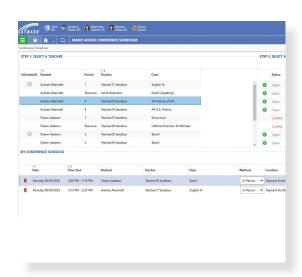# CONFERENCE SCHEDULER

SCHEDULE PARENT/TEACHER CONFERENCES. CREATE TIME SLOTS FOR TEACHERS EN MASSE WITH TEACHER BREAKS. SELECT AVAILABLE TIMES FROM WITHIN THE PARENT PORTAL FOR ONE OR MULTIPLE STUDENTS.

SKYWARD **Qmlativ**

WSIPC

- Easily set up and create Parent/Teacher conferences to schedule meetings with the students' teachers

- Parents can view teacher availability and reserve time slots via Family Access

- Conferences can be enabled to schedule meetings with support staff, such as counselors or administration

- Create conferences for staff members so you can schedule staff meetings or individual staff check-ins

- Meetings can be set up as in-person, phone call, and/or virtual

- Conference sign-up reminders enable you to mass remind parents and guardians for students who have not signed up for a scheduled conference

EASY SETUP

With the conference scheduler, it is easy for a school to mass create and set up the available time slots for parents to meet with teachers. Mass creation allows the school to set the start time, end time, and length of each conference. Teacher breaks can be incorporated into the design time of the conference.

EASY SIGN-UP FOR PARENTS

Once the conference time slots are created, a parent can then select from the available times for each of their students and each of their teachers. The solution will ensure that the parents do not schedule overlapping conferences with different teachers for different students and across multiple buildings. Parents can provide a private note to the individual teacher when reserving a time slot and print their full schedules.

TEACHER MANAGEMENT

The teacher will have full access to their conference schedule. They can indicate the times they are unavailable. Teachers can assign a time slot to parents that are not scheduling their own meetings via Family Access. For each meeting they can track attendance, record additional support staff that attend the meeting, and track notes related to the meeting.