

Conference Manager

Parent Guide

October 2021

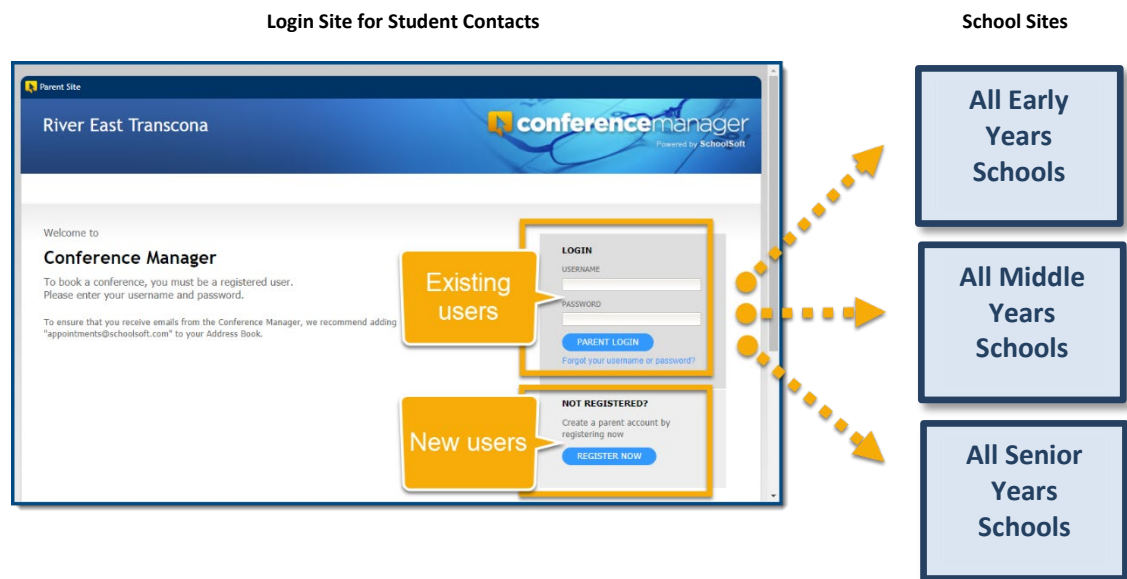


A. Introduction

- 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.



C. Creating an Account

1. Using your Web browser, go to: <https://retsd.schoolsoft.com/>
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

Parent Site

River East Transcona **conferenc**

Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name: David, Last Name: Schroeder, Daytime Phone: [empty]
Email Address: [empty]@gmail.com, Confirm Email Address: [empty]@gmail.com
Username (used for log in): [empty]@gmail.com, Password: [empty], Confirm Password: [empty]

1

STUDENT INFORMATION

STUDENT 1: First Name: Diana, Last Name: Schroeder, School: Miles Macdonell Collegiate
STUDENT 2: First Name: Nathan, Last Name: Schroeder, School: Lord Wolseley School
STUDENT 3: First Name: [empty], Last Name: [empty], School: -- Select a School --
STUDENT 4: First Name: [empty], Last Name: [empty], School: -- Select a School --

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ADD ANOTHER STUDENT

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

While the occurrence of scheduling conflicts is very rare, it is possible that scheduling errors may arise. Therefore, conferences scheduled online are subject to change. If a problem occurs, or if it is necessary to change a booking, the school will make every attempt to contact you about the issue.

