Conference Manager

Parent Guide

October 2021

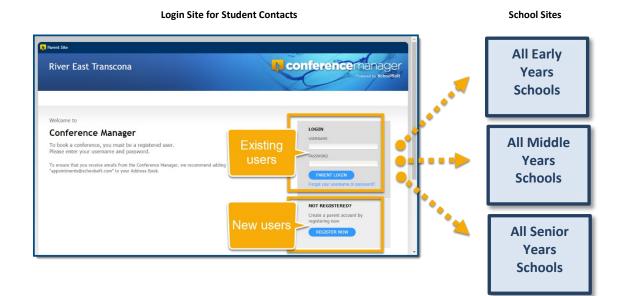


A. Introduction

- RETSD uses the Conference Manager service to allow student contacts to book appointments for school events. The appointments may be face-to-face or virtual meetings using MS Teams.
- Primarily it is use for Parent-Teacher conferences, but it can be used by schools for any type of bookable event.
- The system is best accessed on a computer, but mobile devices will function as well. Currently, there is no mobile application for this Web service.

B. Access

- All student contacts login to the system from a common site.
- Once logged in, the system will direct you to the appropriate school site to complete the booking process.
- Accounts can be used to book meetings for one or more students at one or more schools.



River East Transcona

C. Creating an Account

- 1. Using your Web browser, go to: <u>https://retsd.schoolsoft.com/</u>
- 2. Click on the **Register Now** button.
- 3. Enter the Parent/Guardian Information fields
- 4. Enter the **Student Information** fields for one or more students and indicate their associated schools from the list boxes.
- 5. Read and accept the Terms and Conditions.
- 6. Click the **Submit** button

Rarent Site		
River East Transcona		
Registration		
Please enter the required information b	pelow:	
PARENT/GUARDIAN INFORMATIO	N	
First Name David	Last Name Schroeder	Daytime Phone
Email Address @gmail.com	Confirm Email Address @gmail.com	1
Username (used for log in) @gmail.com	Password	Confirm Password
Passwords are case sensitive and must be at le	ast 6 characters in length.	
		pointments@schoolsoft.com" to your Address Book.
STUDENT INFORMATION		
First Name STUDENT 1 Diana	Last Name	School Miles Macdonell Collegiate
Diana	Schroeder	
First Name	Last Name	School
STUDENT 2 Nathan	Schroeder	Lord Wolseley School
First Name	Last Name	School
STUDENT 3		Select a School 🗸
First Name	Last Name	School
STUDENT 4		Select a School 🗸
ADD ANOTHER STUDENT		
Terms and Conditions		Î.
This service is provided by SchoolSoft SchoolSoft system is voluntary. If you a system, you should contact the school	ire uncomfortable with, or unable to use to determine alternate ways of schedul	e our online ing.
While the occurrence of scheduling con errors may arise. Therefore, conference problem occurs, or if it is necessary to o attempt to contact you about the issue.	flicts is very rare, it is possible that sch es scheduled online are subject to char change a booking, the school will make	eduling rge. If a severy
I have read at the Terms	and Conditions .	
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	Sch	oolSoft
	Visit www	gies Inc. All rights reserved. .schoolsoft.com sion 6.9.0
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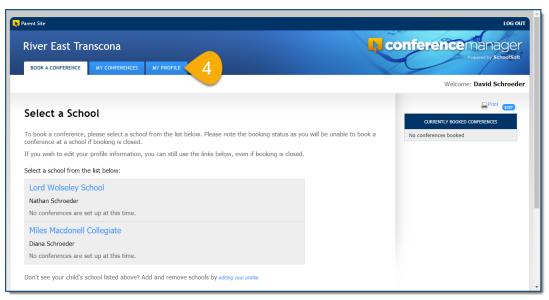
D. Linking to a New School – Managing Your Account

Parent/guardians will need to manage their own Conference Manager account. This includes the school associated with your child. It is possible to have multiple schools linked to the same child.

- 1. Using your Web browser, go to: <u>https://retsd.schoolsoft.com/</u>
- 2. Enter your Username that you created.
- 3. Click the Parent Login button.
 - If you have trouble with your account, use the Forgot your username or password link.

Rarent Site	
River East Transcona	
Welcome to Comparison of the service of the servic	COGIN USERNAME @gmail.com PASSWOD MRENT LOGIN PARENT LOGIN Forgot your username or pos. Forgot your username or pos. Forgot your username or pos.

4. Click on the My Profile tab in the upper area of the screen.





- 5. Make any necessary changes to your **Profile**.
 - Email or telephone number.
 - Change the linked school.
 - Add an additional school to a child.

