



Meet the Teacher

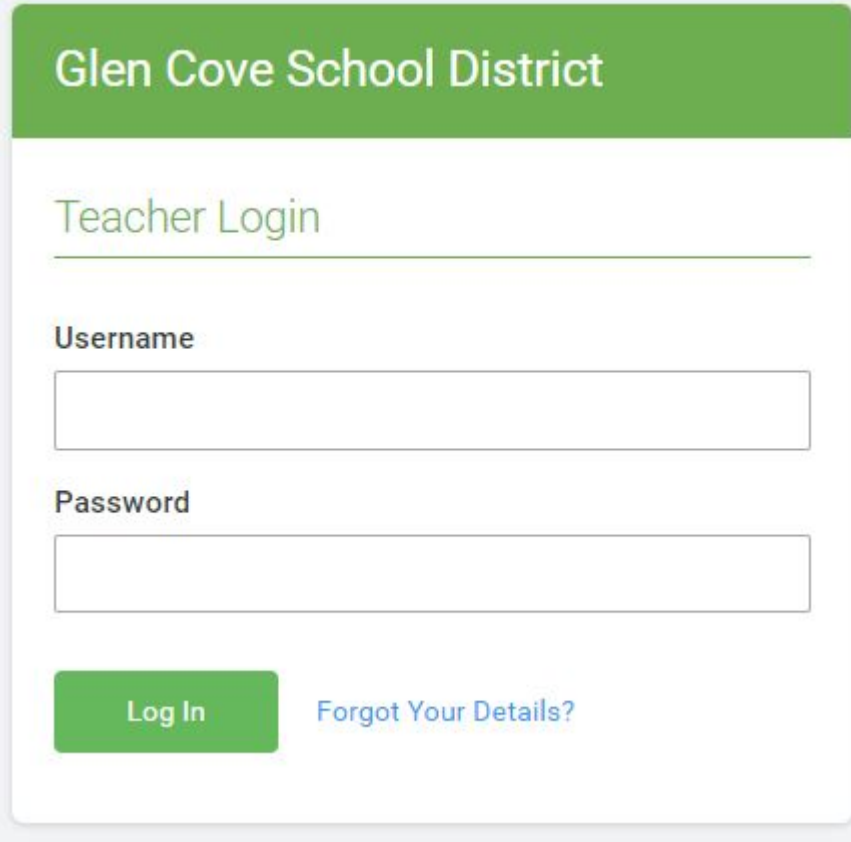
Parent Teacher Conferencing Scheduler



**Our login page for
Meet the Teacher is:**

[https://glencoveschools
.meettheteacher.com/A
uth/Teacher](https://glencoveschools.meettheteacher.com/Author/Teacher)

There is a link under
staff on our district
website also.



The screenshot shows a login interface for the Glen Cove School District. At the top, there is a green header with the text "Glen Cove School District". Below the header, the text "Teacher Login" is displayed. Underneath, there are two input fields: "Username" and "Password". At the bottom of the form, there is a green "Log In" button and a blue link for "Forgot Your Details?".

Glen Cove School District

Teacher Login

Username

Password

Log In

[Forgot Your Details?](#)

- Your username is the beginning of your email address **without** the @glencoveschools.org
- Click “**Forgot Your Details?**” to reset your password if you have forgotten it.

Glen Cove School District

Teacher Login

Username

Password

Log In [Forgot Your Details?](#)

Teacher Dashboard

- Click “**Change**” to control which conference date you are viewing.
- Click “**My Bookings**” to view your scheduled conferences for that meeting date/time.

Aristotelian Academy

Parent Teacher Conference Mon, Mar 15th 2021

Change

These appointments take place by video instead of in-person.

Press the button below to access the video call or to test your camera/microphone prior to when your first appointment starts at: 03/15/2021 16:00

