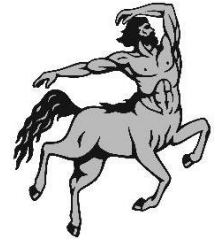


**City Honors School**  
**Parent-Teacher Conference Night**  
Thursday, December 3, 2020  
5:00 – 7:00 PM



**Who should sign up for parent-teacher conferences:**

You probably do not need to spend time with our teachers on December 3 if you are one of the many families who are already in regular communication with their City Honors teachers. Unfortunately, the two-hour window contractually provided for evening conferences cannot begin to accommodate all of our families. Please leave those appointment times for those who may need the evening time options to communicate with their child's teachers. This is an opportunity for parents who need to conference about their child's progress and how they can support their child's work through collaboration with the child's teacher.

**What You Will Need:**

- A **home computer** and Internet access. Borrow your child's computer if needed. Please make sure that your microphone and camera are in working order prior to your meeting.
- Having the MS Teams app on your computer is not necessary. You will click on your Bookings (Teams) link for each teacher, then click on "continue in the browser" to enter as a guest.

**Here's How It Works** (Check the next pages for Helpful Screen Shots):

- This event will be hosted remotely via Microsoft Teams.
- We will be using Microsoft Bookings to allow you to sign up for available time slots. Each time slot is 10 minutes long. You will receive a unique Teams link email for each teacher that you sign up to see.
- **Please read all of the following directions in this section before beginning to click on links!**
  1. Use this link to go to the Bookings page for City Honors School 195. You can hit Ctrl and Click or copy and paste this link into your browser.
    - <https://outlook.office365.com/owa/calendar/ParentTeacherConferences195@BuffaloSchools.onmicrosoft.com/bookings/>
  2. You will see CHS Staff grouped by departments at the top of the page under "Select Service" (see screen shot)
  3. Choose the department that you want. Below, the calendar will automatically go to December 3, as that is the only option we have set up.
  4. You **MUST** then select a Staff Member from the drop-down menu to the right of the calendar. Do not select "Anyone." The staff members are not alphabetical. Our apologies, we do not know why. 😊
  5. After you choose your teacher, it will show you their available appointment times under the teacher's name. Select **ONE** appointment time only with the teacher. Under "add your details," enter your name, email and telephone number. **THEN** add your child's first and last name and grade in the "Provide additional information" text box. This will allow our teachers to prepare for their meeting with you.
  6. Click **BOOK**. It will not let you go further if you have not entered the details, as they are required fields.
  7. You will receive a confirmation email with your appointment time and a unique meeting link, and your appointment will be added to that staff member's calendar. Use these unique links on December 3<sup>rd</sup>!
  8. *Repeat these steps for each staff member you would like to meet with on Thursday. Please be selective.*
  9. If you find you need to cancel your meeting, please use the confirmation email to "Manage your Booking" and **CANCEL** it, which will free that teacher up for another appointment.

**Questions?** Email your child's teacher(s) if questions arise, or if they are already booked for that evening.

## Helpful Screen Capture to View While Booking Your Appointment Times:

This is what you will see at the top of the screen when you click on the link to book your teacher(s). We have selected the Grade 5 and 6 Core Teacher group as an example. This is why it is RED.

The screenshot displays a booking interface for City Honors School 195. At the top, there is a red header with the school's logo and name. Below the header, the title "Grade 5 and 6 Core Teachers" is centered. A list of teacher groups is presented in a grid format, each with a globe icon and an information icon. The "Grade 5 and 6 Core Teachers" group is highlighted with a red background, indicating it is the selected group. Other groups include Assistant Principals, Career and Technical Education Teachers, Math Teachers Grades 7-12, Art and Music Teachers Grades 5-12, ELA Teachers Grades 7-12, IB Coordinators and Librarian, and PE./Health Teachers Grades 5-12. Each group is associated with a 10-minute duration.

Grade 5 and 6 Core Teachers	
Assistant Principals 10 minutes	Art and Music Teachers Grades 5-12 10 minutes
Career and Technical Education Teach... 10 minutes	ELA Teachers Grades 7-12 10 minutes
<b>Grade 5 and 6 Core Teachers</b> 10 minutes	IB Coordinators and Librarian 10 minutes
Math Teachers Grades 7-12 10 minutes	PE./Health Teachers Grades 5-12 10 minutes

After you have selected a department, use the drop down menu to select a teacher. Again, do not leave the drop down on "Anyone" or you will find yourself meeting with "Anyone" in that department that is free, not your child's teacher. Note it will only show available times for each teacher. Here we are about to select Mrs. Butler.

December 03 with Butler, Danielle M

< > December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select staff (optional)

Butler, Danielle M ▼

---

Anyone

Paterson, Nicholas M Available

Lamm, Ann Available

Butler, Danielle M Available

Macintyre, Christina Available

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada)

You add your required details after selecting a time. Scroll down to get there. We have added example details so you can see the fields filled in. Then you can click on BOOK!

### Add your details

Ms. Jones

mjones@example.com

7161234567

Please let us know if you have any special requests.  
Thank you.

Notes (optional)

### Provide additional information

Name of Student

John Jones

Grade

5

Book

• Rectangular Snip