

Parent Teacher Interviews
Thursday, December 7, 2017
2:00 – 7:00 p.m., Oak Bay Competition Gym - Classes dismiss at 12:25

At Oak Bay High, we use a web-based scheduling application called Oak Bay School Conference Manager. This application allows you, as a parent, to use the Internet to check teachers' conference schedules and book appointments very quickly and easily.

The first time you use the Conference Manager you will be required to register for a new account. This only takes a minute or two. Please make note of your password as this same account will be used for the duration of the time you have children at Oak Bay. While parents can register at any time, booking of conferences **will begin at 6:00 am on the morning of Wednesday, November 29** and **will close at 11:00 pm on Wednesday, December 6, 2017.**

Steps for registering and booking conferences:

- 1) In your browser type: <https://oakbay.schoolsoft.ca> (note there is NO www in the URL)
- 2) Register for a parent account
 - a. click the **REGISTER NOW** button and complete the registration page. Once registered, you will be able to log in to the Conference Manager right away.
 - b. An email will also be sent to the address you specified that restates your user name and password. This email will be addressed from appointments@schoolsoft.ca
- 3) Click the **BOOK NOW** button.
- 4) Select conference date and the teacher(s) you wish to meet with.
- 5) Click the **NEXT** button
 - a. To coordinate bookings involving multiple teachers select from the list all the teachers applicable to your child(ren) whom you wish to meet with.
 - b. Click on an available time slot for each teacher and complete the booking form that appears. You will see the booking appear in the summary list on the right hand side of the screen.
 - c. A confirmation email is sent for each booking you made or subsequently cancel/change.
 - d. You will also receive a reminder email and itinerary early in the morning of the conference date.
- 6) Confirm your appointments by looking at the **CURRENTLY BOOKED CONFERENCES** box on the right of the screen **OR** click **MY CONFERENCES** tab.
 - a. Only appointments that appear in this box, or on the My Conferences page are confirmed bookings
- 7) When finished booking, click the log off button (top right on the window).

We greatly appreciate parents booking their own appointments, but know this is not always possible. If you are unable to book your own appointment, please call the school office at 250-598-3361 and we'll be happy to assist you over the phone.