

# Holy Family Academy Parent Teacher Interviews

---

What are parent teacher interviews??

- ✓ Opportunity for the teacher and parent(s) to sit down together to discuss learning and achievement
- ✓ Active discussion between all partners in the learning process
- ✓ Teachers facilitate the discussions
- ✓ Together we develop strategies for success

**We are pleased to be using the Conference Manager to schedule Parent-Teacher Interviews using the Internet via our PowerSchool Parent Portal.**

Simply log into your PowerSchool Parent Portal using your username and password at <https://powerschool.redeemer.ab.ca/public> Then using the attached “How To” please proceed to booking your parent teacher interview.

Select the teachers with whom you want to book interviews. You will see each teacher’s schedule. 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.

Once appointments are booked, you will receive a confirmation email from [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) Please add this to your address book in your computer mail to override any spam filters. You will also receive an email reminder before your interview to confirm your upcoming appointment.

**Please call the school office  
403-362-8001  
if you need assistance booking**

*See the “How to book Parent/Teacher Interview” guide – next page*

# How to book Parent/Teacher Interview via the Parent Portal

Once logged on: from the Main Grades and Attendance screen, click on the icon indicated in red.

PowerSchool

Welcome, Sherrilee Sylvestre | Help | Sign Out

**Click this icon**

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

Report Cards

School Bulletin

Class Registration

My Schedule

School Information

Account Preferences

Student Transportation

Schoolnet Test Results

SchoolEngage

**School Information**

Name: Holy Trinity Academy

Address: Holy Trinity Academy RR2 Okotoks, Alberta Canada T1S 1A2

Phone: 403 938-2477

Fax:

Map: No school map available.

The box below will open. Click on SchoolSoft Conference Manager as indicated in yellow.

**Applications**

Applications	Description
flexauth	Login to Application
SchoolEngage	SchoolEngage
<b>SchoolSoft Conference Manager</b>	SchoolSoft Conference Manager

Any students attached to your Parent Portal account and their school will pop-up.

**St Joseph's Collegiate**

Conference Booking OPENS: Monday, November 5 2018 at 09:00 AM  
Conference Booking CLOSES: Thursday, November 29 2018 at 11:00 AM

**Holy Family Academy**

Conference Booking OPENS: Monday, November 5 2018 at 08:00 AM  
Conference Booking CLOSES: Thursday, November 29 2018 at 11:00 AM

**Christ The King Academy**

Click on the name of the school to access their booking system. (This step must be completed for each school individually).

Click on the Parent/Teacher Session available, select the teachers you wish to see, choose from the available interview time-slots and choose the student. **Click SUBMIT to finalize your booking.**