

## **SOIN Administrator Conference Guide**

### **I. Location Setup**

1. Click on Conferences
2. Click on Location Setup
3. Enter location name (ex. High School)
4. Click on Save
5. Click on Assign Room Numbers button
6. Select Location from dropdown
7. Enter Room #
8. Click on Save
9. Repeat steps 6-8 for each room number which needs to be added

### **II. Setup Conference**

1. Click on Conferences
2. Click on Schedule Conferences
3. Click on Add Conference button
4. Enter Conference Title
5. Enter duration of conference in days
6. Select Division for conference
7. Select specific Grade & Class from dropdowns or leave it selected to ALL
8. Select From and To date for 'Allow parents to schedule conference'. This is the period during which parents will be allowed to schedule conferences.
9. Click on Conference Dates button
10. Enter Conference Dates
11. Enter Session and Hallway time duration
12. Select the beginning and end time of this conference
13. Click on Save

### **III. Assign Rooms to teachers**

1. Click on Conferences
2. Click on Schedule Conferences
3. Click on Assign Room numbers icon next to the conference
4. Select Location from dropdown
5. Assign room number for each teacher for the conference
6. Use 'Copy Location to all' link to assign same room number to all teachers
7. Click on Submit

#### **IV. Manage Teacher Sessions (To remove timeslots for appointments)**

1. Click on Conferences
2. Click on Conference Maintenance
3. Select Manage Teacher Sessions
4. Click on Next
5. Select Teacher from dropdown
6. Select Conference
7. Select the timeslots for when teacher is available
8. Uncheck the timeslots for which teacher is unavailable
9. Select the 'Unavailable for this day' check box if teacher is not available for conference for that entire day
10. Click on SAVE