

# how to

For detailed instructions, refer to the Teacher Conference Guides in the School Conferences Application.

## Join and manage an Online School Conference

- 1 | Prepare for a conference by accessing the conference booking report
  - i | Use the report to keep track of the time, student and parent
- 2 | Join the Microsoft Teams Meeting before the conference starts. The email sent from School Conferences when the school conference was created, contains the join information for the Teams meeting.
  - i | If the .ics file for the conference was added to your calendar, join directly from the calendar meeting in Teams
  - ii | If the .ics file was not added, simply locate the most recent email received from [schoolconferences-noreply@cbe.ab.ca](mailto:schoolconferences-noreply@cbe.ab.ca) that contains the link to the teams meeting.
  - iii | MAC users need to use Outlook/Webmail to add the .ics file.
  - iv | If the calendar entry and emails can not be located, then log into the School Conferences application and use the Start Meeting link as displayed on the conference bookings page.

Stay in this Teams meeting for the entire day of the conference. It is not necessary to disconnect.

- 3 | Manage parents in the meeting using Show Participants



- i | Parents will be waiting in the lobby.
- ii | Admit parents one at a time to the meeting.
- iii | Watch for parents who have CBE accounts as they will automatically enter the meeting. If they join their conference early, simply tell them they need to leave the conference and rejoin at their meeting time. Parents can also be removed if they take too long to leave on their own.
- iv | When a conference with a parent is complete thank them and say the conference is over. If they don't leave the conference quickly, then simply remove them.

- 4 | You can share your screen but you can not share information for download.
- 5 | If parents have difficulty joining from their email, they can be guided on how to join from the School Conferences application, by emailing a new join link or by providing the phone-in conference details.