



École Salisbury Morse Place School

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November 15, 2024

Dear Families,

Our Student Led/Parent Conference times are scheduled for in-person during the evening of **Thursday, November 21st** and the morning of **Friday, November 22nd**. As a follow up to Report Cards, we look forward to meeting with parents and students to discuss progress to date.

These meetings provide an opportunity for discussions of student strengths, areas for growth, and a plan for learning. This conference will provide an opportunity for students and families to work together to achieve the learning goals.

If you are unable to attend an appointment during this time, please email your child's teacher to make other arrangements.

As was done in previous years, the RETSD is continuing to use the Conference Manager System so families can schedule their own appointment times on-line. Please read the attached information with step-by-step instructions. If you need help, please call the school and we will be happy to assist you in this process.

Report cards will be emailed on Monday, November 18th to the student contacts.

Sincerely,

Mrs. Tanis Ziprick, Principal
Mr. Chris Dasch, Vice-Principal
Mr. Chris Coppinger, Vice-Principal



École Salisbury Morse Place School

Parent-Teacher Conferences

We are pleased to be using Conference Manager to schedule Parent-Teacher Conferences online.

The link for the Parent Login Site is:
<https://retsd.schoolsoft.com/login.jsf>
(**DO NOT** include "www")

A **Parent Account** is required to use the Conference Manager. **However, you only need to go through the registration process the first time you use the system.**

To register in the Conference Manager use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your children currently attending École Salisbury Morse Place School. Choose the appropriate school from the drop-down menu for each child.

Note you can update your Parent Account at any time by logging in and updating your profile.

CAN'T REMEMBER YOUR PASSWORD?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address, and reset your password.

Step 1 - Conference Manager opens to parents – Friday, November 15th. If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Parent-Teacher interviews

Select the teachers with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

We recommend adding
appointments.schoolsoft.com
to your Address Book.



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*Note: If you would like to see a specialist teacher (Music, Phys. Ed., Home. Ec., Graphics, Manufacturing) you may schedule an appointment with them as well or visit them in their teaching space.

Early Years

Music – Elizabeth Neufeld, Evan Rogalsky (K)

Phys. Ed –Mary Thomson, Dylan Mozdzen

Middle Years

Band – Murray Wichert

Phys. Ed. – Brad Reynolds, Dylan Mozdzen

Home Ec. – Rachel Haworth

Graphics / Art – Catherine Jordan

Manufacturing / Art – Ysa Aguinaldo

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

IMPORTANT DATES:

Friday, November 15th – Start scheduling your interviews. The system **opens at 2:00 pm**

Wednesday, November 20th – Conference Manager system **closes to registrations at 11:30 pm**

PARENT TEACHER INTERVIEWS:

Thursday, November 21st from 4:00 to 7:45 pm

Friday, November 22nd from 9:00 am to 11:15 am

If you have any questions or need assistance, please feel free to contact the school.

Regards,

Tanis Ziprick, Chris Dasch, Chris Coppinger
ÉSMP Administrative Team



Conference Manager Bookings on a Smartphone

We have worked to make it easier for parents to book a parent-teacher conference on a smartphone screen. After accessing the Conference Manager, a series of screens designed specifically for the small format of a smartphone guides parents through the process of selecting teachers, conference dates and booking times. The steps are detailed below.

Tap **BOOKINGS** to view all appointments that have been scheduled to help with coordinating conference times

1 Tap **BOOK NOW** to start the booking process

2 Select the teacher(s) and tap **CONTINUE**

3 Select the date then tap the teacher's name to see availability

4 Input details and tap **SAVE**

5 Repeat if other teachers were selected then tap **DONE**

Bookings already made will be displayed on the start page.

Tap the **PROFILE** icon to access your profile or to switch your smartphone to use Classic View

Q&A

Can I switch back and forth between the new screens designed for a smartphone and the screens from the original design?

Yes, you can switch between the new interface for mobile devices and what we refer to as the Classic interface. If you are in the mobile interface, click the profile icon in the top right of the screen and then click the SWITCH TO CLASSIC INTERFACE option. If you are in the Classic interface, click the SWITCH TO NEW INTERFACE link at the top of the screen. Clicking this will take you to the screens designed for mobile devices.

I use a laptop computer to book my conferences. I like the way the new interface displays all available appointment times for a teacher for the date selected. Is it possible for me to use the new interface on my laptop?

Yes, just like you are able to switch between the Mobile interface and the Classic interface on a smartphone, we implemented the new booking screens so can do the same thing on a laptop or desktop computer. Once you are logged into the Conference Manager, you can switch to the new interface by clicking the SWITCH TO NEW INTERFACE link at the top of the screen as shown below.

Although the Classic interface has some advantages for coordinating times, the new interface shows all times available for a teacher, even across different conference sessions. For example, the availability a teacher has in the daytime conference session as well as those those available in the evening can be viewed at the same time. This is the case, whether booking on a handheld device or a laptop or desktop computer. Here is a sample of what the new interface looks like on a desktop or laptop display.

The screenshot shows the 'conference manager' interface on a desktop or laptop. The top navigation bar is dark blue with a 'BOOKINGS' button and a user profile icon. Below this is a blue header with a back arrow and the text 'Memorial School Conference Manager Demo Site'. The main content area is titled 'BOOK A TEACHER' and shows the date 'Wednesday February 28, 2024'. The staff member is 'Mr. Chester Acorn' in the 'KINDERGARTEN' location, with '19 SLOTS' available. Two sessions are listed: one starting at 12:00 PM and another at 5:00 PM. Each session has a list of available time slots in 15-minute blocks, such as '12:18 - 12:33 PM' and '5:00 - 5:15 PM'. A 'DONE' button is at the bottom.