

Instructions for SchoolSoft Conference Manager- Parent-Teacher Conference platform.

1. To access our new Parent-Teacher Conference platform please log into the PowerSchool MyPowerHub (<https://windhamsd.powerschool.com/public/home.html>). In the lower left corner you should see the “Resource Links” option which includes a number of third-party software options including “SchoolSoft: Parent-Teacher Conferences”. Select this to go to the Windham Parent-Teacher Conference site.

The screenshot displays the MyPowerHub web application interface. On the left, a sidebar menu lists various options: Overview, Grades, Assignments, Newsfeed, Calendar, Attendance, Forms, Directory, School bulletin, and Resource links. The 'Resource links' option is highlighted in yellow. A dropdown menu is open from 'Resource links', showing a 'Parent Portal' section with links to Student Reports, Transportation, Meal Balance/ LINQ Connect Lunch Payment, Fee Balance/ Rev Trak Payment, and SchoolSoft: Parent-Teacher Conferences (which is also highlighted in yellow). Below this is an 'Additional Applications' section with links to Pickup Patrol and Nutri Slice Lunch Menus. The main content area shows a newsfeed with posts about 'WHS Weekly Events, 9/22' and 'WHS Weekly Events, 9/15'. On the right, there is a 'Grades' section with a list of academic studies and a 'Forms' section with a link to 'RV4 Student Authorization'.

2. Depending on your family you may have the ability to set up conferences in multiple schools. In this example we can select to set up meetings in either the High School or the Middle School.

Parent-Teacher Conference Booking System

Windham School District Conference Manager

BOOK A CONFERENCE

MY CONFERENCES

Select a School

To book a conference, please select a school from the list below. Please note the booking status as you will be unable to book a conference a

Select a school from the list below:

Windham High School

Samantha / Student

Conference Booking OPENS: Friday, October 24 2025 at 03:00 PM

Conference Booking CLOSES: Sunday, November 2 2025 at 11:30 PM

Windham Middle School

Suzy

Conference Booking OPENS: Wednesday, October 29 2025 at 08:00 AM

Conference Booking CLOSES: Wednesday, November 5 2025 at 03:00 PM

3. Most Parent-Teacher Conferences occur over two or more days referred to as sessions.

The screenshot shows the 'Parent-Teacher Conference Scheduling' interface for Windham High School. The header is dark blue with the title 'Windham High School Conference Manager' and three buttons: 'BOOK A CONFERENCE', 'MY CONFERENCES', and 'MY PROFILE'. Below the header, a 'Welcome' section contains a dropdown menu for 'Available conference sessions' with the text '-- Select a session --'. Below the dropdown, a message states: 'Conference Manager will: CLOSE - **Sunday, November 2 2025 at 11:30 PM**'. A note follows: 'When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.' At the bottom, a 'SUPPORT' section provides the contact information: 'For assistance contact: Windham High School 603 845-1558'.

Parent-Teacher Conference Scheduling

Windham High School Conference Manager

[BOOK A CONFERENCE](#) [MY CONFERENCES](#) [MY PROFILE](#)

Welcome

Available conference sessions -- Select a session --

Conference Manager will: CLOSE - **Sunday, November 2 2025 at 11:30 PM**

When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.

SUPPORT

For assistance contact: Windham High School 603 845-1558

4. You are given the option to select the session or sessions you want to set up meetings on.

Parent-Teacher Conference Scheduling

Windham High School Conference Manager

BOOK A CONFERENCE

MY CONFERENCES

MY PROFILE

Welcome

Available conference sessions

-- Select a session --

-- Select a session --

Wednesday November 5 - Interviews

Thursday November 6 - Interviews

Conference Manager will: CLOSING

When the system closes you will be able to view, print or cancel any of your scheduled conferences.

SUPPORT

For assistance contact: Windham High School 603 845-1558

5. For the selected session you will be shown a list of all available teachers. For your convenience you can click on the “SHOW MY TEACHERS” filter to only show the teachers of your child.

