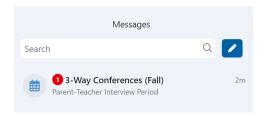
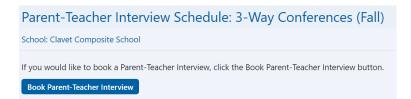


## **Using Edsby to Book Your Parent-Teacher Conference**

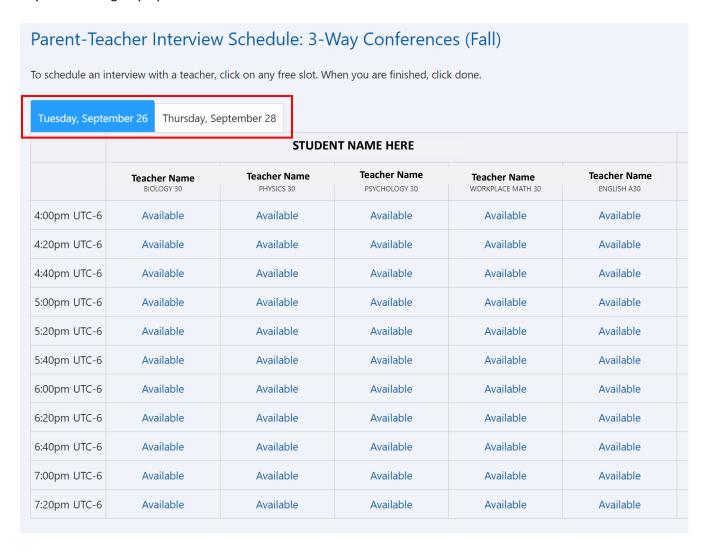
When it is time for parent-teacher conferences you will receive a message in Edsby.



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



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.





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

Tuesday, September 26 Thursday, September 28  STUDENT NAME HERE					
4:00pm UTC-6	Change	Available	Change	Available	Available
4:20pm UTC-6	Remove booking				
4:40pm UTC-6	Add note 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.