

Student – Parent – Teacher Opening Conferences



September 6, 2023 from 2:00 pm to 7:00 pm Or

September 7, 2023 from 8:00 am to 1:00 pm

At Lincoln Middle School, our school opening conferences for **all** students are a key part of our communication strategy regarding your child. Please plan on booking and attending the Opening Day Conference with your child's homeroom teacher. The conferences are booked on a web-based scheduling application called the Lincoln Middle 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.

If this is the first time you have used the Lincoln Middle 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 8:30 am on Tuesday, August 24th, 2023

Steps to registering and booking conferences:

Go to our school's website <https://www.sjasd.ca/school/lincoln>. Click the Parents & Community tab, then the Conference Manager tab. Click on the blue **conference manager** rectangle.

1. 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 username and password and is a good email to retain, as you will use the same email and password when booking future rounds of 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.
2. Click the BOOK NOW button. Select conference date in the date drop-down that appears and then select the teacher you wish to meet with and click the NEXT button.
3. Click on an available time slot for the 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 the booking you make or subsequently cancel. You will also receive a reminder and conference itinerary by email.
4. 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.
5. 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.

If you are unable to book your own appointment due to limited computer access or for any other reason, please phone the school at 204-837-8397 during regular office hours.

Sincerely,

Mr. K. Lizotte
Principal