

Student Involved Conferences

Please be advised that this round of conferences will be offered in a hybrid format allowing families to attend either virtually or in person.

Transitioning back and forth between the two types of conferences will prove to be a challenge for our teachers. For that reason we have allotted specific times each day to either virtual or in person. We ask that if you do have a preference between the choices that you log on as soon as possible when it opens to get your preferred conference format

We are pleased to be using the Conference Manager to schedule Student Involved Conferences using the Internet.

The link for the Conference Manager is:

<https://stmary-rcs.schoolsoft.com>

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.

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 – Monday March 14th at 7:00 am

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 **Virtual or In Person** Student Involved Conferences

Select the teachers with whom you want to book the conference. You will see each teacher's schedule. After booking your appointments, you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

Important Dates:

March 14 – Start scheduling your conferences at 7:00 am

March 20 – Conference Manager closes at 11:30 pm

Wednesday March 23 – **Virtual/In Person** Student Involved Conferences

Thursday March 24 – **Virtual/ In Person** Student Involved Conferences

We recommend adding
appointments@schoolsoft.ca
to your address book

NO SCHOOL Friday March 25, 2022

If you have any questions or need assistance, please feel free to contact the school.