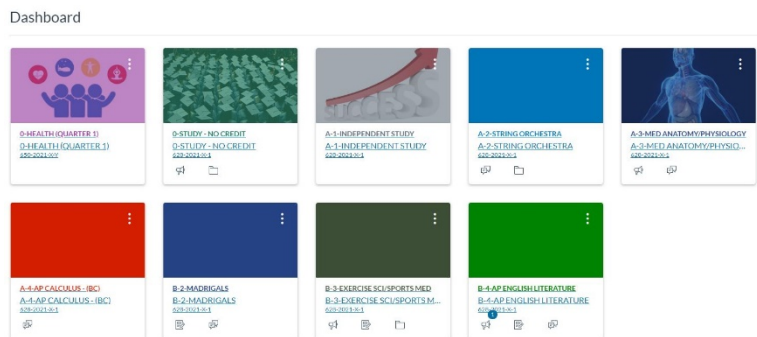


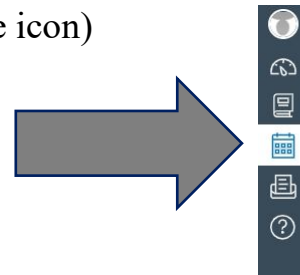
# How students and parents sign up for Parent Teacher Conferences through CANVAS

<https://www.loom.com/share/a8b7fb4a27db40039ed8b66fd2bb67ff>

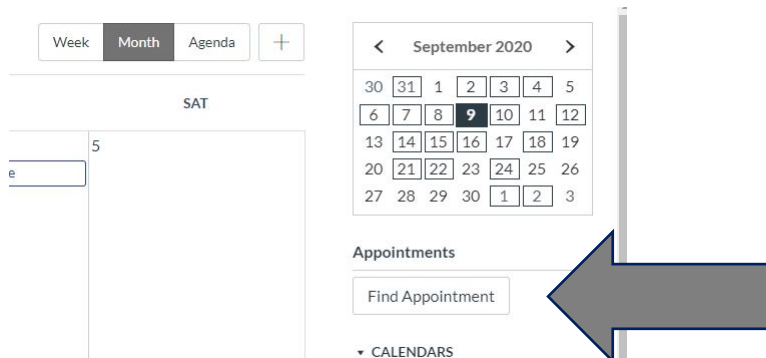
1. Student logs into their Granite Canvas Account
  - a. <https://graniteschools.instructure.com/login/ldap>
2. Student's classes should appear on their DASHBOARD (example below)



3. Select the class in which you wish to schedule a conference with that teacher
4. On the left side of the screen, select "Calendar" (see icon)



5. On the right side of the screen below the monthly calendar, select "Find Appointment":

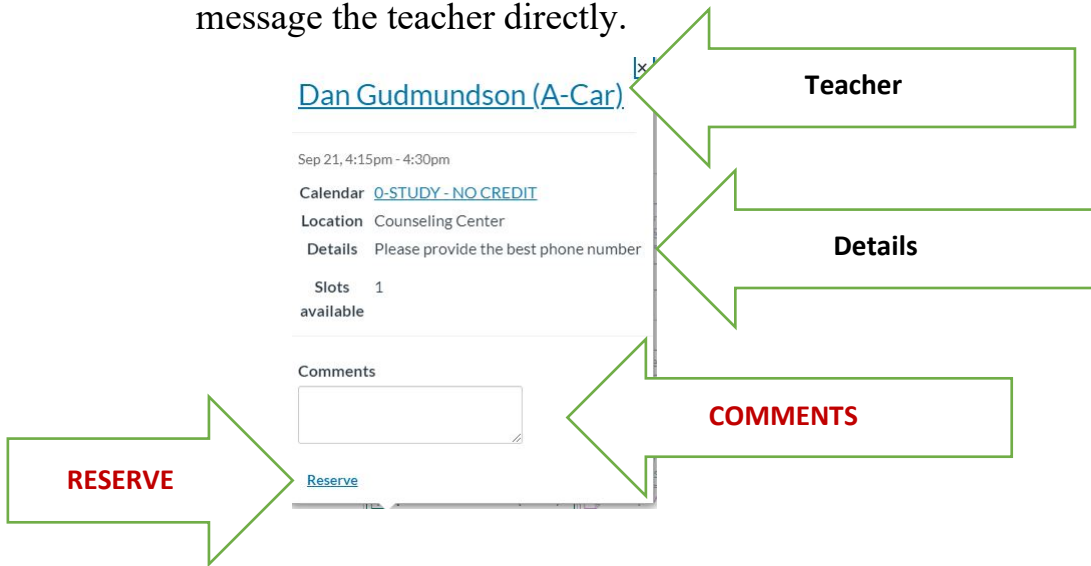


6. Choose your desired Course and select "Submit"
7. Look on the class calendar for Monday, September 21 and/or Tuesday, September 22
  - a. Available times will appear **in bold** on those days
  - b. Times that are **greyed out** are already reserved for another student

- c. Due to limited amount of time allotted for Parent Teacher Conferences, times may fill up quickly and not all students/parents will be able to make an appointment on those two days.
  - i. If no times are available, please email the teacher and ask for the information you wish to know about your student. Our teachers will reply to your message when they are available.

8. Once an available time is selected, a reservation box will appear. Please verify the information (time, teacher, course, details) and in the **COMMENT** section type in the requested information listed next to “Details”

- a. To increase the effectiveness of these conferences, please list the information requested by the teacher. If you have questions or concerns, please email or message the teacher directly.



9. Once the COMMENT section is complete, select “Submit”

10. If you need to cancel your reservation:

- a. Go to the course calendar, select your reserved time, and select “un-reserve”
- b. Please make the change at least 24 hours in advance to allow another student/parent to reserve your time.