*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.*

 Demo site configured to show how the Conference Manager can be used to deal with COVID-19 challenges

## Memorial School Conference Manager

[BOOK A CONFERENCE](#)[MY CONFERENCES](#)[MY PROFILE](#)

### My Conferences

Edit, Cancel or Print your currently booked conferences:

DATE	TIME	TEACHER	TEACHING ASSIGNMENT	STUDENT
Thu Apr 29, 2021	7:15 PM - 7:25 PM	<b>Mrs. Jane Barnett</b> Your child will be sharing his/her passion project following your scheduled appointment.	Gr. 3	Lawson
Fri Apr 30, 2021	10:30 AM - 10:40 AM	<b>Mrs. Rhianna Barb</b>	Gr. 4	Lawson