

Lumsden High School

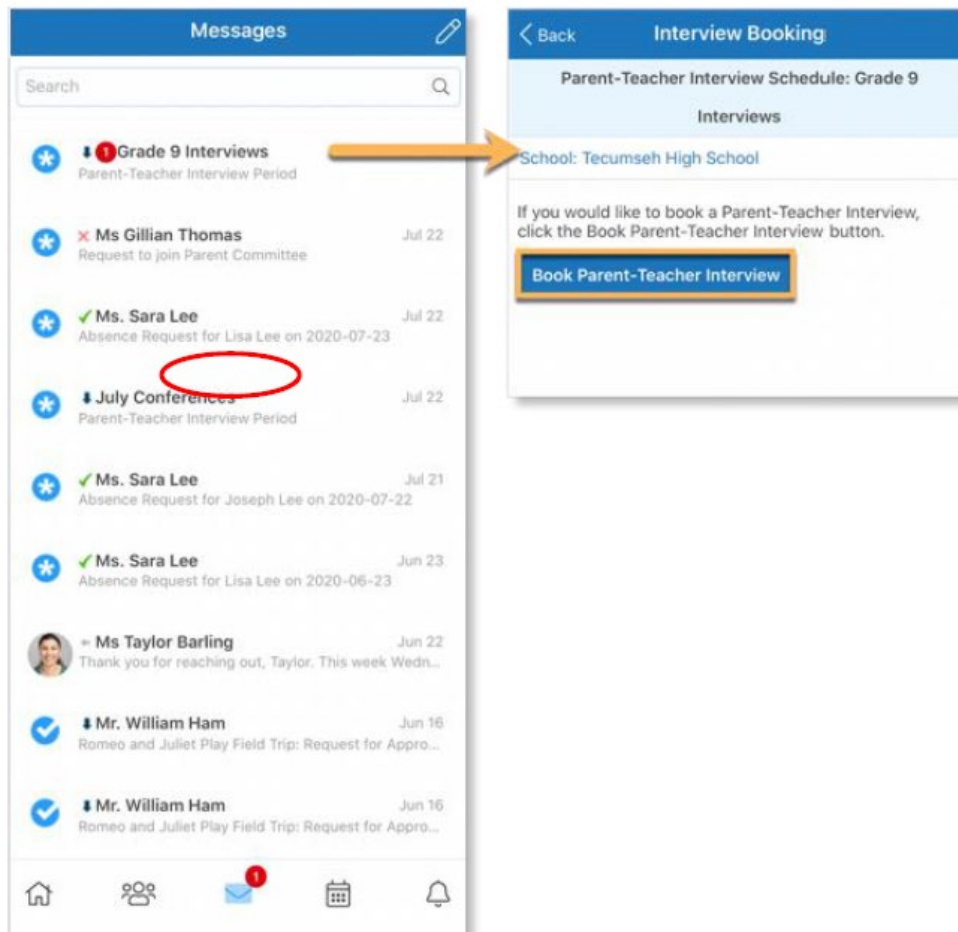
Parent/Teacher Conference Booking Instructions

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.

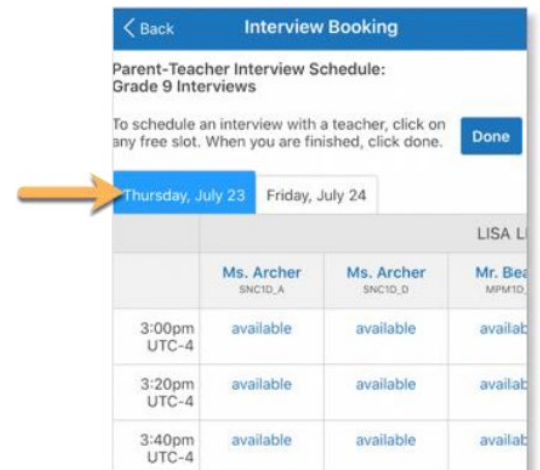
- ✓ NOTE: If you wish to have an online or phone interview, please indicate this in your notes to the teacher.

Log into Edsby

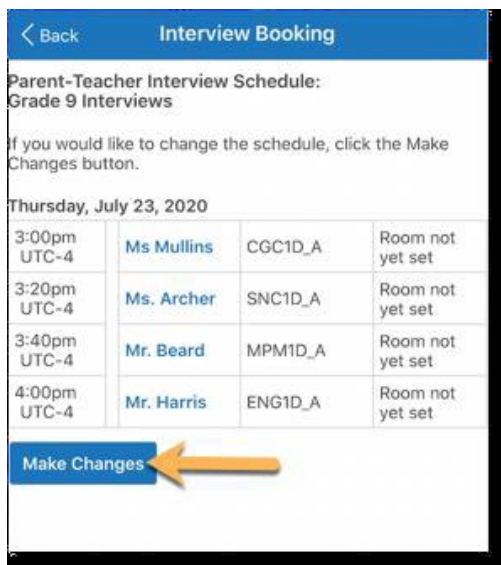
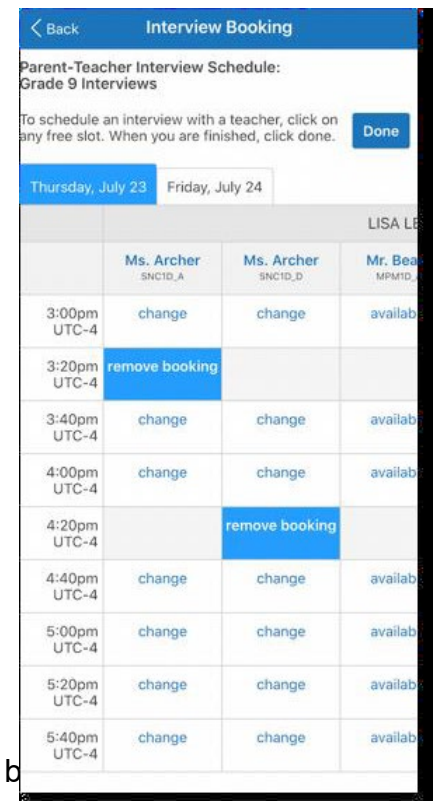
- ✓ *Click the envelope* in the Navigation Bar (bottom) to access your mailbox.
- ✓ Open the message and click *Book Parent/Teacher Interview*.



- ✓ 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.



- ✓ You can also remove your booking from 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.