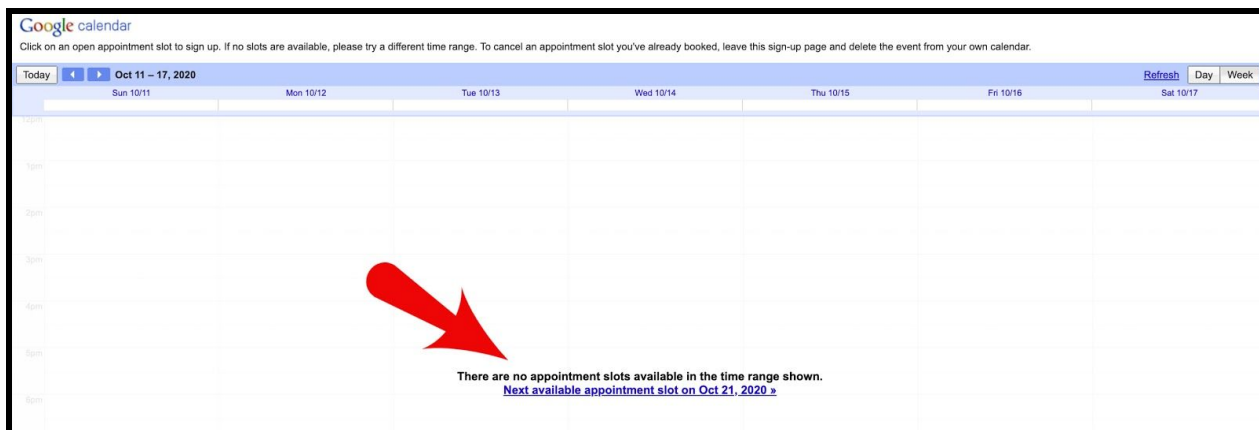


Directions for Booking Virtual Parent Conferences

1. Find the emailed information that was sent to you from TJHS and click on the web link provided. Click the link for each teacher with which you want to schedule a Parent Conference. This link will open that teacher's appointment page. It will take you to the current week. **Please note: If you DO NOT have a personal Google/GMail account please use your student's school provided Google account to schedule your appointments.**
2. Click the link at the bottom of the calendar that says "Next available appointment slot on..."



3. Click on any available slot to schedule your video meeting appointment.



4. This will open a box where you can see the appointment details.
5. Please edit the description to include your student's name and the name of the parent(s)/guardian(s) who will attend the video meeting.

A screenshot of a "Book an appointment" form. The form contains the following fields and values:

- What:** Horan Language Arts Parent Conference (Tiffany)
- When:** Wed, October 21, 5:00pm – 5:10pm
- Who:** Tiffany
- Where:** (empty field)
- Description:** Student: Danielle Jones
Parent/Guardian attending: Tiffany Jones

A red arrow points to the description field, which is highlighted with a blue border. Below the description field, there are "Save" and "Cancel" buttons. A text box with the text "TYPE YOUR INFO HERE" is overlaid on the bottom right of the form.

6. Click save. You will then receive an email confirming your video meeting appointment.

↪ **Repeat these steps for each teacher you would like to meet with.**

Directions for Joining the Scheduled Parent Conference

1. On the day of your meeting, open the confirmation email.

The image shows a screenshot of an email from horant@tillamook.k12.or.us. The email is titled "Horan Language Arts Parent Conference...". A red box highlights the date and time "Wed Oct 21, 2020 5pm - 5:10pm (PDT)" with the text "DATE AND TIME OF MEETING". Below the event details are buttons for "Yes", "Maybe", and "No". A green banner states "You have been invited to the following event." Below this, the event is titled "Horan Language Arts Parent Conference (Tiffany)". It lists the time as "Wed Oct 21, 2020 5pm - 5:10pm Pacific Time - Los Angeles" and provides joining information: "Join with Google Meet" with a link to meet.google.com/mhp-qzcm-dog, and "Join by phone" with the number "(US) +1 339-788-5393 (PIN: 636028331)". Red callouts point to the Google Meet link with the text "CLICK HERE TO JOIN BY VIDEO" and to the phone number with the text "DIAL THIS NUMBER TO JOIN BY PHONE CALL".

2. To join by VIDEO, click the meet.google.com link.

Click "Ask to join".

The teacher will approve your request when your meeting time begins.

OR

To join by PHONE, call the number listed in the email. You will be prompted to enter the meeting pin, followed by the pound (#) key.

You will hear waiting room tones until the teacher approves your request when your meeting time begins.