

Educating Men for Others



November 3, 2023

Dear Parents & Guardians,

Semester 1 Progress Marks and Comments will be published electronically on Wednesday, 8 November and will be accessible to parents and students via the [PowerSchool Parent Portal](#) and Mobile App.

The PowerSchool Portal and Mobile App will be unavailable to parents and students from 4:00PM on Tuesday, 31 October until progress marks and comments are verified and published.

The enclosed guide provides details for accessing progress marks, comments, and assignment results, as well as instructions for booking Parent-Teacher Conferences.

November Parent-Teacher Conference Sessions

- Thursday, 23 November, 3:30–8:00PM
- Friday, 24 November, 9:30AM–3:30PM

In person conferences are preferred, however, parents have the option of booking virtual conferences. The standard length for each conference is five minutes. Should you wish to schedule a longer conference, please contact the appropriate teacher to arrange an alternate meeting date and time.

Please refer to the enclosed guide for instructions on scheduling conferences. A list of teachers and room locations is also included. Rooms are colour-coded based on locations in the school to aid in planning the order of conferences.

- Conference Booking **OPENS**: Monday, 13 November at 7:30AM
- Conference Booking **CLOSES**: Wednesday, 22 November at 5:00PM

After conferences have been booked, you will receive an automated email message confirming each conference scheduled. If your email application flags automated messages as junk, please add appointments@schoolsoft.ca to your email address book or check your junk email folder to find the automated messages sent by Conference Manager.

If you opt for virtual conferences, you will receive an email reminder on the date/time of each conference with a link to join each virtual meeting. Please sign-up for a free WebEx account prior to your conferences: <https://cart.webex.com/sign-up-webex>.

We look forward to your visit!

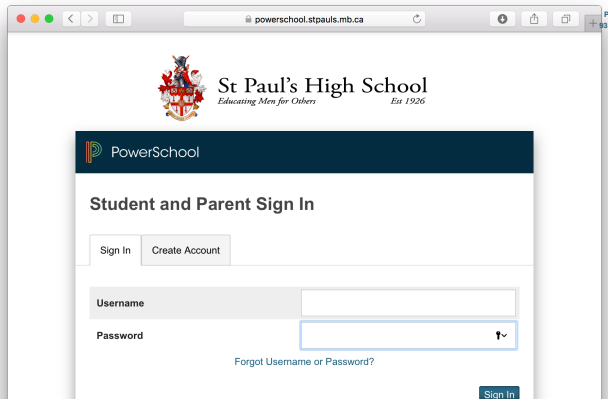
Sincerely,

A handwritten signature in blue ink that reads "B. Lewin". The signature is written in a cursive, flowing style.

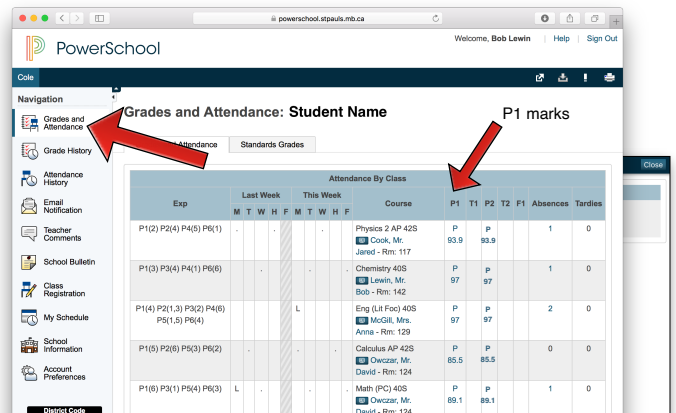
Bob Lewin



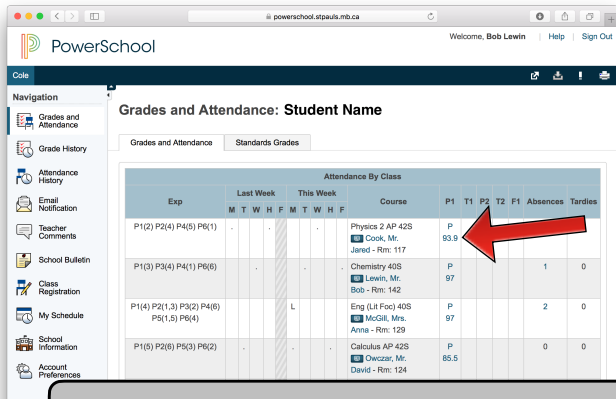
Accessing Progress Report Marks, Comments, and Assignments