6. Click the **Submit** button to save the changes.

Rarent Site	LOG OUT
River East Transcona BOOK & CONFERENCE MY CONFERENCES MY PROFILE	Conferencemanager Powerd by SchoolSoft Welcome: David Schroeder
My Profile	
Edit the information below, then submit your changes:	
PARENT/GUARDIAN INFORMATION First Name Last Name David Schroeder	
Email Address Primary Phone @gmail.com 204- Username (used for log in) @gmail.com	
Password CHANGE PASSWORD	
STUDENT 1 Diana Schroeder	hool Alles Macdonell Collegiate 🗸
STUDENT 2 Nathan Schroeder L	hed And Wolseley School hed coole John Henderson Middle Sc
ADD ANOTHER STUDENT	student
Terms and Conditions	
UNREGISTER ME	
6 SUBMIT	
	© Schoolsoft Tschnologies Inc. Al rights reserved. Visit www.schoolsoft.com Version 6.9.25



E. Making A Booking

- 1. Using your Web browser, go to: <u>https://retsd.schoolsoft.com/</u>
- 2. Enter your Username that you created.
- 3. Click the Parent Login button.
 - If you have trouble with your account, use the Forgot your username or password link.
 - If all else fails, contact the school office for help with your account.

🐂 Parent Site	
River East Transcona	Conference Manager Powerd by SchoolSoft
Welcome to Conference Manager To book a conference, you must be a registered user. Please enter your username and password. To ensure that you receive emails from the Conference Manager, we recommend adding appointments@schoolsoft.com" to your Address Book.	LOGIN USEPNAME @gmail.com PASSVORD PARENT LOGIN Brigot your usemanne or pas DIT REGISTEREP? Create a parent account by registering now REGISTER NOW

- 4. Ensure that you are on the **Book a Conference** tab.
- 5. Click on the school name required.

ent Site iver East Transcona	conferencemanager
BOOK A CONFERENCE 4. HICES MY PROFILE	Powered by SchoolSoft
	Welcome: David Schroeder
elect a School	Currently booked conferences
book a conference, please select a school from the list below. Please note the booking status as you will be unable to book a nference at a school if booking is closed.	No conferences booked
you wish to edit your profile information, you can still use the links below, even if booking is closed.	
lect a school from the list below:	
Miles Macdonell Collegiate	
Diana Schroeder	
No conferences are set up at this time.	
Westview School 🧲 5	
Nathan Schroeder	
Conference Booking OPENS: CURRENTLY OPEN Conference Booking CLOSES: Saturday, October 10 2020 at 12:00 PM	
on't see your child's school listed above? Add and remove schools by editing your profile	
,	



- 6. Select the appropriate **Conference Session**.
- 7. Click the checkboxes for the teachers that you wish to meet with.
- 8. Click the **Next** button.

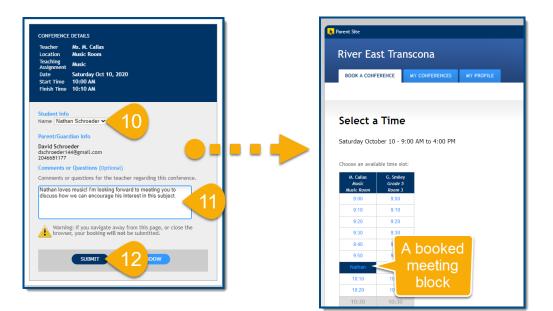
Parent Site			Support
	East Transcona	τ	
			Welcome: David Sch
Available te	conference sessions Saturday October 10 - 9.0 eachers for the selected session	0 AM to 4:00 PM	CURRENTLY BOOKED CONFERENCES No conferences booked
Choose the	e teacher(s) you would like to meet with		
SELECT	NAME	TEACHING ASSIGNMENT	
	Ms. Maria Callas Mr. Guy Smiley	Music	
		Grade 5	

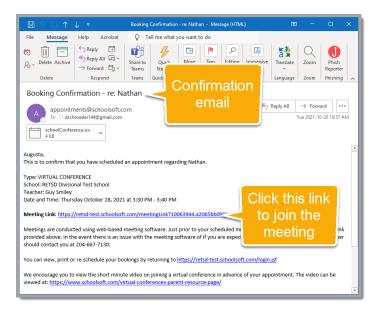
9. Click on the time-block for one of the teachers that best suits your schedule.

