

**Parent Information Regarding Parent-Teacher Conferences  
In-Person OR Virtual – Thursday, March 16<sup>th</sup>, 2023**

Dear St. James Collegiate Families,

Tri-conferences at St. James Collegiate will be taking place on **Thursday, March 16<sup>th</sup>**, from 4:30 to 7:00 pm. In order to accommodate all families, **will be offering in-person OR virtual tri-conferences.**

**In-Person:** Please enter the building through the main front entrance of the school.

**Virtual:** We will be using **Microsoft TEAMS** to still allow for face-to-face communication. To communicate with your child's teachers, you will need a device with a speaker and a microphone such as a phone, tablet, laptop, or a computer. Our students are familiar with TEAMS so in most cases, your child should be able to assist you with this meeting. We do encourage students to be with you during the virtual conference call with their teacher(s).

If you are not able to meet on March 16<sup>th</sup>, please **email your student's teacher** and a phone call or TEAMS call can be arranged on an alternate date. A listing of all staff emails can be found by clicking here – [Staff Email List](#).

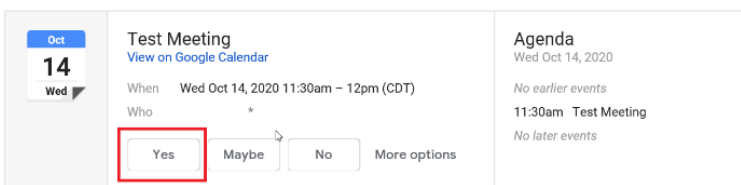
**Setting up the virtual meeting on TEAMS**

**Step 1:** Please set up an appointment time(s) using the online scheduler: <https://stjamescollegiate.schoolsoft.com/>

**Step 2:** Teachers will send an invite link to the same email address that you used to create your School Soft Conference Manager account.

*This invite may not arrive until the day before conferences, please be patient.*

The email should allow you to confirm the appointment by clicking "YES" (\*similar to the image below).



[Join Microsoft Teams Meeting](#)

Upon receiving this email, please test the "[Join Microsoft Teams Meeting](#)" link at home on the device that will be used for the Teams conference. If you are using a desktop computer, the link can be launched in a browser. If you are using a mobile device, you may be prompted to download the TEAMS app. You can join as guest, so you do not need to create a TEAMS account.

**Step 3:** On the day of the appointment, please [join the meeting 5 minutes before](#) the scheduled time so that the meeting can start as soon as the teacher is finished with the previous meeting.

**PLEASE NOTE:** While conferences are scheduled for 10-15 minutes, the actual time with teachers will be slightly less to allow for a smooth transition between appointments. The focus of these conferences is to connect with families, share how the students are doing as they adapt/adjust to school and to set goals for the school year.

Sincerely,

Ms. Lorelei Steffler  
Principal

Ms. Jody O'Brien  
Vice-Principal

## Parent-Teacher Conferences:

Thursday, March 16<sup>th</sup>, 2023 (4:30 pm to 7:00 pm)

### Book appointments on-line starting:

Wednesday, March 1st (8:00 am) until Thursday, March 16th (12:00 noon)

At St. James Collegiate, Parent Teacher Conferences are a key part of our communication with you concerning your son/daughter's progress. Please plan on booking a conference with their teachers. We are using our web-based scheduling application called the *St. James Collegiate Conference Manager* that allows you to use the Internet to book appointments quickly and easily.

The first time you use the *St. James Collegiate Conference Manager* you will be required to register and create a **Parent Account**. This only takes a minute or two. Remember to record your password in a safe place as this may be used for future Parent Teacher Conferences.

Steps to register and book conferences:

1. Go to our school's website <http://www.sjasd.ca/school/stjames> click on Parents & Community heading and then click on the Conference Manager link.
2. Register for a Parent Account. To register, click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference manager right away. An e-mail will also be sent to the address specified. This e-mail restates your username and password. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button. Once registered you can log in to the Conference Manager any time.
3. Click the BOOK NOW button. Select the conference date from the Date drop-down that appears and then select the teacher(s) you wish to meet with. To coordinate bookings involving multiple teachers, select all the teachers applicable to your son/daughter with whom you wish to meet.
4. If you would like to meet with a teacher **in-person** at the school, **please type "in-person" in the comment section before you click the NEXT button**. If you do not add a comment, we will assume you are requesting a **virtual** meeting.
5. Click on an available time slot for each teacher you selected and complete the booking form that appears. You should see the booking appear in the summary list on the right-hand side of the screen. A confirmation e-mail is sent for each booking or cancellation you make. You will also receive a reminder and conference itinerary by e-mail.
6. Confirm your appointments have been booked by looking at the CURRENTLY BOOKED CONFERENCES box on the right side of the screen or click on the MY CONFERENCES tab. Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings.
7. When finished booking, click the log off button located at the top right side of the browser window.

We know that it is not always possible for parents to book their own appointments due to limited computer access or for other reasons. If you require assistance in setting up appointments, please phone the school at 204-888-4867 during regular office hours (8 am to 4 pm). Mrs. King oversees booking appointments and would be happy to assist you.