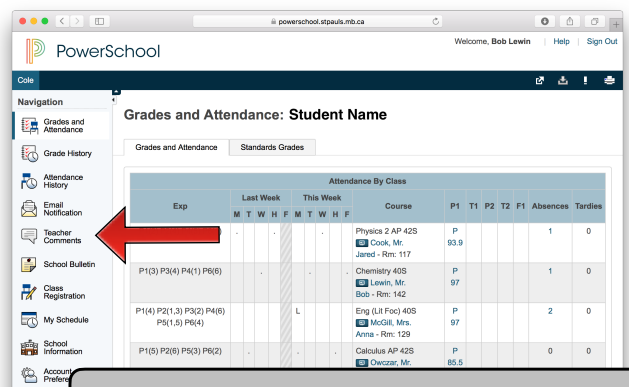
1 Login to the Powerschool Parent Portal.
<http://powerschool.stpauls.mb.ca/>



2 Click **Grades and Attendance**. This view will display the progress mark (P1) in each of the courses in which your son is enrolled.

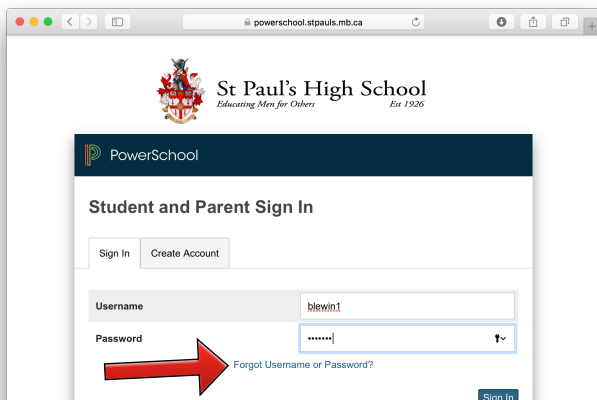


3 Click on a **Course Mark** to view the progress report comment and assignment results for a particular course.



4 Click **Teacher Comments** to view all comments for this progress report (P1).

Did you forget your username or password?



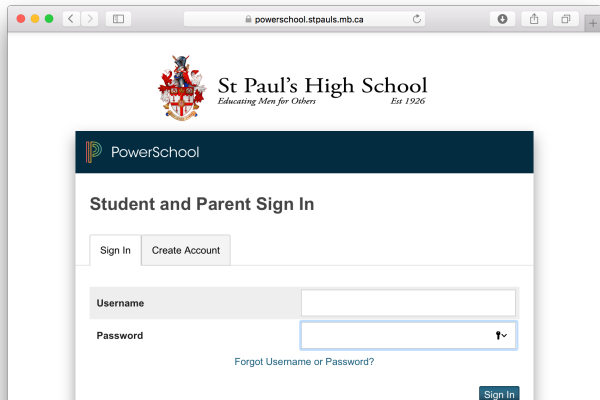
Click **Forgot Username or Password?**
An automated message will be sent to your email address on file with St. Paul's.

Still having difficulty after password reset?

- As a temporary measure, please ask your son to login to his PowerSchool account and show you his marks, comments, and assignment results.
- Contact Kevin Sterner, ksterner@stpauls.mb.ca, for assistance accessing PowerSchool.

