

# eSchoolBook

*This training guide explains how to set up your parent/teacher conference schedule.*

Parent/Teacher conference will be scheduled in eSchoolBook. Teachers will create a “master schedule” and parents will choose their conference time for each teacher.

To create your parent/teacher conference “master schedule” in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Personal tab and then on Conferences.



2. Click on Master Schedule Update and choose November and All Days from the dropdowns



3. Click in the appropriate boxes and choose the following information for November 5 and 6. Schedule 15 minute durations and then choose to be notified by email when a parent schedules a conference. The lead time means that no parent will be able to schedule a conference within 24 hours of the start time. This will deter parents from scheduling right before a given conference time giving you plenty of time to prepare. Make sure you are careful to **choose a.m. and p.m. correctly. Click the Update button when you are finished!**

<input type="checkbox"/>	11/05	<input type="checkbox"/>	01:45 PM	05:00 PM	15 Minutes	06:00 PM	08:00 PM	--Select--	EEmail	24
<input type="checkbox"/>	11/06	<input type="checkbox"/>	08:00 AM	11:30 PM	15 Minutes			--Select--	EEmail	24

**Note:** The scenario above allows for a dinner break **out of the building** from 5 p.m. to 6 p.m. on Thursday. However, if you choose to stay in the building and schedule conferences without a break on Thursday your master schedule will look like this:

<input type="checkbox"/>	11/05	<input type="checkbox"/>	01:45 PM	08:00 PM	15 Minutes			--Select--	EEmail	24
<input type="checkbox"/>	11/06	<input type="checkbox"/>	08:00 AM	10:30 AM	15 Minutes			--Select--	EEmail	24

Additional information about parent/teacher conferences:

- You must be in the building until 8 p.m. on Thursday evening for the convenience of working parents.
- If you schedule conferences from 1:45 p.m. to 8 p.m. on Thursday, and do not leave the building, you may schedule your last conference at 10:30 on Friday.
- If you do leave the building for one hour on Thursday for a dinner break, you must schedule conferences on Friday until 11:30.
- The one-hour dinner break out of the building on Thursday is flexible between the hours of 4:00 and 6:00 p.m.