



Student Led Conferences – Nov. 23 & 24, 2017

We are looking forward to celebrating and sharing your daughter's learning during student-led conferences. Conferences will be scheduled through the Conference Manager. The manager allows bookings each hour. We ask that you allow time for your daughter to demonstrate her learning in her academic, specialist and phys. ed. programs. Please note that there will be more than one family booking in each hour. If you are unable to book a conference in the arranged times, please contact your daughter's homeroom teacher.

Important Dates:

- Nov. 15 – Start scheduling conferences at 6:00 pm
- Nov. 23 – Student Led Conferences 4 pm- 8pm.
- Nov. 24 – Student Led Conferences 8:30am – 12:30pm.

The link for the Conference Manager is as follows: <https://cgs.schoolsoft.ca>

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. If you have **never registered** in the Conference Manager use the link above and click the "Register Now" button.

Can't remember your password?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Please also add appointments@schoolsoft.ca to your address book, in your computer mail. This will over ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access you're Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents – Nov. 15, 2017

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Student Lead conferences.

Select your daughter's **Home Room teacher for grades 4, 5 & 6** and your daughters' **Team teaching group for grades 7, 8 & 9**. 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, cancel or re-schedule appointments.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf. If you have any questions or need assistance, please feel free to contact the school at (403) 220-0745.