Contents

1   Introduction

The Conference Module is where teaching staff can create comments for student conference details that can be shared in the Parent Portal.

2   Considerations, Dependencies and Pre-Requisites

To successfully set up the Conferences module, the Administrator will be required to make sure all Roll/Classes have been assigned with students and teachers.
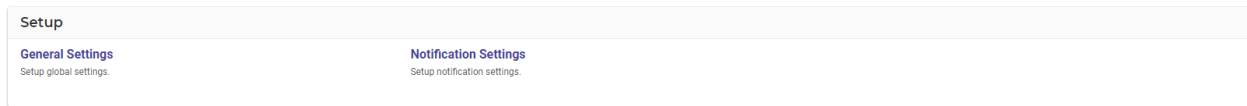
To be able to publish Conferences to the Portal, you need to have the Portal Console setup.

2.1   Roles and Responsibilities

For the Conference module to be able to be accessed by staff, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.
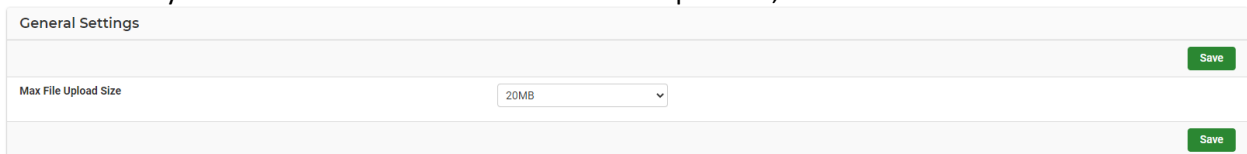
3   Setup Conferences

This area will cover the setup area for the Conferences Module where you can set up size of file uploads and Notification Settings.

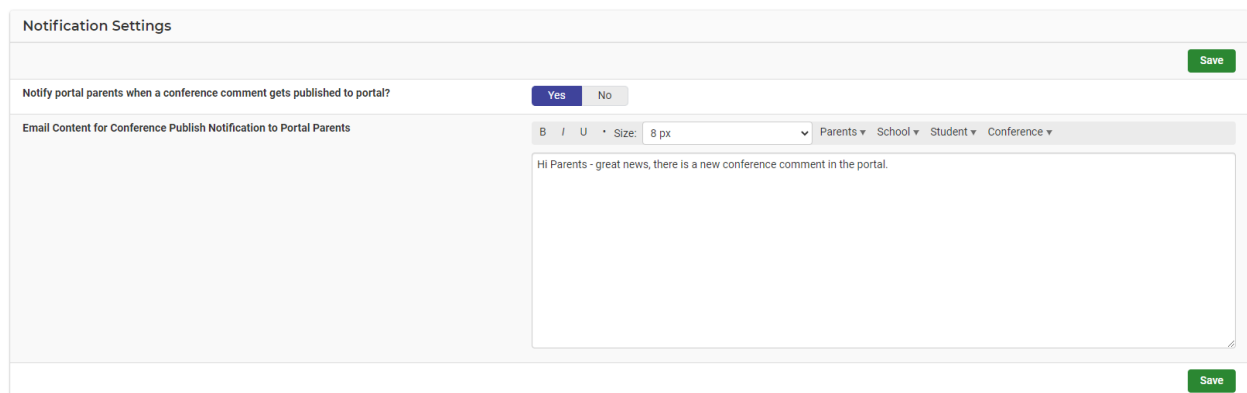| Setup	
General Settings Setup global settings.	**Notification Settings** Setup notification settings.

3.1   General Settings

This is where you will enter the size of files that can be uploaded, click on **Save** Button.

General Settings		Save
Max File Upload Size	20MB	
		Save

3.2   Notification Settings

In the Notification Settings you select to notify parents when a conference comment gets published to the portal and the Email content for Conference Publish Notification to Portal Parents.

Notification Settings		Save
Notify portal parents when a conference comment gets published to portal?	Yes No	
Email Content for Conference Publish Notification to Portal Parents	B I U · Size: 8 px Parents ▾ School ▾ Student ▾ Conference ▾ Hi Parents - great news, there is a new conference comment in the portal.	
		Save

4   Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Conferences module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
General Settings	Size of Files to be uploaded	As required
Notification Settings	Notification settings for Portal	As required