**Calendar Permissions Must but Added to Teacher Security Group for Teachers to Create ** Parent Teacher Conferences

From the Dashboard, please select the Grid in Right Corner of Screen



Select Add > Class Item



Select Parent Scheduler and Enter a Title for the Event. Click the Select Classes Dropdown and place a Check on those Classes to Include in the Event. Select Email Parents to email a Registration Link for the Event

	Calendar		
	← Back Calendar > Add Add Class Parent Scheduler		
2. Enter a	* Indicates required field Event Announcement Parent Scheduler Title* Parent Teacher Conferences		
Title for Event	Select Class(es) *	26/50	Email Parents
4. Check Class to Include	SHR-A		5. Select Email Parents
	□ 5 MAIH-A □ 5 SS-A □ 5 TECH-A		

Type the Message you would like to Display when someone Opens the Event. Enter Location of Event – Optional

- Select the Calender Icon to Select the Date of the Event
- Select the Clock Icon to Select Start Time
- Select the Clock Icon to Select End Time
- Select "+" to Add Another Time
- Select Delete to Delete Time Slot

Please Take Into Account Breaks when Scheduling Your Time Slot

1. Type Message to Display	B i U A • AA •	
		Characters : 85
2. Enter Location of Event	Event Location Room 100	
	8/512	
	Times	
	Date * Start Time * End Time * 10/11/2022 Image: Start Time * 3:00 PM Image: Start Time *	0
6. Select End	3. Select the Date of the Event 4.: Time 5. Select Er Time	nd
Time	* Add Allouter Time	Select Delete to Delete Time Slo

Type the number of registrants per time slot. For parent/teacher conferences, this is typically 1. Select when to stop allowing parents to select a time slot. Select Save to Save your Changes



Parent will receive an email instructing them to login the Parent Portal.



Please do not reply to this automated message. The mailbox is not monitored.