

SWITCHING FROM A COMMON BREAK TO A RESERVED TIME SLOT

Instructions for Teachers



Background

This document explains how a teacher switches from a “Common break” to “Reserved by teacher”. This is necessary when the school is using “Common break” functionality to temporarily block off the calendar. Any times that are “Reserved by teacher” will remain in place after the Common break is removed.

Step 1

Log into the Conference Manager and select a session using the dropdown menu. You will see “Common break” beside each time slot. This prevents parents from making any bookings.

Available conference sessions: Tuesday February 15 - Test Conf - Cameron

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Conference Location: **Tiny Room**

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	PHONE	
<input type="checkbox"/>	4:00 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:30 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:40 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:50 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:00 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:30 PM	Common break						CANCEL APPT.

Step 2

Remove the Common break by selecting the checkbox beside the time slot you want to reserve and wait for the page to refresh. You will notice the time slot no longer displays “Common break”. This temporarily makes the timeslot available to parents.

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Conference Location: **Tiny Room**

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	PHONE	
<input checked="" type="checkbox"/>	4:00 PM							BOOK RESERVE
<input type="checkbox"/>	4:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:30 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:40 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:50 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:00 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:30 PM	Common break						CANCEL APPT.

Step 3

To reserve the desired timeslot click the “Reserve” button and wait for the page to refresh.

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AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	PHONE	
<input checked="" type="checkbox"/>	4:00 PM							BOOK RESERVE
<input type="checkbox"/>	4:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:30 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:40 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:50 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:00 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:30 PM	Common break						CANCEL APPT.

Step 4

Confirm that you see “Reserved by teacher” beside the timeslot. When the administrator removes the Common break, the timeslots that have been “Reserved by teacher” will remain reserved and cannot be booked by parents.

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AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	PHONE	
<input type="checkbox"/>	4:00 PM	Reserved by teacher						CANCEL APPT.
<input type="checkbox"/>	4:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:30 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:40 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	4:50 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:00 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:10 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:20 PM	Common break						CANCEL APPT.
<input type="checkbox"/>	5:30 PM	Common break						CANCEL APPT.