

November 2022 Conferences

- Wednesday, November 23rd from 3:45p.m. to 6:45p.m. (Face-to-Face)
- Thursday, November 24th from 3:45p.m. to 7:05p.m. (Virtual – Microsoft Teams OR Phone)

Directions for Scheduling Conferences

We are pleased to be using the Conference Manager to schedule your **November Student Led Conferences**. The link for the Conference Manager is: <https://stluke-rcs.schoolsoft.ca> (**DO NOT include “www”**)

Parents will be invited to go online and choose the date/time that is most desirable on a program called Schoolsoft.

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. If you have **never registered** in the Conference Manager use the link above and click the “Register Now” button prior to scheduling your conference.

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. Please also add appointments@schoolsoft.ca to your address book in your computer mail. This will override 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 – Wednesday, November 9th at 3:45p.m.

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 Conference

From the **Available Conference Sessions** menu, pick your date, then the student's teacher and click next. Select your appointment time and provide your phone number. This number will be used if the teacher is conducting a telephone conference or as a backup if the web-based meeting software program does not work.

Please note that conferences are approximately 18 minutes long. As well, these conferences are private between you, the student and their teacher. After booking your appointment(s), you can print off your schedule.

When the Conference Manager opens for booking, you will note that it has been configured for families to book either face-to-face OR virtual conferences based, depending on which day you book. If you want your Thursday conference over the phone instead of Microsoft Teams, please indicate this by entering “phone conference” in the comments box on the online booking form. You will see reminders of what to do when you log-in to the Conference Manager.

Please remember the format you requested. For the face-to-face conferences on Wednesday, please enter St. Luke through the front doors. On Thursday, the teacher will either send parents the Microsoft Teams link prior to the appointment or they will call the number the parent/guardian provided when booking. You can log into Conference Manager at any time to view your bookings, print, cancel or re-schedule appointments up until the Conference Manager closing date. If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences.

Important Dates:

- ❖ **Prior to November 9th - Create/update your parent account**
- ❖ **Wednesday, November 9th - Start scheduling your conference at 3:45p.m.**
- ❖ **Wednesday, November 16th - Conference Manager closes at 3:45p.m.**
- ❖ **Wednesday, November 23rd - Conferences from 3:45pm to 6:45p.m.**
- ❖ **Thursday, November 24th - Conferences from 3:45pm to 7:05p.m.**
- ❖ **Friday, November 25th - No school for students & staff**

If you have any questions or need assistance, please feel free to contact the school at 306-791-7248.

Lee Garinger
Principal, St. Luke School