Join Video Appointments

My Availability

Category	Count
Booked	1
Available	14
Unavailable	0

Students booked

Category	Count
Booked	1
Not Responded	0

Parent Attendance

Category	Count
Present	0
Absent	0
Unknown	1

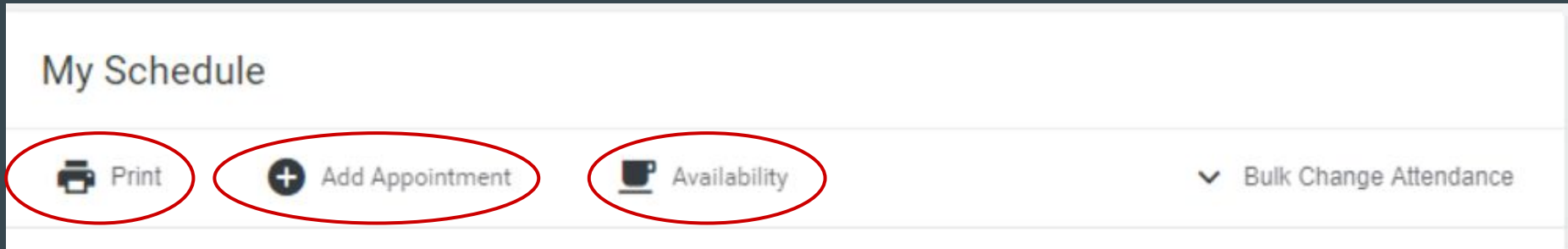
My Schedule

Print Add Appointment Availability Join Video Appointments Bulk Change Attendance


Time	Student	Parent	Subject	Attendance
16:00	Robert Bartell	Mrs Agatha Bartell	homeroom/advisory	Unknown

My Schedule






- When you click on “**My Schedule**”, you will see all the appointments that have been made for a given time/date.
- Click “**Print**” to print out all of your appointments for the selected time and date.
- **New:** Click “**Availability**” to set your five minute break for each day of conferences.




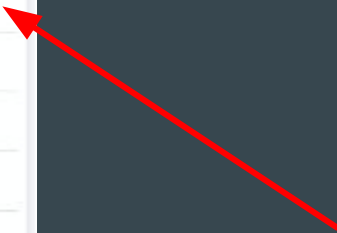
My Schedule

- Under, “**My Schedule**”, you will see all appointments made for a given time/date.
- Click on the  button next to individual appointment to see more information about that meeting.

My Schedule

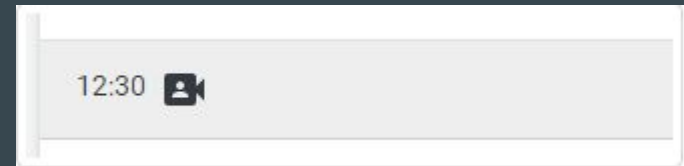
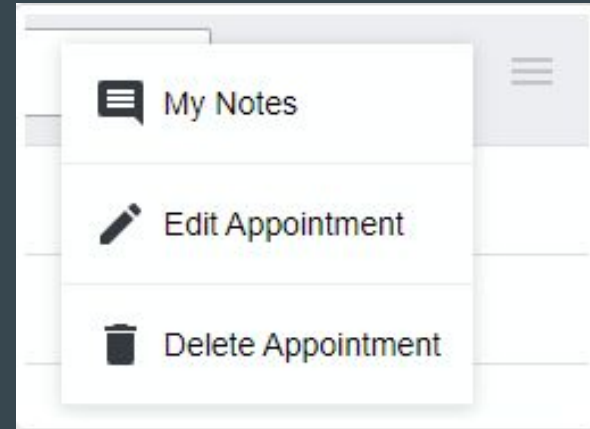
 Print  Add Appointment  Availability  Join Video Appointments  Bulk Change Attendance

Time	Student	Parent	Subject	Attendance	
16:00	Robert Bartell	Mrs Agatha Bartell	homeroom/advisory	<input type="text" value="Unknown"/>	
16:05			Available		
16:10			Unavailable		
16:15			Unavailable		
16:20			Available		
16:25			Available		



