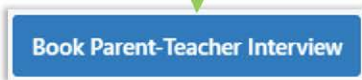




Student-Parent-Teacher Conferences

1. You will receive a message in Edsby when it is time to book conferences. Use the message to open the scheduler.



	Thursday, Mar 17	Friday, Mar 18
	JOSEPH LEE	TEGAN LEE
	Mr. Bond THE ARTS_GRP_E	Ms. Brant HOMEROOM_GRP_A Room: 210
4:00pm UTC-4	available	
4:20pm UTC-4	available	change
4:40pm UTC-4		remove booking
5:00pm UTC-4	available	change
5:20pm UTC-4	available	change
5:40pm UTC-4	available	change
6:00pm UTC-4	available	change

2. Create schedule

- Click available slot to book the conference. You cannot book another conference for this time slot.
- Click change to change the conference to a new slot.
- Click remove booking to cancel the conference.

TIP: Click on the original message to review your schedule at any time.

