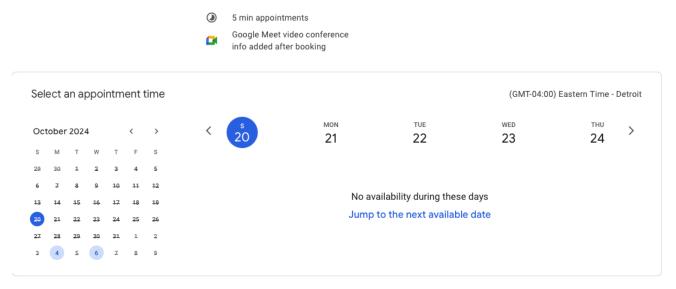
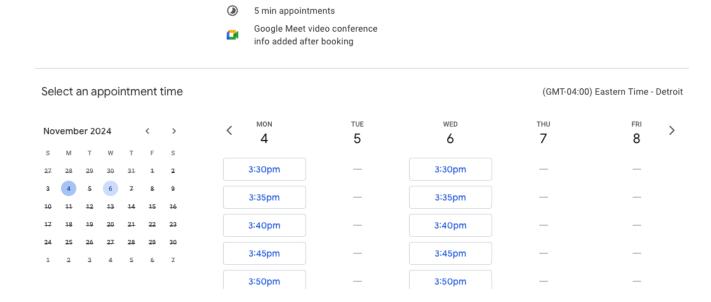
Signing up for Online Parent-Teacher Conferences

1. You will be getting an email from each of your child's teachers soon containing a link to their appointment page. Once on this page, either use the arrows to navigate to the week of conferences, or click on "Jump to the next available date."

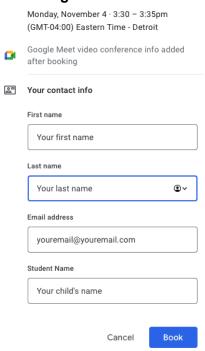


Note: You must use a Google account to access this link and reserve an appointment slot. If you do not have your own Google account, you can use your student's Google Account

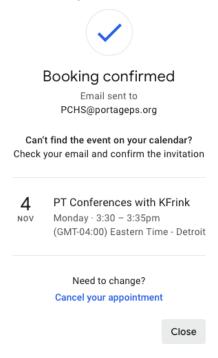
2. Select an available time slot to meet with this teacher. If there are no slots available, please email the teacher.



3. Before you book the appointment, make sure it is for the correct time. Fill out the required information and click "Book" to reserve your time. This will create an event in your Google Calendar.



4. You will receive an email with your booking information. Should you need to cancel or reschedule, use the information in that email to do so.



- 5. Repeat this for all teachers you'd like to conference with.
- 6. On the day of your conference, click on the Meet link in the email you received at your scheduled time, or click on the Meet link on your Google calendar. We encourage you to test your setup using the feature in Google Meet to make sure your camera and microphone are working <u>before</u> the conference begins. If something happens and you need to cancel at the last minute, please cancel using that option in the email you received.