

Parent-Student-Teacher Conferences Instructions for Families

If you have any questions or if you do not have your PowerSchool username and password, please contact your divisional office:

ecoffice@ash.nl, Grades PreK to 2

ueoffice@ash.nl, Grades 3 and 4

msoffice@ash.nl, Grades 5 - 8

hsoffice@ash.nl Grades 9 - 12

Conference Details

Elementary School

Date: Monday, November 11 and Tuesday, November 12

Time: 8:10 - 16:00

Type: In person or online option

Time slots for classroom teachers: 20-minute conferences

Time slots for specialists (optional) 10-minutes conferences

Middle School and High School

Middle and High School prefers that students are present at conferences to help them take ownership and responsibility for their learning.

Date: Monday, November 11

Time: 8:10 - 16:00

Type: Online

Date: Tuesday, November 12

Time: 8:10 - 16:00

Type: In Person

Time slots: 8-minute conferences / 2-minute transition time

Sign-up

The Conference Manager is open for sign-ups from **Friday, November 1, 9:00 until Thursday, November 7 at 23:30.**

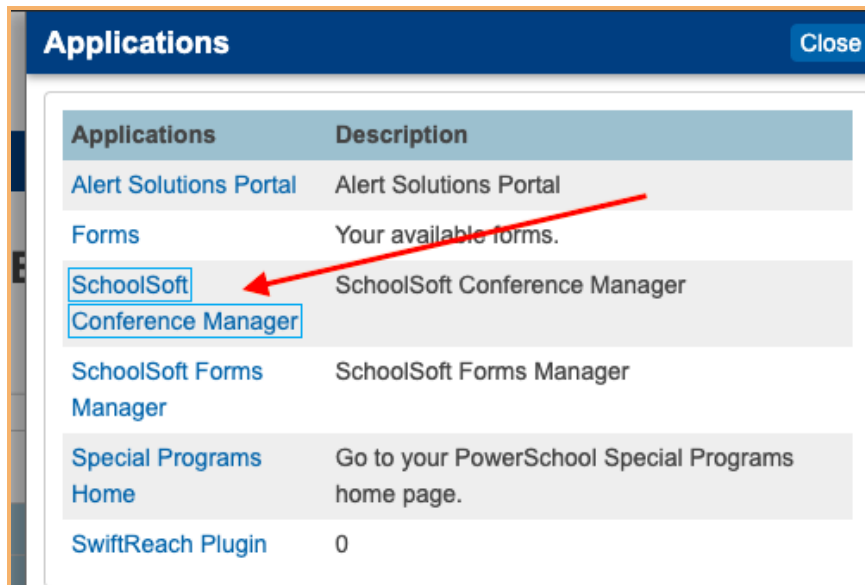
Login

Log in to the [Conference Manager](#) using your PowerSchool username and password. Make sure to use the web version and NOT the mobile app version.

Click the Applications icon on the right-hand side of the blue bar. The icon is one of four that appear, and looks like a square with an arrow pointing to the right:



Click the menu item "SchoolSoft Conference Manager"



Applications	Description
Alert Solutions Portal	Alert Solutions Portal
Forms	Your available forms.
SchoolSoft Conference Manager	SchoolSoft Conference Manager
SchoolSoft Forms Manager	SchoolSoft Forms Manager
Special Programs Home	Go to your PowerSchool Special Programs home page.
SwiftReach Plugin	0

Select a Division

Once you follow the link to the SchoolSoft Conference Manager you will find a list of the different school divisions. Choose the division of your student:

- Early Childhood Center, Grades PreK to 2
- Upper Elementary, Grades 3 and 4
- Middle School, Grades 5 - 8
- High School, Grades 9 - 12

If you have children in multiple divisions, begin by scheduling appointments for one child first. Once completed, you can use the booked times as a reference while scheduling for your other child/children. Please note that the divisional platforms are not synchronized with each other, so separate booking processes are necessary.

Book Appointments

From the drop down list, select the date when you wish to book appointments. Select all the teachers you wish to meet with. From the schedules that appear you can see the time slots that are available for booking. Choose the ones that suit you best and build your own schedule of appointments.

The example below is from high school. For the other divisions, you will find their teachers and respective time slots displayed:

Welcome

Available conference sessions ▼

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME SHOW MY TEACHERS	TEACHING ASSIGNMENT
<input type="checkbox"/>	Mr. Andrew Alfano	HS Chemistry Teacher
<input type="checkbox"/>	Jason Bailey	HS Social Studies Teacher
<input type="checkbox"/>	Ms. Jessica Bank - part time, limited availability	HS Dutch Teacher
<input type="checkbox"/>	James Bennett	HS Teacher EAL
<input type="checkbox"/>	Kari Ann Bitgue	HS Science Teacher
<input type="checkbox"/>	Frans Brand	HS Modern Language Teacher
<input type="checkbox"/>	Jennifer Bricknell	HS Math Teacher

Note: By default, the system will display the teachers your student currently has classes with. If you wish to view all teachers, please click on "SHOW ALL TEACHERS."

When booking appointments, please ensure that you schedule meetings exclusively with your child's current teachers (and not with semester 2, Quarter 3, or Quarter 4 teachers). To accommodate limited time slots, kindly reserve appointments for academic classes only and refrain from booking Advisory sessions.

Please be advised that although the system asks you to enter a telephone number, teachers will not be calling anyone directly. Nevertheless, the system requires you to enter this information.

Middle School and High School will conduct online conferences on Monday and in-person conferences on Tuesday. Elementary School has the possibility to select their preferred conference format (in-person or virtual) for both days when scheduling their conference times.

Confirmation

You will receive a confirmation email for each of the appointments that you book, to the email address associated with the Powerschool parent account of the parent signing up for the conferences. You will also receive a reminder email of your appointments the night before your scheduled conferences. The meeting link will be included in the email if you sign up for online conferences.

The confirmation email is coming directly from the conference manager software (appointments@schoolsoft.com) and includes a Google Meet link to join your conference.

If you do not initially see the confirmation email, please check your spam folder. The email will be sent to the email address associated with the PowerSchool parent account of the person who signed up for the conference.

To ensure that you receive emails from the Conference Manager, we recommend adding appointments@schoolsoft.com to your address book.

Please review the meeting details in the email to make sure this is the actual conference you want to attend at this time.

View and Edit Bookings

You can view/edit the appointments anytime by logging into the Schoolsoft Conference Manager (steps 1-5 above) and click the MY CONFERENCES tab.

Accessing online conferences (if you select this option)

When you click on the Google Meet link you will be directly connected to your virtual conference. Please ensure you connect on time as teachers will have back-to-back conferences and will not be in a position to run over the allotted time. The teacher will admit you to the meeting when they are ready.

Once you join the meeting, make sure that your camera and microphone are turned on, your volume is turned up and that you stay within your time frame.