I have read and accept the Terms and Conditions .
 YES 3

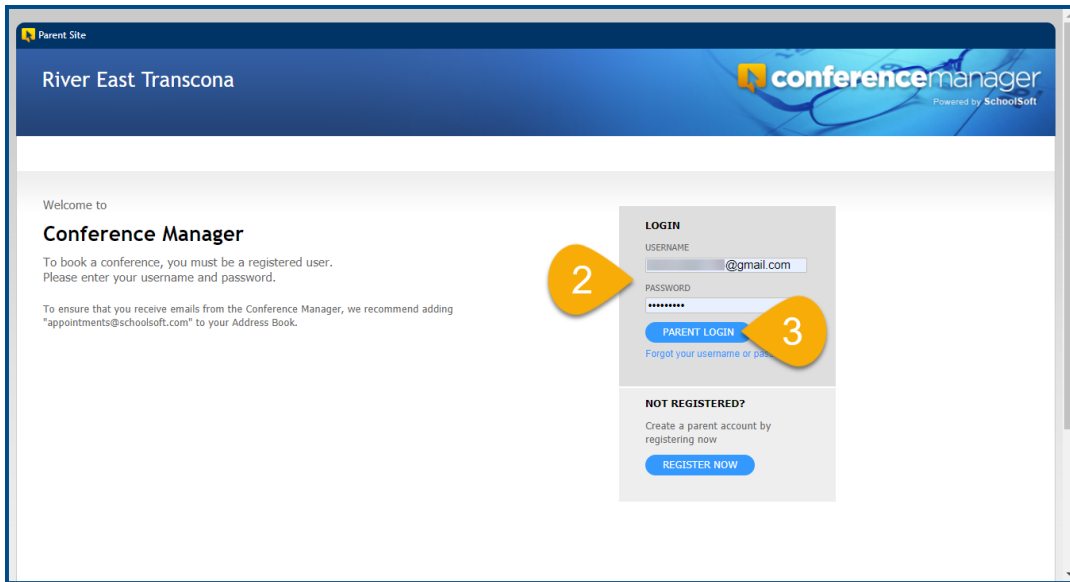
SUBMIT 4

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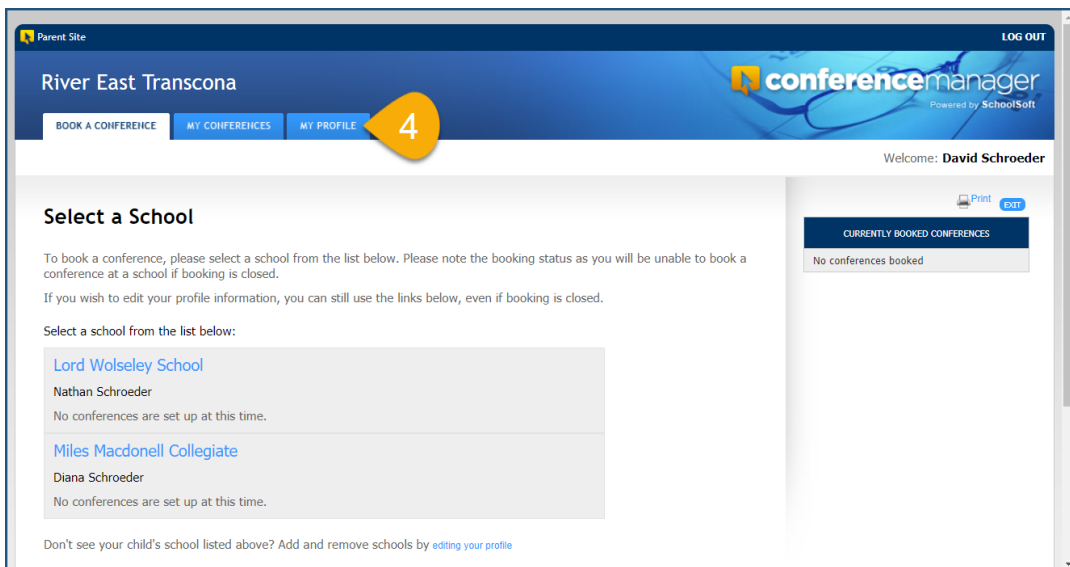
D. Linking to a New School – Managing Your Account

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: <https://retsd.schoolsoft.com/>
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.



