eduSched for Parents

"**edu**Sched" is the GBAPS online tool for scheduling parent-teacher conferences. Parents will be able to schedule their children's conferences online and review their chosen times.

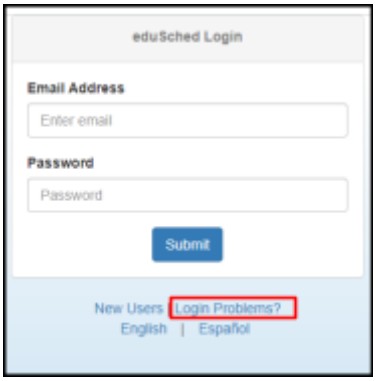
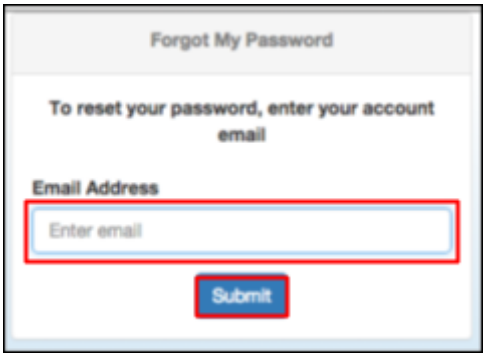
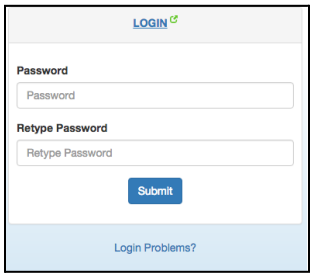
- Please contact your school's main office if assistance is needed.
- Parents need to be able to access the email address **on record with the school** to complete this process. Parents can update email addresses on file within the Parent Portal.
- District employees with a gbaps.org email address, you can log in with your normal network log-in and skip right to the second section entitled "Using Your Account."

Below are directions for:

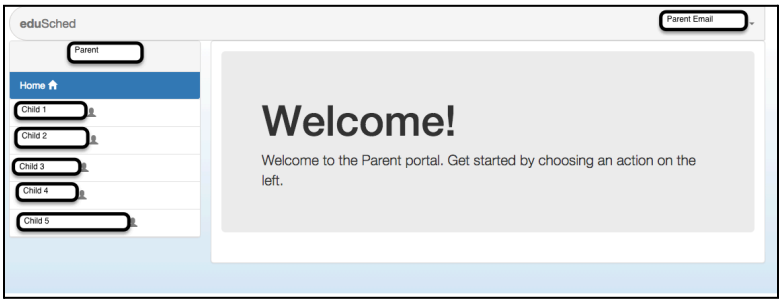
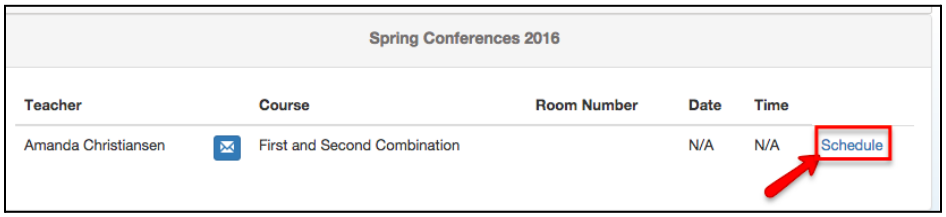
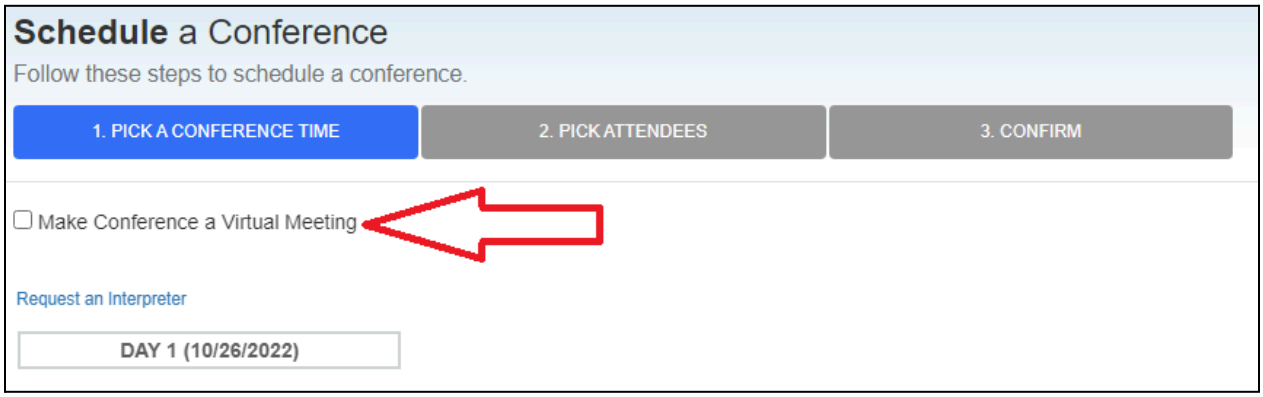
➔ Setting up your account and creating a password the first time
➔ Using eduSched
➔ Accessing Virtual Conferences