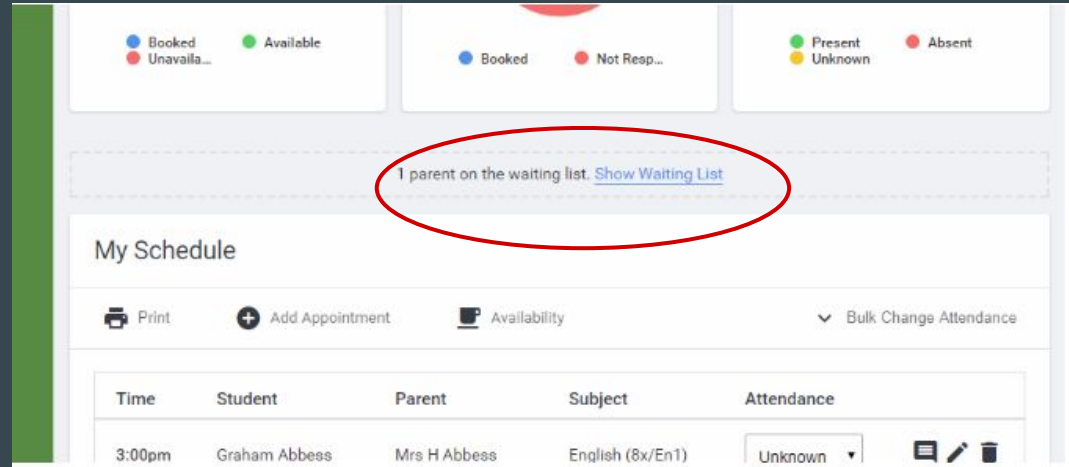
Viewing Individual Appointments

- Click on “**My Notes**” to see any notes a parent has left for you in regard to their meeting.
- You will **not** be able to edit or delete appointments, as those requests should be directed to the front office staff.
- A **video camera icon** next to the time indicates that this is a virtual meeting.



Waiting Lists

- Meet the Teacher has a “**Waiting List**” feature which will be visible in “**My Schedule**”.
- If parents cancel their appointments, those on the waiting list will **automatically** fill into empty spots on your schedule.

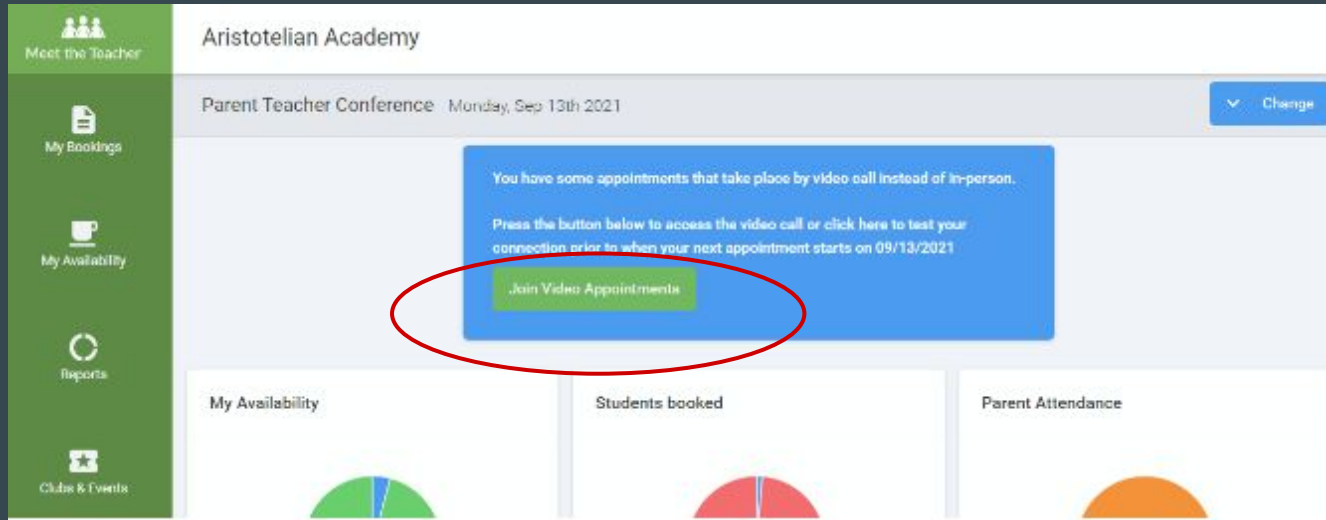


The screenshot displays a user interface for a 'My Schedule' page. At the top, there are three status legend boxes: the first shows 'Booked' (blue dot) and 'Unavailable' (red dot); the second shows 'Booked' (blue dot) and 'Not Resp...' (red dot); the third shows 'Present' (green dot), 'Unknown' (yellow dot), and 'Absent' (red dot). Below these legends, a notification box states '1 parent on the waiting list. [Show Waiting List](#)', which is circled in red. The main section is titled 'My Schedule' and includes action buttons for 'Print', 'Add Appointment', 'Availability', and 'Bulk Change Attendance'. Below the buttons is a table with the following data:

Time	Student	Parent	Subject	Attendance
3:00pm	Graham Abbess	Mrs H Abbess	English (8x/En1)	Unknown