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



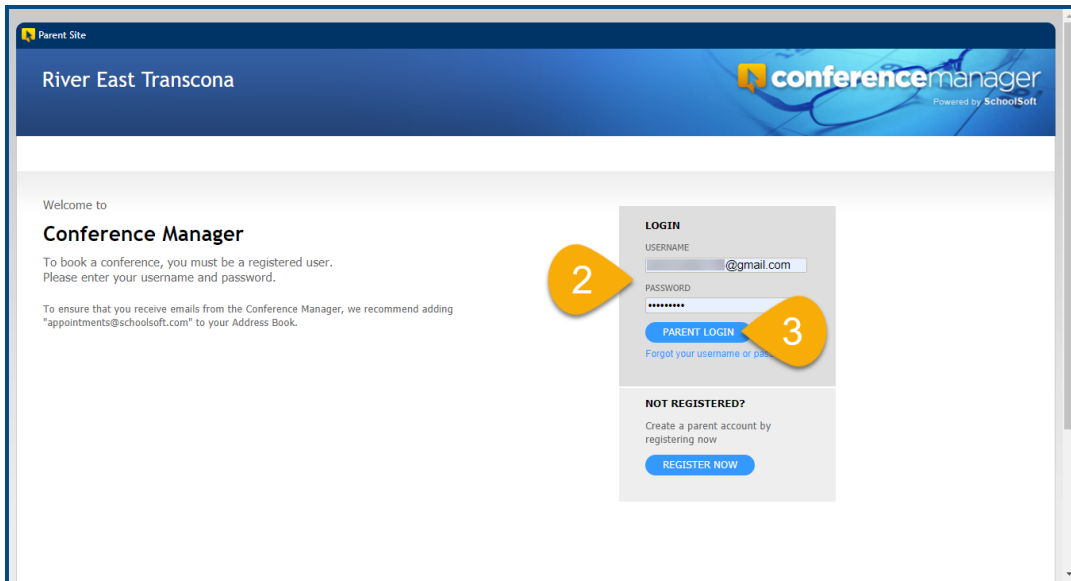
5. Make any necessary changes to your **Profile**.
 - Email or telephone number.
 - Change the linked school.
 - Add an additional school to a child.
6. Click the **Submit** button to save the changes.

The screenshot shows the 'My Profile' page in the Conference Manager system. The page is titled 'My Profile' and includes a warning: 'Warning. Any changes to first or last names will be reflected in conferences already booked.' The form is divided into two main sections: 'PARENT/GUARDIAN INFORMATION' and 'STUDENT INFORMATION'. The 'PARENT/GUARDIAN INFORMATION' section includes fields for First Name (David), Last Name (Schroeder), Email Address (@gmail.com), Primary Phone (204-), Username (@gmail.com), and Password (*****). The 'STUDENT INFORMATION' section includes a table with three rows of student information. The second row, 'STUDENT 2', is highlighted with a yellow box and a callout box that says 'Change or add a second school to a student'. The callout box points to the 'School' dropdown menu for 'STUDENT 2', which is currently set to 'Lord Wolseley School'. The 'STUDENT 3' row is also visible, with the school set to 'École John Henderson Middle Sc'. At the bottom of the form, there is a 'SUBMIT' button and a large number '6' in a yellow circle.

STUDENT	First Name	Last Name	School
STUDENT 1	Diana	Schroeder	Miles Macdonell Collegiate
STUDENT 2	Nathan	Schroeder	Lord Wolseley School
STUDENT 3	Nathan	Schroeder	École John Henderson Middle Sc

E. Making A Booking

1. Using your Web browser, go to: <https://retsd.schoolsoft.com/>
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.



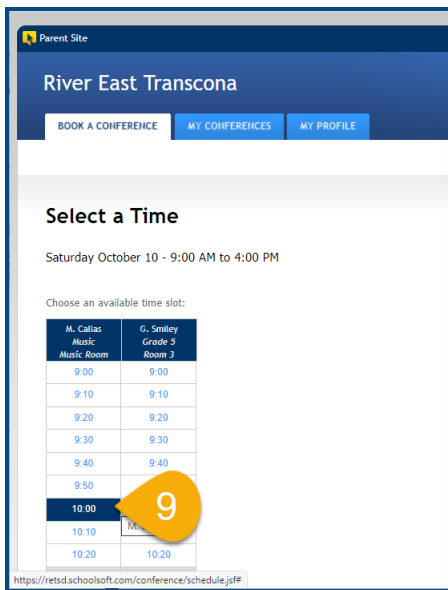
4. Ensure that you are on the **Book a Conference** tab.
5. Click on the school name required.



