

Lethbridge Collegiate Institute Parent Bulletin

Parent Teacher Conferences

October 28, 2010 6:30 pm – 9:00 pm)

At L.C.I., Parent-Teacher Conferences are a key part of our communication strategy regarding your child's progress. Please plan on booking and attending a parent-teacher conference with the applicable teacher(s) for each child you have attending the school.

This round of conferences we are piloting a new web-based scheduling application we call the *L.C.I. 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.

The first time you use the *LC.I. Conference Manager* you will be required to register for a new 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, the booking of conferences can only begin at or after 3:00 pm October 20th, 2010 until October 27th 11:30 pm**

You may want to register right away as a scheduling reminder email is sent to parents who are registered just as the scheduling commences. If your email program flags automated emails as junk mail, you may want to put "appointments@schoolsoft.ca" in your email address book.

Steps to registering and booking conferences:

1. **Go to our school's URL:** <https://lci.schoolsoft.ca/login.jsf>. (note there is no 'www' in the URL)

You should check and confirm that your Internet Browser software meets the following requirements:

- Internet Explorer version 6+ (version 7 or 8 is preferred) or Firefox 3+ or Safari 4+, Chrome 4+
You can find the browser version by clicking the HELP menu item in your browser and select the "ABOUT..." option. If you are using a Mac, click the application name menu item (e.g. SAFARI, and then select the "ABOUT" option. Although infrequent, most issues parents experience scheduling are caused by using an old version of an Internet Browser that does not meet the functional and security requirements of the application.

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 that restates your user name and password. This is a good email to retain, as you will be able to use this when booking future rounds of Parent-Teacher Conferences. If you forget your password you cannot retrieve the password, however you can reset it using the FORGOT PASSWORD link under the login button.
3. **Once registered you can log in to the *Conference Manager* any time using the URL indicated in Item 1 above.**
4. **Click the BOOK NOW button. Select conference date in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button.** To coordinate bookings involving multiple teachers select from the list all the teachers applicable to your child(ren) whom you wish to meet with.

5. **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 email and full parent conference itinerary that is sent just after midnight on the conference day.
6. **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.
7. **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.

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 403-328-9606 #121 from 8:00 am until 3:00 pm and I will be happy to assist you over the phone.