

How to book Parent-Teacher Conferences via the Parent Portal

We are pleased to be using the Conference Manager to schedule Parent-Teacher 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. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, or cancel and re-schedule appointments.

Step 4 – Email confirmation and reminder emails

Once appointments are booked, you will receive a confirmation email from appointments@schoolsoft.com adding this email address to your address book in your email application will help ensure it over-rides any spam filters. You will also receive an email reminder before your interview to confirm your upcoming bookings.

If you have any questions or need assistance booking your conference, please feel free to contact the school @ 403-938-8048