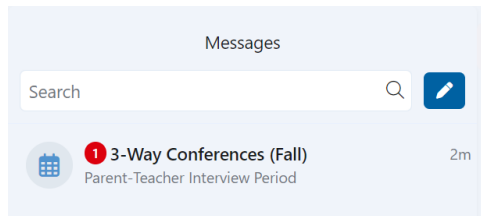




# Using Edsby to Book Your Parent-Teacher Conference

When it is time for parent-teacher conferences you will receive a message in Edsby.



Click on the message and then click on the “Book Parent-Teacher Interview” button.

## Parent-Teacher Interview Schedule: 3-Way Conferences (Fall)

School: Clavet Composite School

If you would like to book a Parent-Teacher Interview, click the Book Parent-Teacher Interview button.

[Book Parent-Teacher Interview](#)

This will take you to a grid that includes all the available time slots for all of your child’s teachers. Please take note of the day that is being displayed.

## Parent-Teacher Interview Schedule: 3-Way Conferences (Fall)

To schedule an interview with a teacher, click on any free slot. When you are finished, click done.

Tuesday, September 26 Thursday, September 28

	STUDENT NAME HERE				
	Teacher Name BIOLOGY 30	Teacher Name PHYSICS 30	Teacher Name PSYCHOLOGY 30	Teacher Name WORKPLACE MATH 30	Teacher Name ENGLISH A30
4:00pm UTC-6	Available	Available	Available	Available	Available
4:20pm UTC-6	Available	Available	Available	Available	Available
4:40pm UTC-6	Available	Available	Available	Available	Available
5:00pm UTC-6	Available	Available	Available	Available	Available
5:20pm UTC-6	Available	Available	Available	Available	Available
5:40pm UTC-6	Available	Available	Available	Available	Available
6:00pm UTC-6	Available	Available	Available	Available	Available
6:20pm UTC-6	Available	Available	Available	Available	Available
6:40pm UTC-6	Available	Available	Available	Available	Available
7:00pm UTC-6	Available	Available	Available	Available	Available
7:20pm UTC-6	Available	Available	Available	Available	Available



After you have booked your interview, the program does not allow you to book any other interviews in that time slot.

### Parent-Teacher Interview Schedule: 3-Way Conferences (Fall)

To schedule an interview with a teacher, click on any free slot. When you are finished, click done.

Tuesday, September 26 Thursday, September 28

		STUDENT NAME HERE				
	Teacher Name BIOLOGY 30	Teacher Name PHYSICS 30	Teacher Name PSYCHOLOGY 30	Teacher Name WORKPLACE MATH 30	Teacher Name ENGLISH A30	
4:00pm UTC-6	Change	Available	Change	Available	Available	
4:20pm UTC-6	Remove booking Add note					
4:40pm UTC-6	Change	Available	Change	Available	Available	
5:00pm UTC-6	Change	Available	Change	Available	Available	
5:20pm UTC-6			Remove booking Add note			
5:40pm UTC-6	Change	Available	Change	Available	Available	
6:00pm UTC-6	Change	Available	Change	Available	Available	
6:20pm UTC-6	Change	Available	Change	Available	Available	
6:40pm UTC-6	Change	Available	Change	Available	Available	
7:00pm UTC-6	Change	Available	Change	Available	Available	
7:20pm UTC-6	Change	Available	Change	Available	Available	

When you are finished booking your conferences, click on the “Done” button.

NOTE #1: If you have multiple children at the school, you will be able to see all their schedules at the same time.

NOTE #2: If you ever wish to adjust your schedule, you will find the link **in your messages**.