



Crestview School Parent Bulletin

Student Led Conferences

March 15 from 5:00 to 8:00 pm

March 16 from 9:00 to 11:20 am

At Crestview School, Student Led Conferences are a key part of our communication strategy regarding your child's progress. Please plan on booking and attending a student led conference with the applicable teacher(s) for each child you have attending the school.

We use a web-based scheduling application called the *Crestview School Conference Manager*. This application allows you, as a parent, to use the Internet to check our teachers' conference schedules and book appointments quickly and easy.

The first time you use the *Crestview School Conference Manager* you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in the school, so please record your password where you can reference it later. **Please note that although parents can register at any time, the booking of conferences can only begin at or after 6:00 p.m. on Wednesday March 7, 2018.**

Additional documentation and on-screen demonstrations of the software are available at the following URL:

<http://www.schoolsoft.ca/tutorials/parents.html>

Please note that the onscreen tutorials require Adobe Flash to be installed.

You may want to register right away. All registered users receive a reminder email when conference scheduling commences. If your email program flags automated emails as junk mail, you may want to put "appointments@schoolsoft.ca" in your email address book.

Steps to registering and booking conferences:

1. **Go to our school's website <https://www.sjasd.ca/school/crestview>. Click on the link to Student Led conference registration.**
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 email will also be sent to the address you specified. This email restates your user name and password and is a good email to retain, as you will use the same email and password when booking future rounds of Parent-Teacher Conferences. 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 conference date in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button.** To coordinate bookings involving multiple teachers select all the teachers applicable to your child (ren) who you wish to meet with.
4. **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 email is sent for each booking you made or subsequently cancel. You will also receive a reminder and conference itinerary by email.
5. **Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right 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. You may print this list when you are finished booking all appointments.
6. **When finished booking, click the log off button located at the top right of the browser window.** You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointments, but know this is not always possible. **If you are unable to book your own appointment due to limited computer access or for any other reason, please contact the school at 885-7710 during regular office hours and we will be happy to assist you over the phone.**