

We are pleased to be using the Conference Manager to schedule Parent-Teacher Zoom Conferences using the Internet via our PowerSchool Parent Portal. Please follow the steps below to book your parent-teacher conferences:

Step 1 – Log into the PowerSchool Parent Portal at:

<https://powerschool.redeemer.ab.ca/public/> and click the link in the top right hand corner to



access the Conference Manager. Choose Parent- Teacher Conference Booking.

Step 2 – Click on the name of the school, to access their booking system, (This step must be completed for each school individually).

Step 3 – Book your Parent-Teacher conferences. Select the date you want to book an appointment on and then select all the teachers with whom you wish to meet. You will see each teacher's schedule.

Step 4 – Email confirmation and reminder emails

Once appointments are booked, you will receive an email confirmation email from appointments@schoolsoft.com containing the time and teacher's zoom meeting id. We ask that you arrive 5 minutes before your scheduled zoom meeting and take the time to test your audio and video setting. You can log into the system at any time to view your bookings, print, or cancel and re-schedule appointments. If you have any questions or need assistance booking your conference, please feel free to contact the school at 403-938-8048.