

ELK ISLAND
CATHOLIC
SCHOOLS

Our Lady of the Angels Catholic School

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Our Lady of the Angels Catholic School

Parent Bulletin 2014 Conferences

Three Way Conferences: Student-Parent-Teacher Conferences

Tuesday, October 28 and Wednesday, October 29

At Our Lady of the Angels Catholic School, Student-Parent-Teacher Conferences, now known as Three Way Conferences, are a **key part of our communication strategy regarding your child's progress**. Please plan on booking and attending a **student-parent-teacher conference** with each child you have attending the school.

We learned a great deal about the Three-Way Conference process over the past couple of years. We are focusing our first round of Three Way Conferences this year on a more traditional **Student-Parent-Teacher (ALL THREE STAKEHOLDERS PRESENT)** meeting in the classroom of the respective teacher for a pre-booked ten minute time slot. If on the evening you attend, a teacher has a "blank space" in the schedule, you are welcome to stop by for a non-scheduled chat. History tells us there are very few, if any openings during the first round of Three-Way Conferences. For Grade 7 & 8 students, please note there will be a maximum of two individual slots per student to book with different teachers. Please only book one session per child **per teacher**. If you require more time you can make arrangements with the teacher to meet at an alternative date.

This round of conferences will use the web-based scheduling application used last year - the *OLA Conference Manager*. This application allows you, as a parent, to use the Internet to check our teachers' conference schedules and book appointments quickly and easy. We have received overwhelming support and appreciation for this addition to our school community.

The first time you use the *OLA Conference Manager* you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in the school, so please record your password where you can reference it later. **Please note that although parents can register at any time beginning today, the booking of conferences will shutdown at 4:00pm on Wednesday, October 29.**

If your email program flags automated emails as junk mail, you may want to put "appointments@schoolsoft.ca" in your email address book.

(See over for steps to create a parent account and booking conferences)
Steps to create a parent account and booking conferences

1. Go to: <https://angels.schoolsoft.ca/login.jsf> or the link found on our school's website: <http://olaschool.eics.ab.ca/> under "Parent Info" and "Scheduler Manager."
2. **Register for a parent account.** To register click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified. This email restates your user name and password and is a good email to retain, as you will use the same email and password when booking future rounds of Student-Parent-Teacher Conferences. If you forget your password you can reset it using the FORGOT PASSWORD link under the login button.
Once registered you can log in to the *Conference Manager* any time.
3. **Click the BOOK NOW button. Select conference date in the date drop-down menu that appears and then select a teacher and click the NEXT button.** If you have more than one student in the school, follow this process for each student. Please only book one session per child per teacher. If you require more time you can make arrangements with the teacher to meet at an alternative date.
4. **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.
5. **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.
6. **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 process regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointments, but know this is not always possible. **If you are unable to book your own appointment, please call the school during regular office hours at 780-998-3716 and we are happy to assist you over the phone.**

Online tutorials regarding the use of the Conference Manager are available at:

<http://www.schoolsoft.ca/tutorials/parents.html>

Thanks for your cooperation and patience in using this program.

Brett Cox
Principal