



GLENWOOD SCHOOL

Louis Riel School Division

Together Towards Tomorrow

On Line Parent Conference Scheduling

Louis Riel School Division operates on the belief that relationships and communication between parents and teachers is integral to creating conditions for each student's success. We will be scheduling parent-teacher-student conferences through-out the school year by asking you to make appointments with your child's homeroom teacher using our on-line system, **Conference Manager**.

To make the booking process as easy as possible for parents, our school has implemented a web-based scheduling application called the **Glenwood Conference Manager**. This application will allow you, as a parent, to use the Internet to check your child's homeroom teacher's conference schedules and then book an appointment quickly and easily over the Internet.

This is a two-step process. The first step is to register for a parent account (instructions below). You will only have to do this once and we are asking you to register on line when you can. The second step is to sign up for your child's conference, you will be told when you can do this by the school.

First Step:

1. **Go to our school's website homepage** (<https://www.lrsd.net/schools/Glenwood/Pages/default.aspx>) and click the link titled *Glenwood Conference Manager* (found toward the bottom of the page under Popular Links)
2. Using a SMARTPHONE? When registering using a smartphone please use the following link:
<https://www.schoolsoft.com/wp-content/uploads/Parent-Booking-Process-on-Mobile-Devices.pdf>
3. **Register for a parent account by clicking the REGISTER NOW button.**

You will only need to do this once. Although parents can register at any time, the booking of conferences can only begin when the Conference Manager is open for scheduling.

Second Step:

4. **When the Conference Manager is open for booking (Your school will communicate this with you before conferences are scheduled) click the BOOK NOW button and follow the prompts.**

If you have more than one child in the school, select the homeroom teacher for each child by placing a checkmark beside each teacher's name. This will make it easier for you to coordinate your schedule.



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- 5. 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.