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.

| lable con | nference session | ns Tuesday February 15 - Tes | t Conf - Cameron | | | | | | |
|-----------|----------------------|--|--|--|---|---|--|--|--|
| nt 💻 | Print (No Comm | ients) | | | | | | | |
| erence l | Location: Tin | y Room | | | | | | | |
| LABLE | TIME | STUDENT NAME | PARENT/GUARDIAN NAME | COMMENT | OTHER ATTENDEES | ТҮРЕ | PHONE | | |
| | 4:00 PM | Common break | | | | | | CANCEL APPT. | I |
| | 4:10 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:20 PM | Common break | | | | | | CANCEL APPT. | 1 |
| | 4:30 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:40 PM | Common break | | | | | | CANCEL APPT. | j . |
| | 4:50 PM | Common break | | | | | | CANCEL APPT. | |
| | 5:00 PM | Common break | | | | | | CANCEL APPT. | J |
| | 5:10 PM | Common break | | | | | | CANCEL APPT. | |
| | 5:20 PM | Common break | | | | | | CANCEL APPT. | J. |
| | 5:30 PM | Common break | | | | | | CANCEL APPT. | |
| | Iable cor | Iable conference session Print (No Commence Location: Time Iteration TIME 4:00 PM 4:00 PM 4:10 PM 4:20 PM 4:20 PM 4:30 PM 4:50 PM 5:00 PM 5:10 PM 5:20 PM 5:30 PM 5:30 PM | Tuesday February 15 - Test Tuesday February 15 - Test Int Print (No Comments) erence Location: Tiny Room LABLE TIME STUDENT NAME 4:00 PM Common break 4:10 PM Common break 4:20 PM Common break 4:20 PM Common break 4:30 PM Common break 4:4:0 PM Common break 5:00 PM Common break 5:10 PM Common break 5:20 PM Common break 5:20 PM Common break 5:20 PM Common break 5:30 PM Common break 5:30 PM Common break | Tuesday February 15 - Test Conf - Cameron Int (No Comments) Print (No Comments) TIME STUDENT NAME 4:00 PM Common break PARENT/GUARDIAN NAME 4:00 PM Common break Common break 4:10 PM Common break Common break 4:20 PM Common break Common break 4:30 PM Common break Common break 4:4:0 PM Common break Common break 5:00 PM Common break Common break 5:10 PM Common break Common break 5:20 PM Common break Common break 5:20 PM Common break Common break 5:30 PM Common break Common break 5:30 PM Common break Common break | Tuesday February 15 - Test Conf - Cameron Int INO Comments) TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT Image: Algorithm of the structure 4:00 PM Common break Common break | Tuesday February 15 - Test Conf - Cameron Int Print (No Comments) Print (No Comments) Parence Location: TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES LABLE TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES 4:00 PM Common break - <td>Tuesday February 15 - Test Conf - Cameron Interview Comments TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES LABLE TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES TYPE 0 4:00 PM Common break </td> <td>Tuesday February 15 - Test Conf - Cameron nt Print (No Comments) eremeet Location: Time STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES IMP Common break 4:00 PM Common break </td> <td>And Le Conference sessions TURENCE February 15 - Test Conf - Cameron</td> | Tuesday February 15 - Test Conf - Cameron Interview Comments TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES LABLE TIME STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES TYPE 0 4:00 PM Common break | Tuesday February 15 - Test Conf - Cameron nt Print (No Comments) eremeet Location: Time STUDENT NAME PARENT/GUARDIAN NAME COMMENT OTHER ATTENDEES IMP Common break 4:00 PM Common break | And Le Conference sessions TURENCE February 15 - Test Conf - Cameron |

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.

| Available con | ference session | Tuesday February 15 - Test Conf - Cameron | | | | | | | |
|--------------------------------|-----------------|---|----------------------|---------|-----------------|------|-------|--------------|--|
| 🚔 Print 🚔 | Print (No Comme | ents) | | | | | | | |
| Conference Location: Tiny Room | | | | | | | | | |
| AVAILABLE | TIME | STUDENT NAME | PARENT/GUARDIAN NAME | COMMENT | OTHER ATTENDEES | ТҮРЕ | PHONE | | |
| | 4:00 PM | | | | | | | BOOK RESERVE | |
| | 4:10 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:20 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:30 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:40 PM | Common break | | | | | | CANCEL APPT. | |
| | 4:50 PM | Common break | | | | | | CANCEL APPT. | |
| | 5:00 PM | Common break | | | | | | CANCEL APPT. | |
| | 5:10 PM | Common break | | | | | | CANCEL APPT. | |
| | 5:20 PM | Common break | | | | | | CANCEL APPT. | |
| | 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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Conference Location: Tiny Room

| AVAILABLE | TIME | STUDENT NAME | PARENT/GUARDIAN NAME | COMMENT | OTHER ATTENDEES | ТҮРЕ | PHONE | |
|-----------|---------|--------------|----------------------|---------|-----------------|------|-------|--------------|
| ~ | 4:00 PM | | | | | | | BOOL RESERVE |
| | 4:10 PM | Common break | | | | | | CANCEL APPT. |
| | 4:20 PM | Common break | | | | | | CANCEL APPT. |
| | 4:30 PM | Common break | | | | | | CANCEL APPT. |
| | 4:40 PM | Common break | | | | | | CANCEL APPT. |
| | 4:50 PM | Common break | | | | | | CANCEL APPT. |
| | 5:00 PM | Common break | | | | | | CANCEL APPT. |
| | 5:10 PM | Common break | | | | | | CANCEL APPT. |
| | 5:20 PM | Common break | | | | | | CANCEL APPT. |
| | 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.

| Available | conference se | ssions | Tuesday February 15 - Test | Conf - Cameron | | ~ | | | | |
|------------|---------------|----------|----------------------------|----------------------|---------|-----------------|------|-------|---|----|
| | | | | | | | | | | |
| 🚔 Print 💧 | Print (No Co | omments) | | | | | | | | |
| Conference | e Location: | Tiny Ro | om | | | | | | | |
| AVAILABL | E TIME | ST | UDENT NAME | PARENT/GUARDIAN NAME | COMMENT | OTHER ATTENDEES | ТҮРЕ | PHONE | | |
| | 4:00 PM | Res | erved by teacher | | | | | | 9 | CA |
| | 4:10 PM | Con | nmon break | | | | | | 0 | U |
| | 4:20 PM | Con | nmon break | | | | | | | C |
| | 4:30 PM | Con | nmon break | | | | | | 0 | C |
| | 4:40 PM | Con | nmon break | | | | | | | C |
| | 4:50 PM | Con | nmon break | | | | | | 6 | a |
| | 5:00 PM | Con | nmon break | | | | | | (| C |
| | 5:10 PM | Con | nmon break | | | | | | (| a |
| | 5:20 PM | Con | nmon break | | | | | | | C |
| | 5:30 PM | Con | nmon break | | | | | | G | ď |