

Good morning Eagle families.

The next round of Parent Teacher Conference season is upon us. With the first five weeks of the second semester behind us, it is now time to turn our attention to Parent-Teacher Conferences which are scheduled to take place on **February 25th from 4:00 -7:00 p.m.**

As in the fall, we will again be utilizing a web-based process for you to schedule and virtually meet with your Eagle's teachers about their progress. The system we are using is called **Conference Manager** and will allow you to check our teachers' conference schedules and book an appointment on-line.

Many of you have already set up your account for *Conference Manager* in the fall. However, if you have not, OR if your student made a switch between the Virtual Academy and Remote/In-Person, you will be required to register and create a parent account. This only takes a minute or two. You will 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 while you can register at any time, the appointment window will not open until 10 a.m. on Tuesday February 9, 2021. The appointment window will close on February 23rd, at 10 a.m.

To create an account (if not already done from the fall or if your child went to or came from the Virt. Academy 2nd semester) please use the following steps. Directions to support the process are available by clicking on this [link](#).

1. **Go to the following website** <https://utica.schoolsoft.com>.
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 immediately log in to the Conference Manager. An email will also be sent to the address you specified. This email restates your username and password and should be saved, as you will use the same username and password when booking future rounds of Parent-Teacher Conferences. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button.

When registering, if you have multiple students, you should enter all of them at the same time. **If you have a student at more than one school (for example CSI and the Virtual High School), you will need to register the student more than once. Students who made a switch between Virtual Academy and Remote/in person learning this semester will need to register for their 2nd semester building.**

If your student has a Virtual Academy teacher whose "home building" is one other than Ike, conference date may be different. Those teachers will provide additional information.

Once registered you can log in to the *Conference Manager* any time.

When the appointment window opens on Tuesday, February 9th at 10 am you may:

1. **Click the BOOK NOW button and 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.

2. **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.
3. **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.
4. **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.

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.

If you are unable to book your own appointment using this system, please contact us at 586-797-1300 and a staff member will assist you.

Have a wonderful day and GO EAGLES!

Jared McEvoy