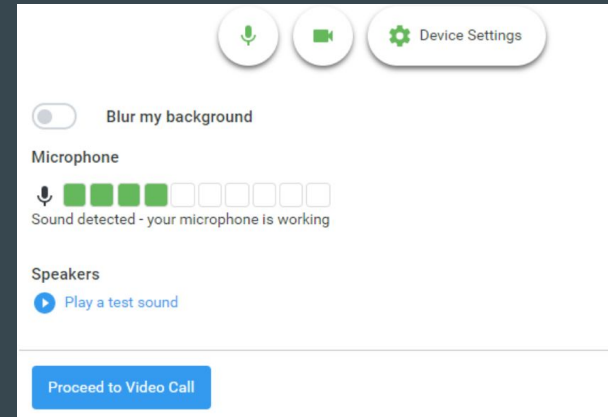
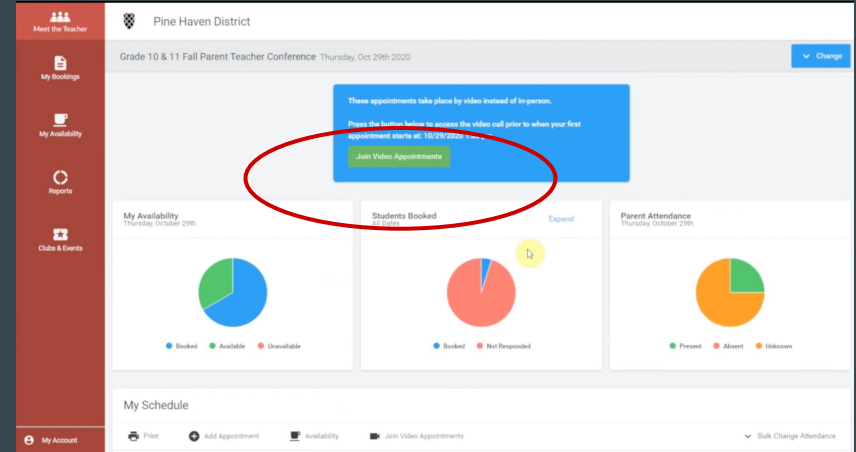
Checking Your Audio/Video

- Select the conference for the date/time you would like to access.
- Click the green “**Join Video Appointments**” button at the top of your screen.
- The “**Check Audio and Video**” screen will then be displayed. Allow access to your camera/microphone.



Starting a Video Conference

- Select the conference for the date/time you would like to access.
- Click the green **“Join Video Appointments”** button at the top of your screen.
- Click **“Proceed to Video Call”**.



Starting a Video Conference

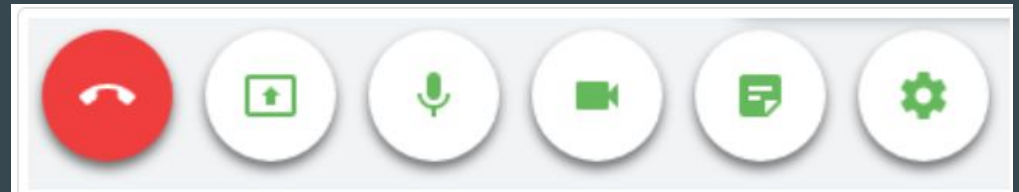
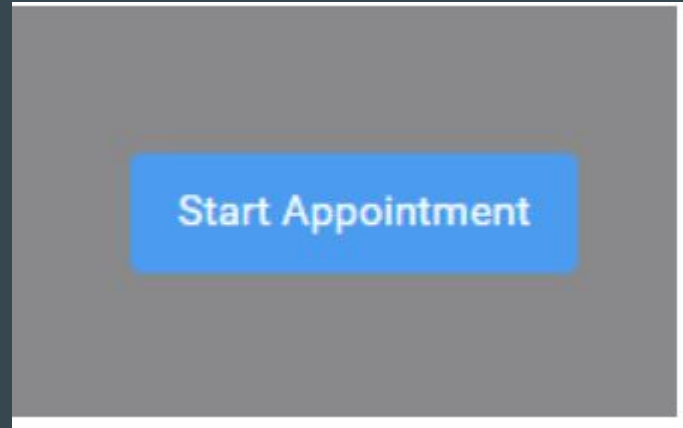
- **Top of screen:** Current scheduled parent meeting info and next scheduled meeting.
- **Bottom of screen:** meetings for the day.
- **Timer:** Counts down time in current scheduled meeting.