Parent-Teacher Conference Scheduling

Windham High School Conference Manager

BOOK A CONFERENCE MY CONFERENCES MY PROFILE

Welcome

Available conference sessions Wednesday November 5 - Interviews

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME SHOW MY TEACHERS	TEACHING ASSIGNMENT
☐	Shelli Aldridge	Math
☐	Mark Amaral	Science
☐	Christina Andrade	TV Video
☐	Amy Aubrey	Speech Path
☐	Elizabeth Baddeley	School Counselor
☐	Jill Bartlett	HP/Wellness
☐	Jacob Bass	Humanities
☐	Marielle Blake	English
☐	Amy Bourque	English
☐	Jeffrey Bourque	Humanities
☐	Matthew Bryant	Science
☐	Christine Burke	Math

6. Select the teachers you want to set up meetings with and then click “Next”.

☐	Cheryl Richard	Math
☐	Janet Robbins	Ceramics
☐	Rebecca Robinson	Special Ed
☐	Lindsay Ross	Occupational Therapy
☐	Mrs. Elizabeth Salvo-O'Connell	Cultural Foundations & AP Psychology
☒	Maura Sampson	English
☐	Dylan Saunders	English
☐	Katherine Shaka	Science
☐	Amit Sharma	Math
☐	Bevin Sheehan	Spanish
☐	Rhonda Southwick	AP Comp Sci/IT/App Web
☐	Matthew St.Hilaire	Social Studies
☒	Christina Steere	HP/Wellness
☐	Todd Steffanides	HP
☐	Cathleen Stuart	English
☐	Kristen Sullivan	English
☐	Taylor Todd	Special Ed
☐	Jill Troy	English
☒	Ms. DeAnne Urquhart	Humanities/AP Psych
☐	Laura Wactowski	Speech Path
☐	Mr. Michael Welch	Special Ed

NEXT

7. You will then see the current schedule of meetings for the selected teachers. Unavailable meeting times should be grey colored and cannot be selected. For instance in our example, all teachers are unavailable during the 4:15 time slot.

 Parent-Teacher Conference Scheduling

Windham High School Conference Manager

[BOOK A CONFERENCE](#) [MY CONFERENCES](#) [MY PROFILE](#)

Select a Time

Wednesday November 5 - Interviews

Choose an available time slot:

M. Sampson English G234	C. Steere HP/Wellness D202	D. Urquhart Humanities/AP Psych F316
2:30	2:30	2:30
2:45	2:45	2:45
3:00	3:00	3:00
3:15	3:15	3:15
3:30	3:30	3:30
3:45	3:45	3:45
4:00	4:00	4:00
4:15	4:15	4:15
4:30	4:30	4:30
4:45	4:45	4:45
5:00	5:00	5:00
5:15	5:15	5:15
M. Sampson English G234	C. Steere HP/Wellness D202	D. Urquhart Humanities/AP Psych F316

8. When you select a time slot you will be given the options of providing more information. These options may vary depending on the school you are booking with. When finished click “Submit” and continue making other meetings as desired.

Parent-Teacher Conference Scheduling

Windham High School Conference Manager

BOOK A CONFERENCE

MY CONFERENCES

MY PROFILE

Select a Time

Wednesday November 5 - Interviews

Choose an available time slot:

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2:30	2:30	2:30
2:45	2:45	2:45
3:00	3:00	3:00
3:15	3:15	3:15
3:30	3:30	3:30
3:45	3:45	3:45
4:00	4:00	4:00
4:15	4:15	4:15
4:30	4:30	4:30
4:45	4:45	4:45
5:00	5:00	5:00
5:15	5:15	5:15
M. Sampson English G234	C. Steere HP/Wellness D202	D. Urquhart Humanities/AP Psych F316

CONFERENCE DETAILS

Conference Type

Face to Face

Teacher

M. Sampson

Location

G234

Teaching Assignment

English

Date

Wednesday Nov 05, 2025

Start Time

3:00 PM

Finish Time

3:15 PM

Student Info

Name

Test Student

Parent/Guardian Info

Harry Bennett

hbennett@windhamsd.org

Phone Number

Please enter a phone number should the school need to contact you about your conference.

Comments or Questions (Optional)

Comments or questions for the teacher regarding this conference.

Warning: If you navigate away from this page, or close the browser, your booking will not be submitted.

SUBMIT

CLOSE WINDOW

You can return to the SchoolSoft Conference Manager as often as required before the conference closing date. When finished with the booking process you may print your schedule. You will also receive a confirmation email.