



The Learning Online Conference Manager is being used to schedule the upcoming
Parent-Teacher-Student Conferences.

Like last year, this round of conferences will be conducted virtually using **Microsoft TEAMS** to connect the parent and the teacher.

The Conference Manager can be accessed by parents at the following URL

<https://onlinelearning-rcs.schoolsoft.com/login.jsf>

If you have not previously booked a conference through Learning Online, you will need to create a new SchoolSoft Account.

When you **book your conference**, you will select the date and teacher(s) you wish to meet with and then choose from the time slots available.

When completing a booking, please include a phone number that you are best reached at during that time. This number may be called by the teacher, should the Microsoft TEAMS meeting fail to work. After you make your booking, you will receive confirmation emails that contain your Meeting Link.

IMPORTANT TO REMEMBER:

When your conference time arrives, please click the meeting link you received in your confirmation emails. In most instances you will enter a waiting room where you will connect with the teacher when they are available.

Please review the:

Joining Microsoft TEAMS Meeting as a Guest (Home Instructions)
if you are not familiar with TEAMS meetings.