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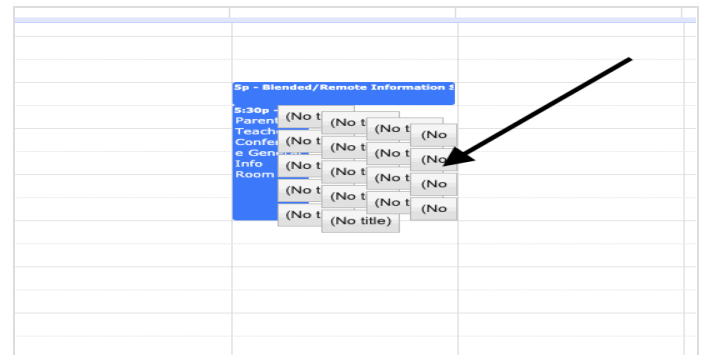
Virtual Conferences:

Each teacher has selected two hours of virtual conferences. You will see their times indicated using the links above. To set up a virtual conference:

1. To set up a virtual conference, you will need to use your own personal gmail account or your child's school email account to schedule your Google Meet virtual conference. [If you wish to create your own gmail account you can sign-up for one following the directions listed in this link.](#)
2. You will be brought to a Google Calendar. On the calendar, click in the middle of the page to go directly to the date, **February 15th or 16th.**



3. Then click on an appointment time that works for you
 - Note: Scroll up to see time slots for **February 16th**



4. A “Book an appointment” box will pop up

- **Please fill in the fields:**
 - **What:** Type in your student's name and parent name,
 - **Where:** Type in Meet
 - **Description:** Type in your gmail (or child's school email account you plan to use) and phone number.

Click “Save” to complete your booking.

Book an appointment

What

Child's Name and Parent's Name

When

Tue, November 24, 4:50pm – 5:00pm

Who

Val R.Ess

Where

Google Meet

Description

Email information
Phone number(s)

Save

Cancel

Tip: You can customize the details of the event after you save it.

INSTRUCTIONS TO ACCESS THE VIRTUAL GOOGLE MEET CONFERENCE

As a reminder, you will need to use your own personal gmail account or your child's school email account to join the Google Meet virtual conference. (You can use your child's Chromebook.) To access a Google Meet, follow these steps:

If you would like to join from your Google Calendar:

1. In Google Calendar, click the event you want to join.
2. Click Join with Google Meet
3. In the window that opens, click Join Now.

To access from your Gmail or child's Akron e-mail:

1. Open Gmail.
2. Open the Invitation in your e-mail, click on "Join with Google Meet"
3. In the window that opens, click Join Now.
4. Please be sure to "allow" you camera and microphone to be turned on.

If you are unsure of the names of your child's teachers, please refer to their report card or schedule. Time slots for both in-person conferences are set for 15 minutes each. Confidentiality is of great importance to us. We ask that unless a teacher agrees, students or other individuals aside from parents or guardians, not be present for the meetings. This will allow the meeting to remain focused on the student's progress.

We value our partnership with you in your child's education and look forward to the opportunity to meet with you soon. As always, please do not hesitate to contact either of us at any time.

Sincerely,

Todd K. Esposito
Elementary Principal

Caroline E. Kos
Elementary Assistant Principal