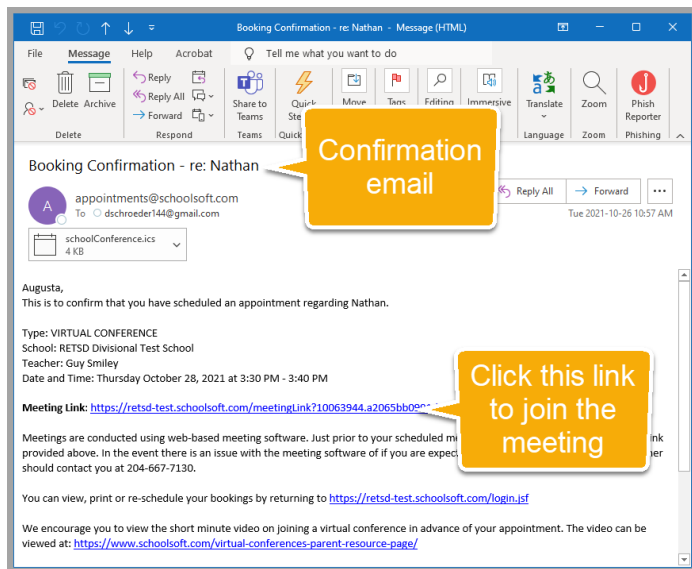
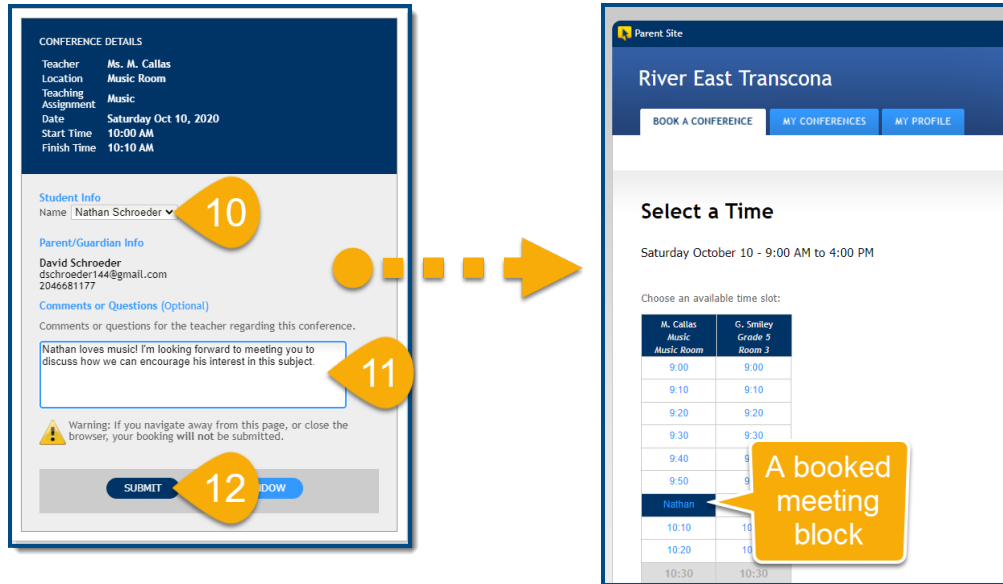
6. Select the appropriate **Conference Session**.
7. Click the checkboxes for the teachers that you wish to meet with.
8. Click the **Next** button.



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

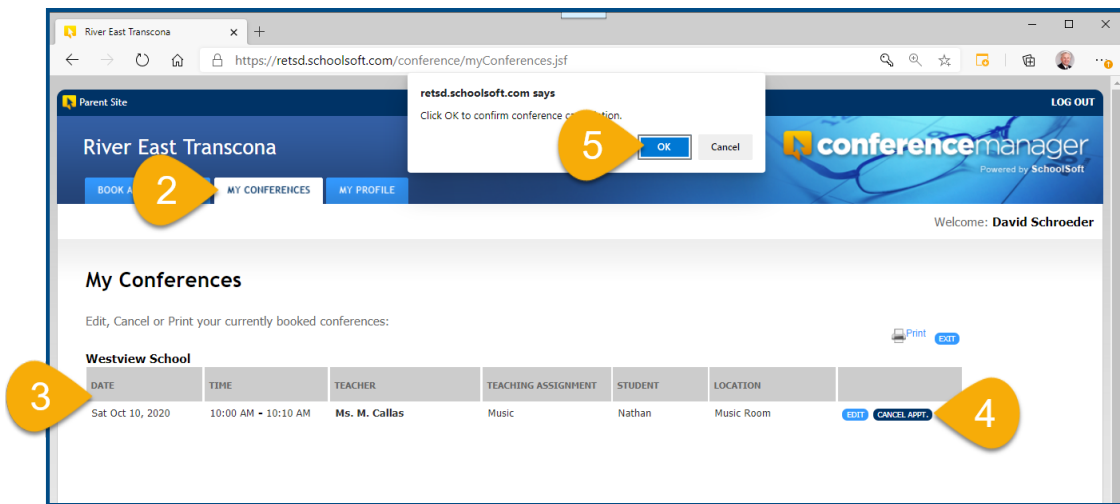


10. If required, select the name of your child that the meeting is focused on.
11. Optionally, enter some text in the comment area that will be viewable by the teacher.
12. Click the **Submit** button.
 - This will book the meeting for the selected time slot
 - You will receive a confirmation email for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