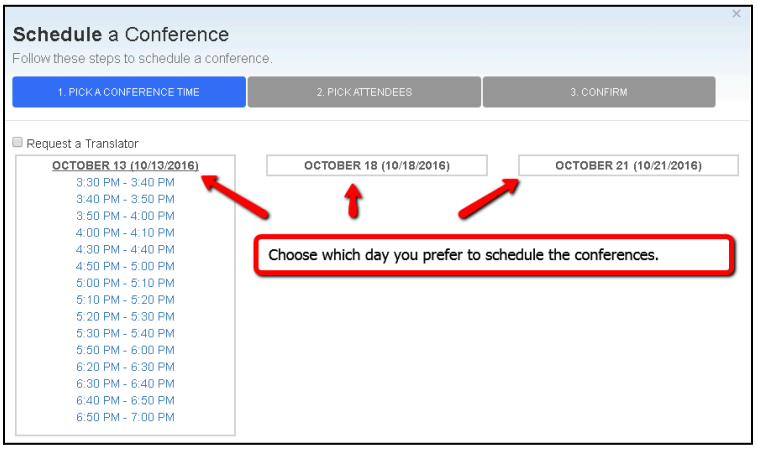
Setting Up Your New Account

This section is only for parents accessing eduSched for the first time.

1.	Go to https://conferences.gbaps.org (please note the “s” and lack of www)
2.	Select **Login Problems?** on the Log In screen. ● This screen may look different on a mobile device. 
3.	Enter the email address on record with the school. ● If you do not have an email on record with the school, please contact your child’s school office. Then click **Submit**. 
4.	**Check your email for a registration link from a “DoNotReply” address.** ● This will be sent immediately after you select submit in #3. ● Click on the Link to register your account within 24 hours of receipt.
5.	Enter your new password twice. ● After submitting your new password you will be directed to your account. 

Using Your New Account

1.	Log in at https://conferences.gbaps.org ● Username is your email on record with the district ● Password is your previously created password ● Select the child you'd like to schedule by clicking on their name ● Once you have scheduled a conference, you'll see a calendar of scheduled conferences instead of the Welcome screen. 
2.	Schedule conferences by selecting "Schedule" on the right side of the screen. 
3.	If your school allows for conferences to be virtual, select the "Make Conference a Virtual Meeting" checkbox if you would like to attend the conference virtually. If the box is left unchecked, the conference will be scheduled as In Person. 
4.	Select a time slot. ● Dates for each day conferences are held at the school will be visible ● If an interpreter is available, that will be indicated when you pick a conference time. ● *Please note:* if you request an interpreter, you will only be shown times when one is available to choose from.



5. Select the guardian(s) attending the conference.
After at least one guardian is checked, select next.



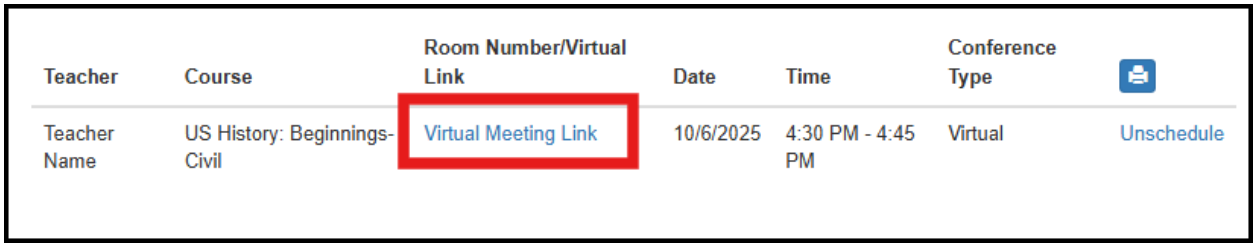
6. **Confirm conference details.**
   - To make changes, select step 1.
   - Select **Save** the confirm conference details.

After confirming, you will be brought back to the screen where you may schedule with other teachers for the same child, or schedule additional children in the same way. You may log out if you are finished. You will automatically be logged out after 1 hour.



Using eduSched for Virtual Conferences

Thank you for participating in parent-teacher conferences. We will be using Microsoft Teams or Google Meet for virtual conferencing. Please check eduSched a few minutes before your scheduled conference time, then **click on "Virtual Meeting Link" under Room Number/Virtual Link.**



Teacher	Course	Room Number/Virtual Link	Date	Time	Conference Type	
Teacher Name	US History: Beginnings-Civil	Virtual Meeting Link	10/6/2025	4:30 PM - 4:45 PM	Virtual	Unschedule

The teacher will likely still be in a conference with another family and they will not be able to allow you to join right immediately. Teams will place you in the lobby and Google Meet will promote you to Ask to Join. **Please wait patiently until the teacher admits you!**

Here are Directions on how to join a virtual meeting:

- How to join a virtual meeting from Microsoft Teams
- How to join a virtual meeting from Google Meet