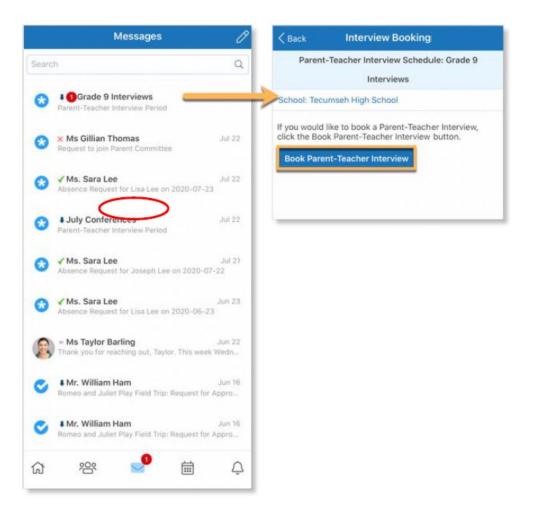
## Lumsden High School Parent/Teacher Conference Booking Instructions

LHS will be using Edsby to book Parent/Teacher Conferences this semester. This still gives parents/guardians the ability to book conferences with teachers at a time that is convenient for yourself.

✓ NOTE: If you wish to have an online or phone interview, please indicate this in your notes to the teacher.

## Log into Edsby

- ✓ Click the envelope in the Navigation Bar (bottom) to access your mailbox.
- ✓ Open the message and click *Book Parent/Teacher Interview*.



 You will then see the student the interview applies to and available time slots of your children's teachers. If the interview period runs on more than one day, use the tabs to select between interview days.

- Edsby enables parents to choose exact time slots they want and enables parents to know in real time if the slots are available. Slots that are already booked **or** unavailable will be blank. Slots available will be labeled accordingly. *Click on the available slots* to book them.
  - NOTE: If you wish to have an online or phone interview, please indicate this in your notes to the teacher.

Changes but		he schedule, cli	ck the Make
	uly 23, 2020		12700000
3:00pm UTC-4	Ms Mullins	CGC1D_A	Room not yet set
3:20pm UTC-4	Ms. Archer	SNC1D_A	Room not yet set
3:40pm UTC-4	Mr. Beard	MPM1D_A	Room not yet set
4:00pm UTC-4	Mr. Harris	ENG1D_A	Room not yet set

 You can also remove your b another available time.

- When you are finished booking, *click Done.* You will have a summary of your interview schedule in your mailbox. If the interview period has not been closed for editing by an administrator, parents can make changes to their interview schedule by clicking Make Changes.
- If you have any questions or need assistance in setting up interviews, please contact your teacher direct through Edsby messaging.

< Back	Inter	iew Booking	
Parent-Teac Grade 9 Inte		w Schedule:	
		vith a teacher, click o e finished, click done	
Thursday, J	uly 23 Frid	ay, July 24	
			LISA LI
	Ms. Arch SNC1D_A	Ms. Archer SNC10_D	Mr. Bea MPM1D,
3:00pm UTC-4	available	available	availab
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3:40pm UTC-4	available	available	availat

rent-Teac ade 9 Inte	cher Interview S erviews	chedule:	
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Thursday, J	uly 23 Friday,	July 24	
			LISA L
	Ms. Archer SNC1D_A	Ms. Archer sNC1D_D	Mr. Be
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4:40pm UTC-4	change	change	availal
5:00pm UTC-4	change	change	availal
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