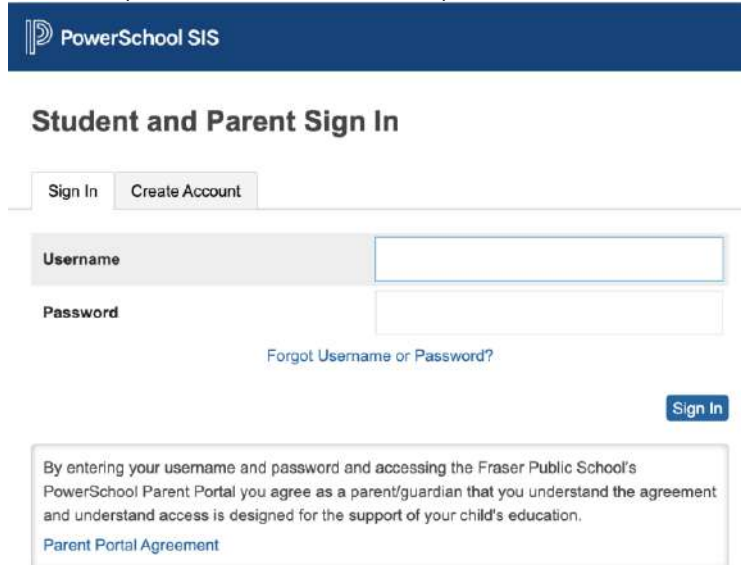


Conference Manager Instructions

Step 1

1. **Go to the following schoolsoft website located here:**
<https://fraser.schoolsoft.com>
2. **Sign in** to your Parent Portal Account. If you do not have a Parent Portal Account, Click Create Account, after account is created, sign in.



The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below this is a section titled "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Under the "Sign In" tab, there are input fields for "Username" and "Password". Below these fields is a link that says "Forgot Username or Password?". To the right of the password field is a blue "Sign In" button. At the bottom of the sign-in area, there is a text box containing a disclaimer: "By entering your username and password and accessing the Fraser Public School's 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." Below this text is a link for "Parent Portal Agreement".

Figure 1:PowerSchool Sign in Screen

3. **Click** on the arrow icon in the upper right to access the Conference Manager:



Figure 2: Conference Manager icon

(If using a mobile phone, you may have to select Exit to Main PS site to view the Conference Manager icon.)

4. **Select** Richards Middle School.
5. **Select a conference date in the date drop-down that appears. 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) with whom you wish to meet.
6. **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.

7. **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.
8. **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.
9. **Just prior to your scheduled conference time, you will receive a link to your video conference.** At the appropriate time, click on the link and the teacher will admit you to the room. Please note, there is only 5 minutes available for conferences. Please consider that there is a two-minute transition time between our virtual conference appointment