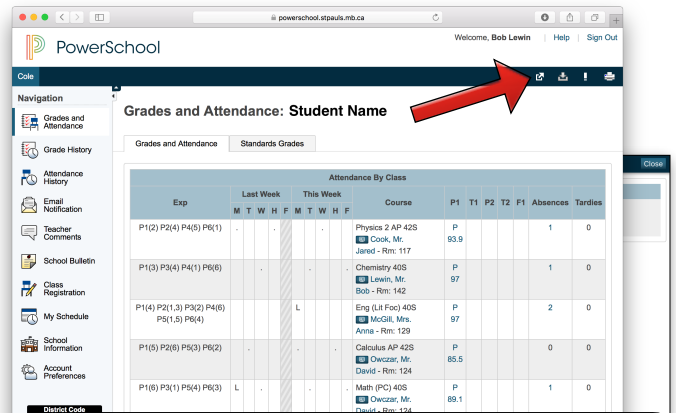


Booking Parent-Teacher Conferences Parent Instructions




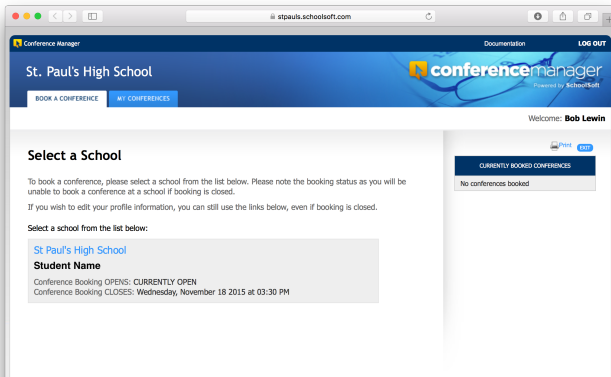
1

Login to the Powerschool Parent Portal.
<http://powerschool.stpauls.mb.ca/>



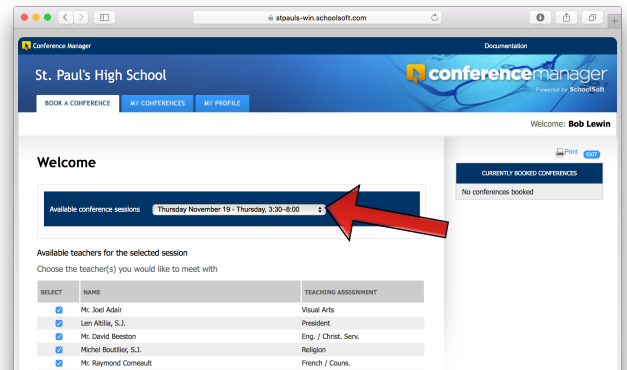
2

Click on the icon  at the top-right of the window and then click "St. Paul's Conference Manager"



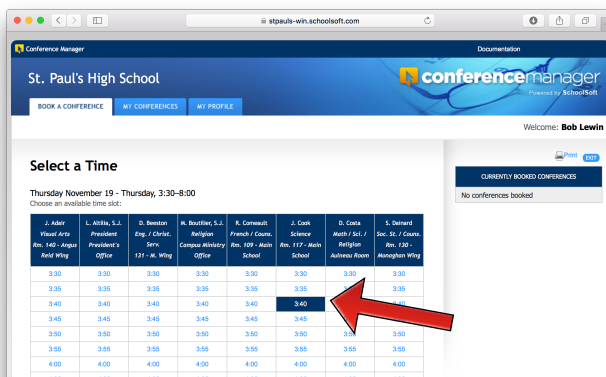
3

Click the school name:
"St. Paul's High School"



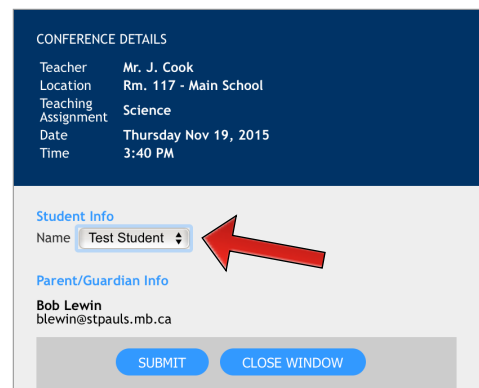
4

Select the desired conference session from the dropdown menu, click the teacher(s) you want to meet, then click Next at the bottom of the window.



5

Click an available slot to book an appointment.



