

## Directions for Scheduling Conferences

We are pleased to be using the Conference Manager to schedule your Celebration of Learning Conferences using the Internet. The link for the Conference Manager is: <https://stluke-rcs.schoolsoft.ca> (**DO NOT include "www"**)

### Conferences will be as follows:

- ❖ **All Grades**
  - Wednesday, November 20<sup>th</sup> from 4:00 to 7:20pm
  - Thursday, November 21<sup>st</sup> from 4:00 to 7:20pm

Parents will be invited to go online and choose the date and time that is most desirable on a web-based program called Schoolsoft. We look forward to seeing everyone at the conferences and remember childcare will be provided for those of you requiring it.



A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. If you have **never registered** in the Conference Manager use the link above and click the "Register Now" button prior to scheduling your conference.

### **Can't remember your password?**

If you already have a Parent Account, click on the link above, select "**Forgot your password**" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Please also add [appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca) to your address book in your computer mail. This will override any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

### **Step 1 - Conference Manager Opens to Parents – November 12<sup>th</sup> at 6:00pm**

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

### **Step 2 - Book your Conference**

For booking your child's conference, follow the directions above to login and select your preferred date. Select your teacher, book your appointment and exit. After booking your appointments, you can print off your schedule. You will receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments prior to the Conference Manager closing date.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences.

### **Important Dates:**

- ❖ **Tuesday, November 12th** - Start scheduling your conference at 6:00pm
- ❖ **Monday, November 18th** - Conference Manager closes at 11:30pm
- ❖ **Wednesday, November 20th** - Conferences
- ❖ **Thursday, November 21st** - Conferences
- ❖ **Friday, November 22nd** - No school for students

If you have any questions or need assistance, please feel free to contact the school at 306-791-7248.

Karen Istace  
Principal, St. Luke School

**Student Led  
Conferences are  
20 minutes in  
length.**