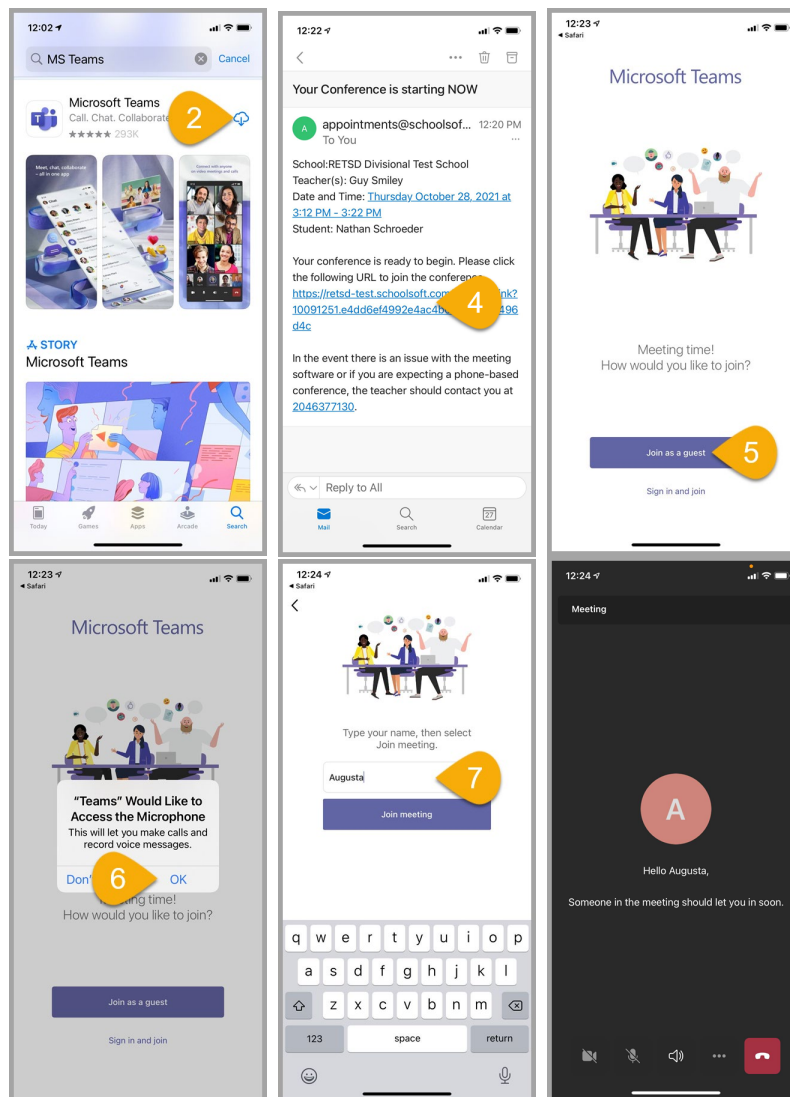
F. Reviewing/Cancelling Bookings

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.



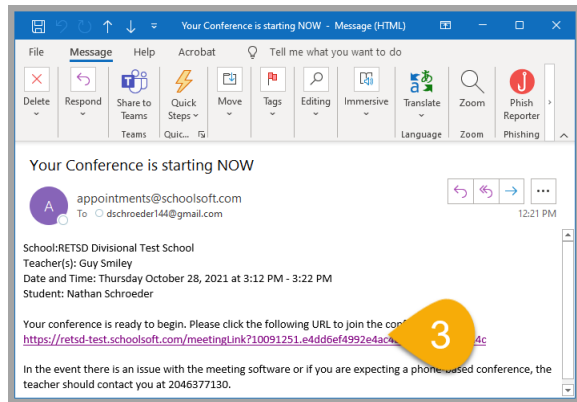
G. Joining a Virtual Meeting on a Mobile Device

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 your **Name** and click **Join Meeting**



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.