6

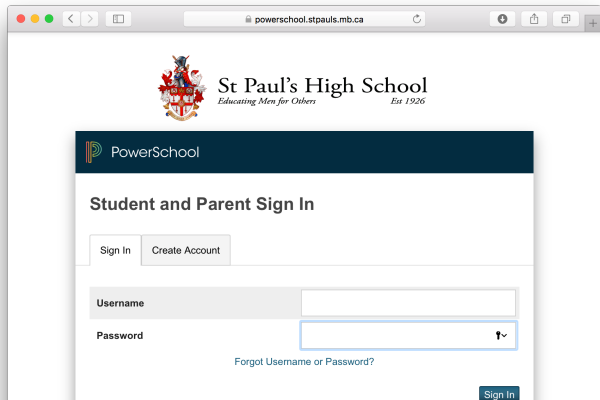
Choose the name of your child from the dropdown, select conference type, and click submit to confirm your appointment.*

* Please include a phone number when booking virtual conferences. In the event of technical difficulties, the teacher will attempt to contact parents by phone.

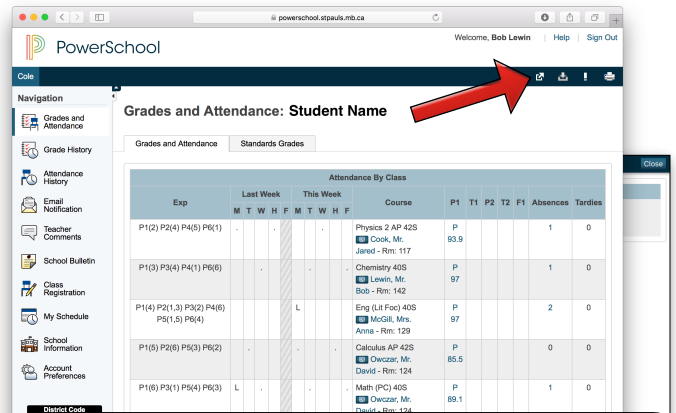
If you have chosen a virtual conference ensure you have installed the latest version of Cisco WebEx
<https://cart.webex.com/sign-up-webex>




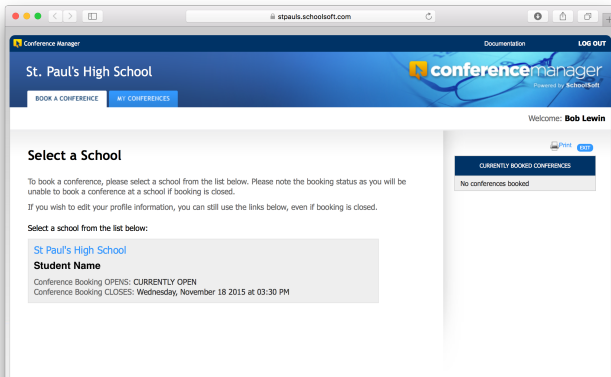
Booking Parent-Teacher Conferences Parent Instructions



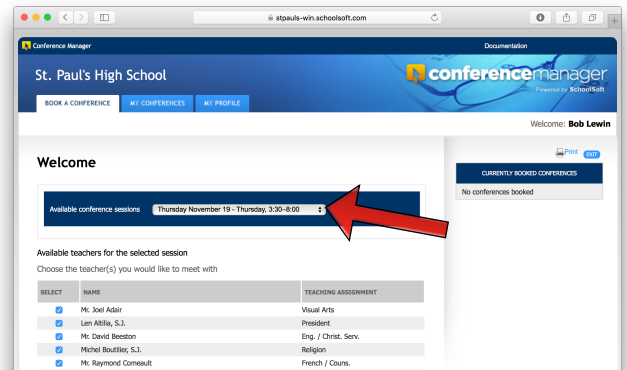
1 Login to the Powerschool Parent Portal.
<http://powerschool.stpauls.mb.ca/>



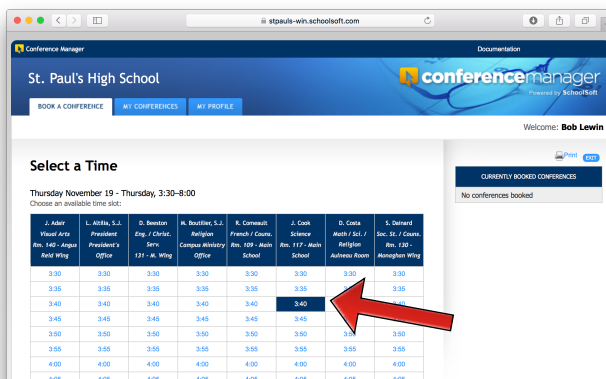
2 Click on the icon  at the top-right of the window and then click "St. Paul's Conference Manager"



