



Holy Cross School

300 Dubuc Street, Winnipeg, MB, R2H 1E4

Phone (204) 237-4936 Fax (204) 237-7433

www.holycrossschool.mb.ca

November 22, 2022

Dear Parents/Guardians,

We are pleased to be using an online booking system for our *Family-Teacher Conferences*. The online scheduling program, **Holy Cross School Conference Manager**, eliminates much of the frustration faced by families wanting to book a *Family-Teacher Conference* by allowing them to view, schedule and coordinate conference times that work for families.

All families are strongly encouraged to participate in our virtual or in person *Family-Teacher Conferences* meeting with your child's teacher via MS Teams. *Family-Teacher Conferences* help teachers to communicate the areas your child is excelling in and discuss specific ideas of how to support your child's learning.

For the virtual appointments, teachers will contact families via their child's MS Teams account at the booked interview time. Please log-on to your child's team account 5 minutes before your scheduled appointment. At the designated appointment time, the screen will change to show that the teacher is calling. Click on Accept and begin the conference.

Booking parent/student/teacher conferences online

Step 1 – Pre-register

You can set up a Parent Account by going to [Holy Cross School Conference Manager \(schoolsoft.com\)](http://Holy Cross School Conference Manager (schoolsoft.com)). Click the **REGISTER NOW** button and complete the registration form. Your login credentials (e-mail and password) will remain in the system to make it easy to access the Conference Manager in the future. If you have created an account in Conference Manager, in the past, please use the same log in. To ensure that your e-mail does not block Conference Manager e-mails we suggest adding appointments@schoolsoft.com to your address book.

Step 2 – Conference Manager Opens to Parents

You can access the Parent Login page using the link in the confirmation e-mail. If you do not receive a confirmation e-mail, you can login by going directly to <https://holycross-winn.schoolsoft.com/login.jsf>

Step 3 – Book your Parent-Teacher conferences

Select the teachers with whom you want to book conferences. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also

receive an e-mail containing the teacher's name and time of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

Important Dates:

Wednesday, November 22 -Conference Manager opens

Wednesday, November 30, – Conference Manager closes at 8:00 am

Wednesday, November 30– **Virtual** Family-Teacher Conferences 3:30 p.m. – 7:30 p.m.

Thursday, December 1– **In person** Family-Teacher Conferences 2:30 p.m. – 7:00 p.m.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf. For further assistance, please feel free to contact the school's administrative assistant, Anna Katchanovski, at 204-237-4936 or email akatchanovski@holycrossschool.mb.ca

Sincerely,

Holy Cross School