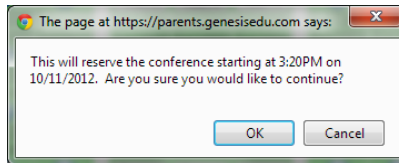




Each teacher or counselor has a column which will show all available slots:

ALLISON, BOB PRECALCULUS, S2		
Wed 09/03	Thu 09/04	Fri 09/05
Start: 7:00PM End: 7:20PM Reserve	Start: 7:00PM End: 7:20PM Reserve	Start: 7:00PM End: 7:20PM Reserve
Start: 7:25PM End: 7:45PM Reserve	Start: 7:25PM End: 7:45PM Reserve	Start: 7:25PM End: 7:45PM Reserve
Start: 7:50PM End: 8:10PM Reserve	Start: 7:50PM End: 8:10PM i	Start: 7:50PM End: 8:10PM Reserve
Start: 8:15PM End: 8:35PM Reserve	Start: 8:15PM End: 8:35PM Reserve	Start: 8:15PM End: 8:35PM Reserve
Start: 8:40PM End: 9:00PM Reserve	Start: 8:40PM End: 9:00PM Reserve	Start: 8:40PM End: 9:00PM Reserve

To select a conference slot, locate a date and time that works for you and click the Reserve button for that slot. A verification dialog will appear:



Click OK to reserve the slot.

Once you have reserved a slot, all the remaining slots for that person will become unavailable.

You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event.

AUTRY, AL *ENGLISH 4 AP, FY		
Wed 09/03	Thu 09/04	Fri 09/05
Start: 7:00PM End: 7:20PM Cancel	Start: 7:00PM End: 7:20PM i	Start: 7:00PM End: 7:20PM i
Start: 7:25PM End: 7:45PM i	Start: 7:25PM End: 7:45PM i	Start: 7:25PM End: 7:45PM i
Start: 7:50PM End: 8:10PM i	Start: 7:50PM End: 8:10PM i	Start: 7:50PM End: 8:10PM i
Start: 8:15PM End: 8:35PM i	Start: 8:15PM End: 8:35PM i	Start: 8:15PM End: 8:35PM i
Start: 8:40PM End: 9:00PM i	Start: 8:40PM End: 9:00PM i	Start: 8:40PM End: 9:00PM i

You will notice slots may have different colors. Each represents a different conference status:

- ❖ **Green** = Available Conference
- ❖ **Red** = Conference is reserved for another student
- ❖ **White** = Conference you already reserved (and can cancel at any time)
- ❖ **Yellow** = Conference that conflicts with an already reserved conference time (*Please do not schedule multiple conferences at the same time.*)

### Requesting a Conference



Requesting a Conference is different than Scheduling a Conference. This feature is currently not being used.