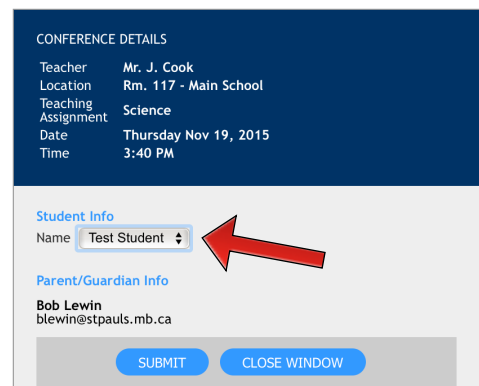
3 Click the school name: "St. Paul's High School"



4 Select the desired conference session from the dropdown menu, click the teacher(s) you want to meet, then click Next at the bottom of the window.



5 Click an available slot to book an appointment.



6 Choose the name of your child from the dropdown, select conference type, and click submit to confirm your appointment.*

* Please include a phone number when booking virtual conferences. In the event of technical difficulties, the teacher will attempt to contact parents by phone.

If you have chosen a virtual conference ensure you have installed the latest version of Cisco WebEx
<https://cart.webex.com/sign-up-webex>

Locations for Parent-Teacher Conferences - November 23-24, 2023

#	Name	Meeting Location	Location in School
1	Adair, Joel	140	Angus Reid Wing
2	Anderson, Jeff	105	Main School
3	Borges, Paulo	230	Monaghan Wing - 2 nd Floor
4	Boutilier, Michel	Chaplain's Office	Main School
5	Broadhurst, Laurence	B34	Monaghan Wing - Basement
6	Burton, Euan	119	Main School
7	Comeault, Ray	110	Main School
8	Cook, Jared	142	Angus Reid Wing
9	Costa, Denis	124	Main School
10	Dainard, Stacy	130	Monaghan Wing - 1 st Floor
11	Daman, Justin	Unavailable - please schedule a conference with Cari Friesen.	
12	Falvo, Anthony	126	Main School
13	Fiebelkorn, Elias	104	Main School
14	Friesen, Cari	231	Monaghan Wing - 2 nd Floor
15	Friesen, Tim	129	Main School
16	Harder, Andrew	Director of Athletics Office	MultiPlex
17	Havixbeck, David	125	Main School
18	Higginson, Joanne	118	Main School
19	Higham, Ted	B56	MultiPlex
20	Hurton, Jason	241	Monaghan Wing - 2 nd Floor
21	Jackson, Jacquie	144	Angus Reid Wing
22	Kochanski, Cindy	102	Main School
23	Kolton, Jennifer	133	Monaghan Wing - 1 st Floor
24	Laping, Jeff	VPS Office	Angus Reid Wing - Cafeteria
25	Latimer, Karen	B32	Monaghan Wing - Basement
26	Lewin, Bob	Principal's Office	Main School
27	McGill, Anna	131	Monaghan Wing - 1 st Floor
28	McPherson, James	146	Main School - near Cass Gym
29	Moore, Kathy	103	Main School
30	Puchniak, Rob	237 - Kairos Room	Monaghan Wing - 2 nd Floor
31	Pura, Peter	239	Monaghan Wing - 2 nd Floor
32	Regehr, Chris	117	Main School
33	Rellinger, Keana	127	Main School
34	Richardson, Geoff	236	Monaghan Wing - 2 nd Floor
35	Ridley, Lindsay	Library	Main School
36	Samyn, Diane	Aulneau Room	Main School
37	Semchyshyn, Tommy	B55	MultiPlex
38	Spiring, Dustin	Cass Gym Office	Main School
39	Stadnyk, Jarrod	143	Angus Reid Wing
40	Sterner, Kevin	108 - VPA Office	Main School
41	Toutant, Madeleine	128	Main School
42	Trimble, Joan	233	Monaghan Wing - 2 nd Floor
43	Verrelli, Gio	141	Angus Reid Wing
44	Voth, Lloyd	Richardson Gym Office	MultiPlex
45	Walker, Jennifer	234	Monaghan Wing - 2 nd Floor
46	Whitfield, Casey	106	Main School