

# SchoolSoft Conference Manager Instructions

Click this Link

<https://ps.fraser.misd.net/public/home.html>

Enter your email address

Enter your password



The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS. At the top, there are two buttons: 'Sign In' and 'Create Account'. An arrow points from the 'Create Account' button to a text box labeled 'Username' which contains the placeholder text 'your email address'. Below the 'Username' box is a 'Password' box with a masked password '\*\*\*\*\*'. A link 'Forgot Username or Password?' is located below the password box. A 'Sign In' button is at the bottom right. At the bottom of the page, there is a paragraph of text: 'By entering your username and password and accessing the Fraser Public Schools PowerSchool Parent Portal you agree as a parent/guardian that you understand the agreement and understand access is designed for the support of your child's education. Parent Portal Agreement'.

If you do not have an account, click 'Create Account' and enter your information.

NOTE: Obtain your student's access id from the Main Office.

Click this icon in upper right



Click on SchoolSoft Conference Manager

| Applications                                  |                                          | Close |
|-----------------------------------------------|------------------------------------------|-------|
| Applications                                  | Description                              |       |
| <a href="#">District Report Card</a>          | District Report Card                     |       |
| <a href="#">Forms</a>                         | Your available forms.                    |       |
| <a href="#">SchoolPay</a>                     | SchoolPay, safe and easy school payments |       |
| <a href="#">SchoolSoft Conference Manager</a> | SchoolSoft Conference Manager            |       |

Click Richards Middle School

## Select a School

To book a conference, please select a

If you wish to edit your profile inform

Select a school from the list below:

[Richards Middle School](#)

# SchoolSoft Conference Manager Instructions

Select desired conference schedule

## Welcome

Available conference sessions

-- Select a session --

-- Select a session --

Thursday October 13 - Virtual Session 1 (1:00 - 1:55pm)

Thursday October 13 - Face to Face Session 1 (2:05 - 4:00pm)

Thursday October 13 - Face to Face Session 2 (5:00 - 7:00pm)

Thursday October 13 - Virtual Session 2 (7:10 - 8:00pm)

Conference Manager will: CLO

When the system closes you will be able to view, print or cancel any of your bookings.

still login to

Select the teachers you want to meet with then click the NEXT button

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

| SELECT                   | NAME             | TEACHING ASSIGNMENT |
|--------------------------|------------------|---------------------|
| <input type="checkbox"/> | Andrew Brodi     | Teacher             |
| <input type="checkbox"/> | Jacquelyn Carter | Teacher             |
| <input type="checkbox"/> | Jessica Carter   | Teacher             |
| <input type="checkbox"/> | Miriam Catenacci | Teacher             |

NEXT

Select the time you want to book with the teacher

## Select a Time

Thursday October 13 - Face to Face Session 1 (2:05 - 4:00pm)



*Conferences are 5 minutes long with 2 minutes in between.*

Choose an available time slot:

| A. Brodi<br>Teacher<br>Room 134 | J. Carter<br>Teacher<br>Room 123 | J. Carter<br>Teacher<br>Room 133 | M. Catenacci<br>Teacher<br>Room 222 | C. Caverly<br>Teacher<br>Room 120 | N. Crane<br>Teacher<br>Room 153 |
|---------------------------------|----------------------------------|----------------------------------|-------------------------------------|-----------------------------------|---------------------------------|
| 2:05                            | 2:05                             | 2:05                             | 2:05                                | 2:05                              | 2:05                            |
| 2:12                            | 2:12                             | 2:12                             | 2:12                                | 2:12                              | 2:12                            |
| 2:19                            | 2:19                             | 2:19                             | 2:19                                | 2:19                              | 2:19                            |
| 2:26                            | 2:26                             | 2:26                             | 2:26                                | 2:26                              | 2:26                            |
| 2:33                            | 2:33                             | 2:33                             | 2:33                                | 2:33                              | 2:33                            |
| 2:40                            | 2:40                             | 2:40                             | 2:40                                | 2:40                              | 2:40                            |

After you select a time, enter your phone number and any comments you may have for that teacher and click Submit. Then select a time for the next teacher and repeat until finished booking.

**NOTE:** It is recommended to leave a gap between booking times to give yourself time to travel to the next appointment.

Your bookings will be displayed in the window on the right:

Print

EXIT

CURRENTLY BOOKED CONFERENCES