The screenshot shows a video conference interface. At the top, a status bar displays 'Now: Mrs R Abbot Andrew Abbot English this call' and 'Up Next: Mrs R Abbot Ben Abbot English online'. A blue progress bar indicates '6:27 remaining'. The main area features a large video feed of a man with a headset and a smaller inset of a woman. Below the feeds are icons for mute, video, chat, and refresh. A message reads 'Experiencing sound issues? Click here to refresh'. A 'Schedule' section lists upcoming meetings.

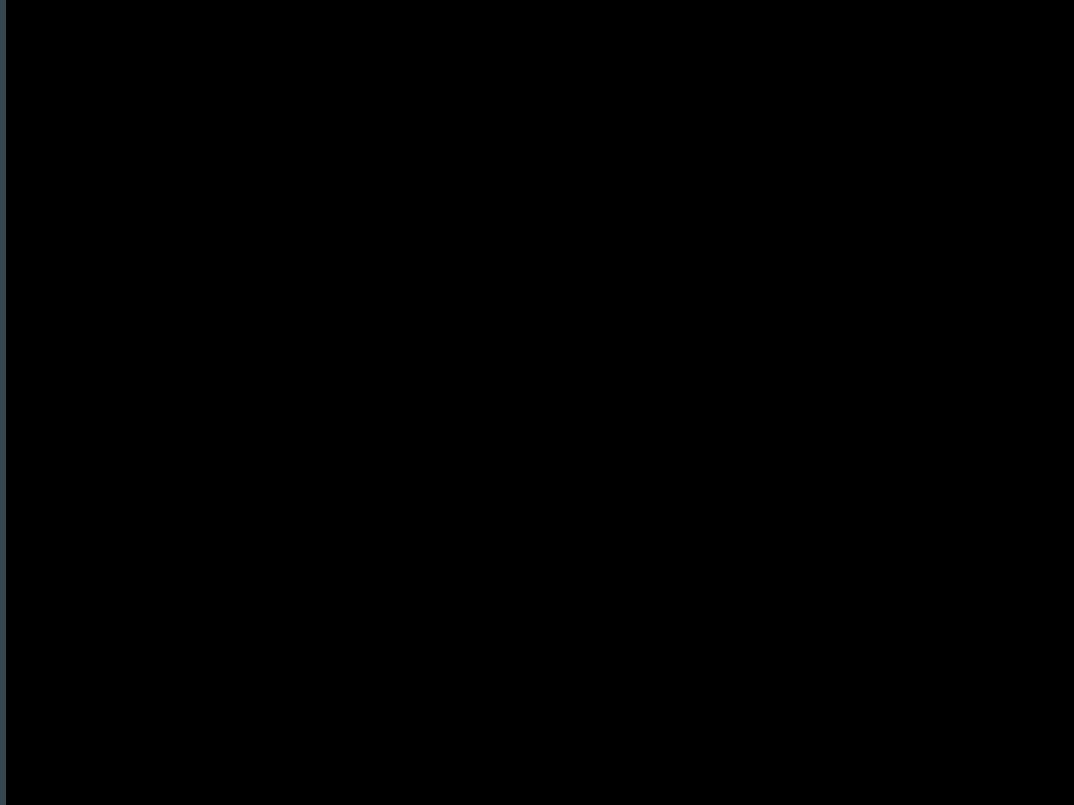
Time	Participant 1	Participant 2	Language
14:20	Mrs R Abbot	Andrew Abbot	English
14:40	Mrs R Abbot	Ben Abbot	English
16:00	Mrs K Ackton	Bill Ackton	English

Starting a Video Conference

- When your first appointment is due to start, click the “**Start appointment**” button that appears on the screen.
- The toolbar on the bottom of your screen will let you **end the call, share your screen, control your audio, control your camera, and take notes during your meeting.**
- When the timer at the top of the screen reaches zero, the call will **automatically end.**



Consecutive Video Conferences



Tips and Tricks

- Run [this](#) systems check on the device you will be using in advance. Report any issues; you should see **green** checks for all areas.
- Test your audio, video, and speakers in advance of parent-teacher conferences (see [Slide 9](#)).
- Bring your charged Chromebook the day of conferences as a backup if you are using your desktop and a webcam.

Questions?

- [Meet the Teacher- Teacher Guide](#)
- [Meet the Teacher- Teacher Instructional Video](#)
- [Meet the Teacher- Teacher Video Conferencing Video](#)
- [Meet the Teacher Parent Instructional Video](#)

Email Gayle Tullo if you need support.