
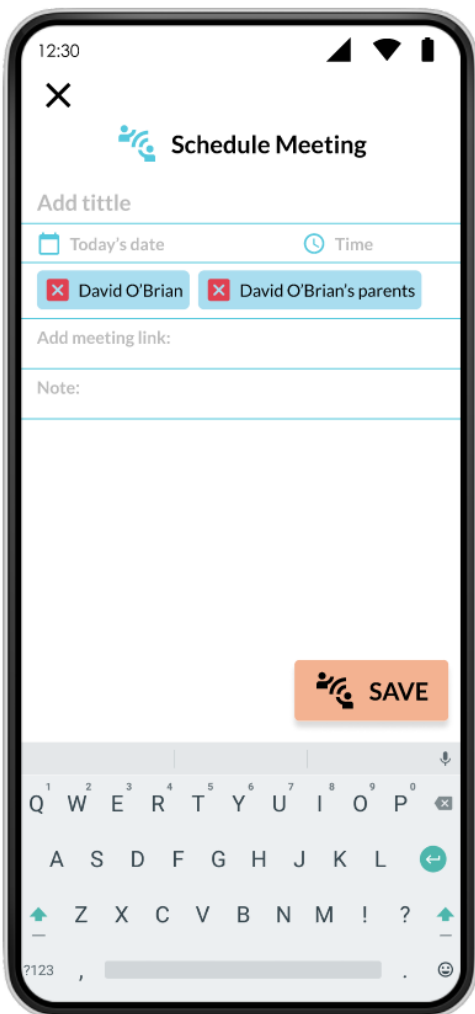




Meeting

Individual meeting

1. Go to [Student profile](#)
2. Tap  icon
3. The meeting screen will appear. The name of the student and parents that you have previously selected will appear by default.



4. If you want only a parents meeting tap  icon next to the student's name, but If you want a student meeting, tap  icon next student parent's name.
5. Fill out the information below to schedule your meeting:
 - Title
 - Date
 - Time,
 - Link to connect to the meeting

- Note if needed.





6. To finish scheduling your meeting, tap
7. Your student or parents, or both will receive a notification about the meeting schedule.

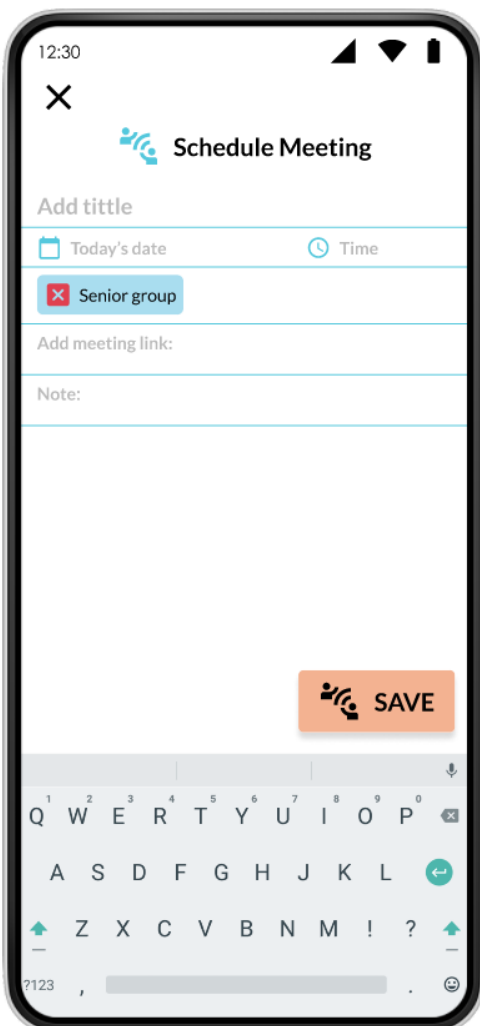
Groupal meeting

Schedule a group meeting, send a notification to all students, and automatically add it to their calendars, just like yours.

This feature applies to groups created or groups assigned by school grade.

To send a notice for custom group:

1. You must enter the [student section](#)
2. Tap 
3. Tap the group you want to schedule a meeting for.
4. Tap  icon from the icons displayed.
5. The schedule meeting screen will appear.



6. Fill out the information below to schedule your meeting:

- Title
- Date
- Time,
- Link to connect to the meeting
- Note if needed.

 SAVE

7. To finish scheduling your meeting, tap


8. Your students will receive a notification about the meeting schedule.

To send a notice for grade school group:

1. You must enter the [student section](#)

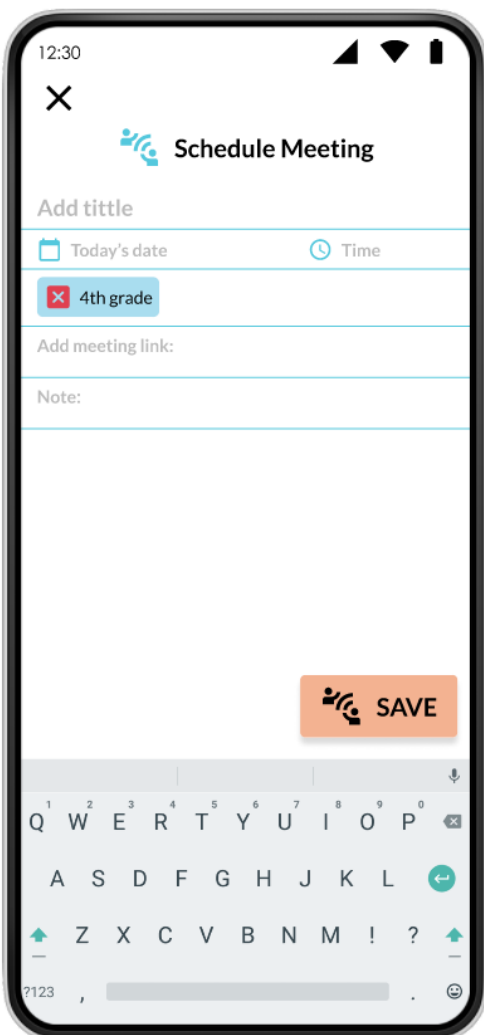
All **SCHOOL GRADE** Groups

2. Tap

3. Tap the bar labeled  **Basic-example** with the group you want to schedule.


4. In the following screen press 

5. The schedule meeting screen will appear.






12:30

✕

 Schedule Meeting


Add title

 Today's date  Time

 4th grade

Add meeting link:

Note:

 SAVE

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M ! ?

6. Fill out the information below to schedule your meeting:

- Title
- Date
- Time,
- Link to connect to the meeting
- Note if needed.



7. To finish scheduling your meeting, tap

8. Your students will receive a notification about the meeting schedule.

Revision #7

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