# 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 SAVE
7. Your student or parents, or both will receive a notification about the meeting schedule.

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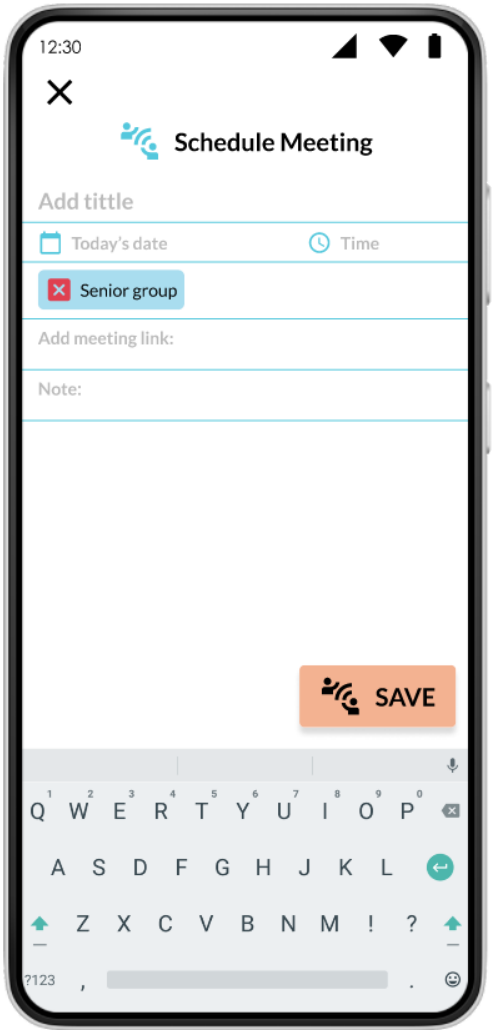
# Groupal meeting

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 All School grade GROUPS
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.
7. To finish scheduling your meeting, tap 

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

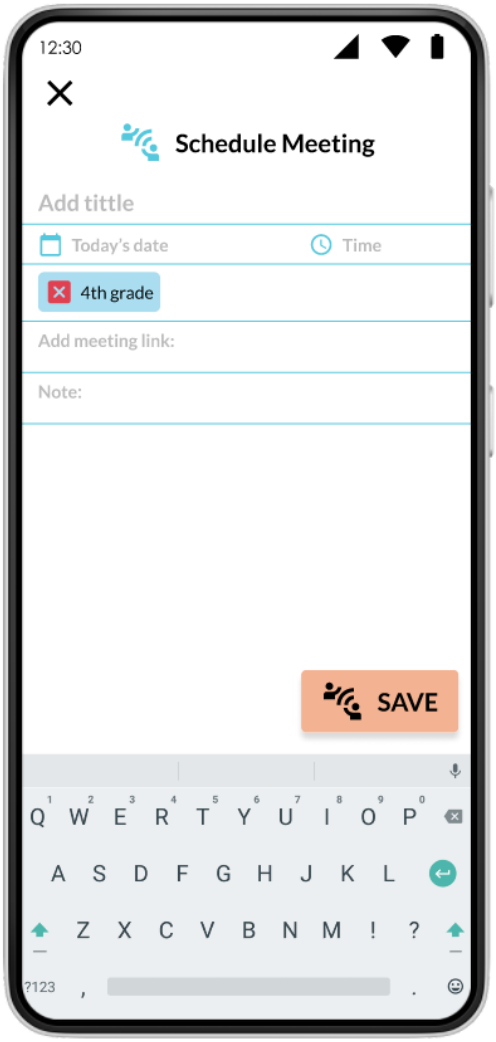
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# To send a notice for grade school group:

1. You must enter the student section
2. Tap 

3. Tap the bar labeled 

with the group you want to schedule.
4. In the following screen press 
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.
7. To finish scheduling your meeting, tap 

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

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