Rarent Site				
River Eas	st Tran	iscona		
BOOK A CONF	ERENCE	MY CONFERENCES	MY PROFILE	
Select a	Time			
Saturday Octo	ber 10 - 9:	00 AM to 4:00 PM		
Choose an availa	ble time slot	+ x - 4		
M. Callas Music Music Room	G. Smiley Grade 5 Room 3			
9:00	9:00			
9:10	9:10			
9:20	9:20			
9:30	9:30			
9:40	9:40			
9:50				
10:00	9			
10:10	Ma			
10:20	10:20			
https://retsd.schoolsoft.co	m/conference	e/schedule.jsf#		



- 10. If required, select the name of your child that the meeting is focused on.
- 11. Optionally, enter some text in the comment area that will be viewable by the teacher.
- 12. Click the **Submit** button.
 - This will book the meeting for the selected time slot
 - You will receive a confirmation email for the meeting
- 13. Repeat the process for any other meetings that you would like to make.







F. Reviewing/Cancelling Bookings

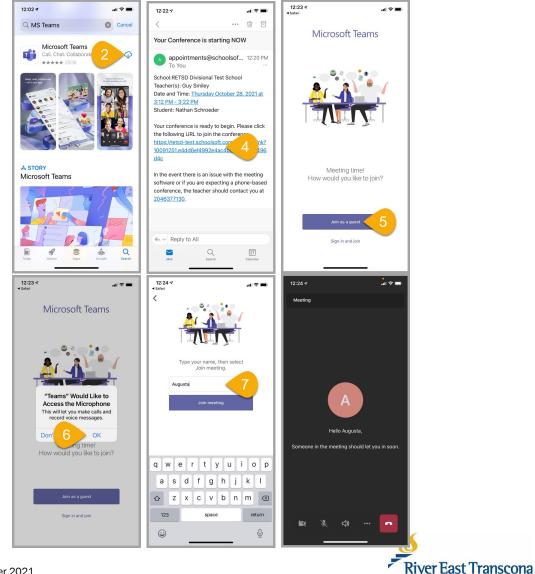
- 1. Ensure that you are logged into the Conference Manager system.
- 2. Click on the My Conferences tab.
- 3. Review the booked conferences listed.
- 4. Click the **Cancel Appt**. button associated with a booking to cancel the meeting.
- 5. Click the **Ok** button to confirm the cancellation.

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	I mups.//retsu.su	nooison.com/come	erence/myConferences.jsf		C	• < ☆		-
Parent Site			etsd.schoolsoft.com says					LOG 0
		C	lick OK to confirm conference	tion.	~~~~		-	Bt
River East	Transcona		5	OK Cancel	confe	renc	emana	age
						/	Powered by	
воок а 2	MY CONFERENCES	MY PROFILE					/	
						Welco	ome: David S	chroed
My Confer	ences							
-		conferences:						
-	ences	conferences:				e ^{Print} em		
-	nt your currently booked o	conferences:				Print Ext		
Edit, Cancel or Prin	nt your currently booked o	conferences:	TEACHING ASSIGNMENT	STUDENT LOCATIC	N	Print EXT		
Edit, Cancel or Prin Westview Schoo DATE	nt your currently booked o		TEACHING ASSIGNMENT Music	STUDENT LOCATIC			1	
Edit, Cancel or Prin	nt your currently booked o II TIME	TEACHER				EPrint EXT	4	
Edit, Cancel or Prin Westview Schoo DATE	nt your currently booked o II TIME	TEACHER					4	



G. Joining a Virtual Meeting on a Mobile Device

- 1. Book your meeting normally using the Conference Manager system. You will receive an email confirmation which includes the meeting link.
- 2. Install the MS Teams application on your device.
- 3. Check your email. Just prior to the meeting, the teacher will click the will send another email to you which includes the same meeting link.
- 4. Click the meeting link to join the meeting
- 5. Click the Join as a guest button.
- 6. Allow Teams to use your microphone.
- 7. Enter you Name and click Join Meeting



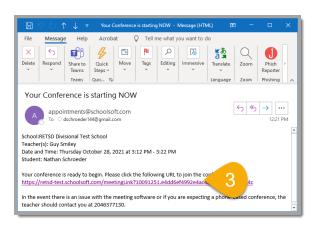
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H. Joining a Virtual Meeting on a Computer

- 1. Book your meeting normally using the Conference Manager system. You will receive an email confirmation which includes the meeting link.
- 2. Check your email account. Just prior to the meeting, the teacher will click the will send another email to you which includes the same meeting link.
- 3. Click the meeting link to join the meeting
 - This will open your Web browser.



- 4. Depending on your computer setup, you will likely want to click the **Continue** on this browser.
 - This will bring you into the Lobby of the meeting. The teacher will allow you entry when they are ready to bring the meeting.

