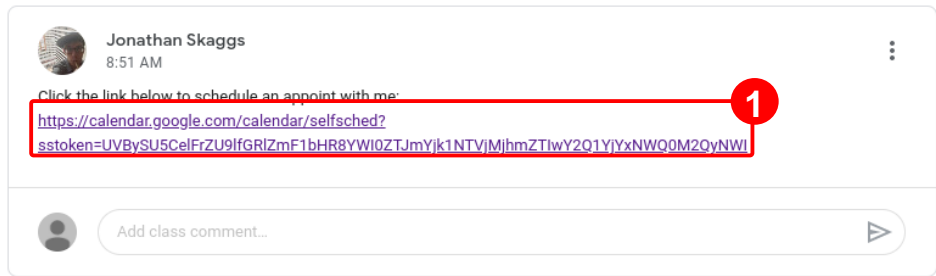


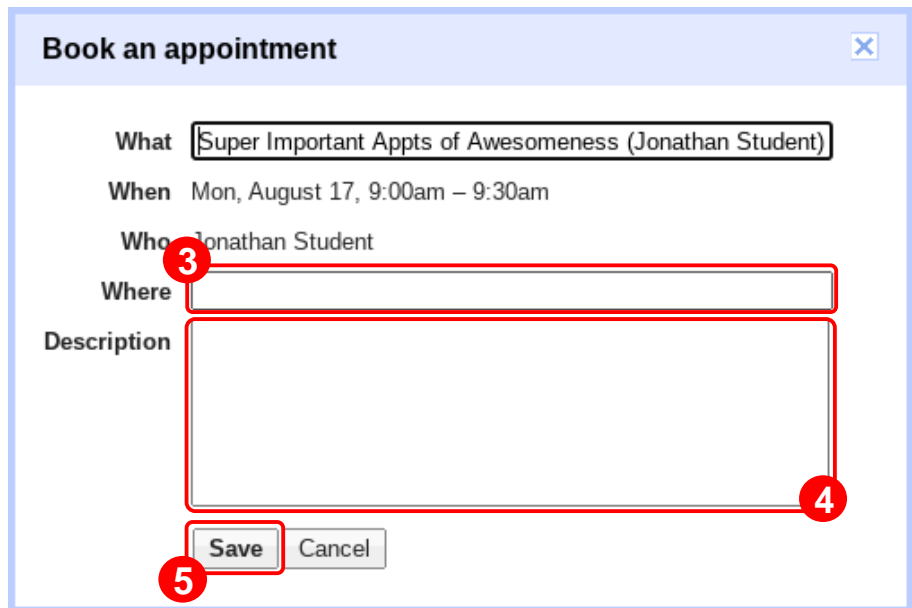
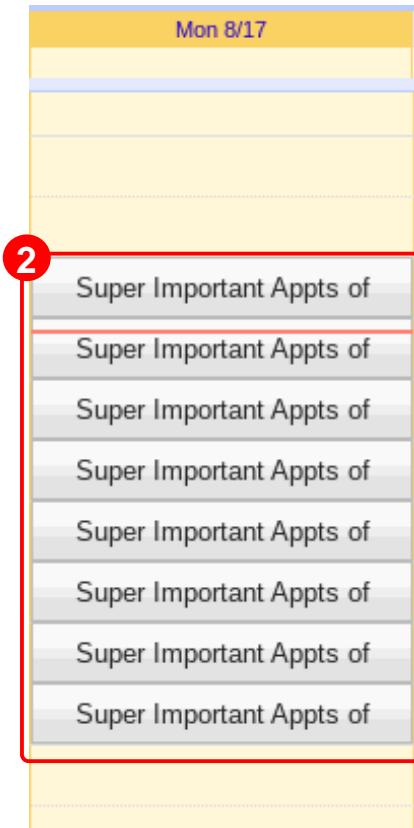
How to Schedule an Appointment with Your Teacher

(1) Click on the link your teacher shared with your class.



A page with the available time slots should appear

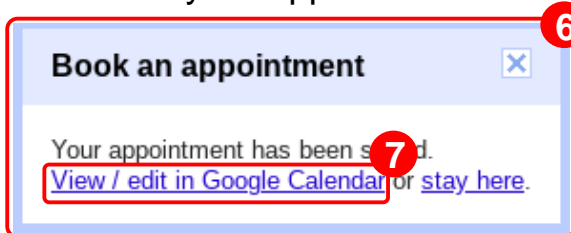
(2) Click on a time slot that will work with your schedule.



(3) Indicate in the “Where” field the type of appt. you would like to make (Zoom, In-Person, or Phone), you might have to remove the zoom link.

(4) You can add details for the teacher in the “Description” box (such as a specific assignment or test you need help with).

(5) When you are done adding details, click “save” and your teacher will be notified of your appointment.



(6) A confirmation message should appear on your screen.

(7) Your appt. will also be saved to your Google Calendar as a reminder.