
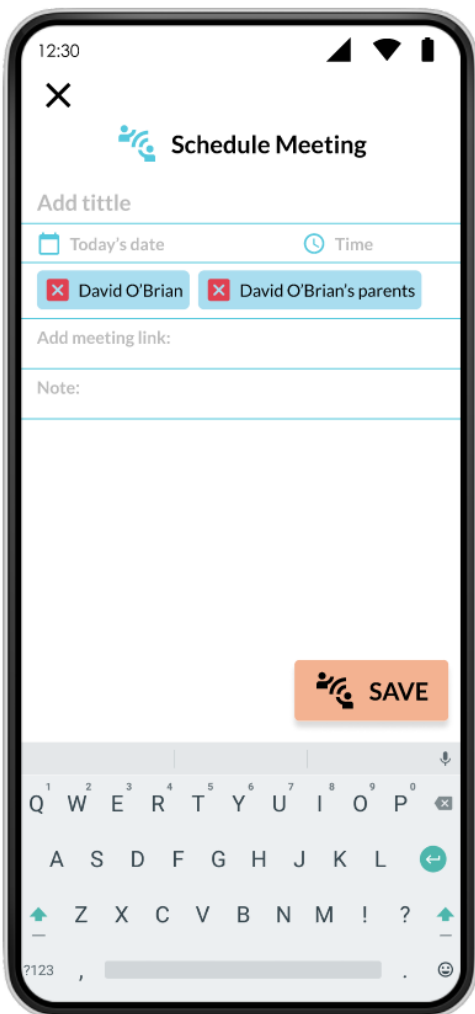




Meeting

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.

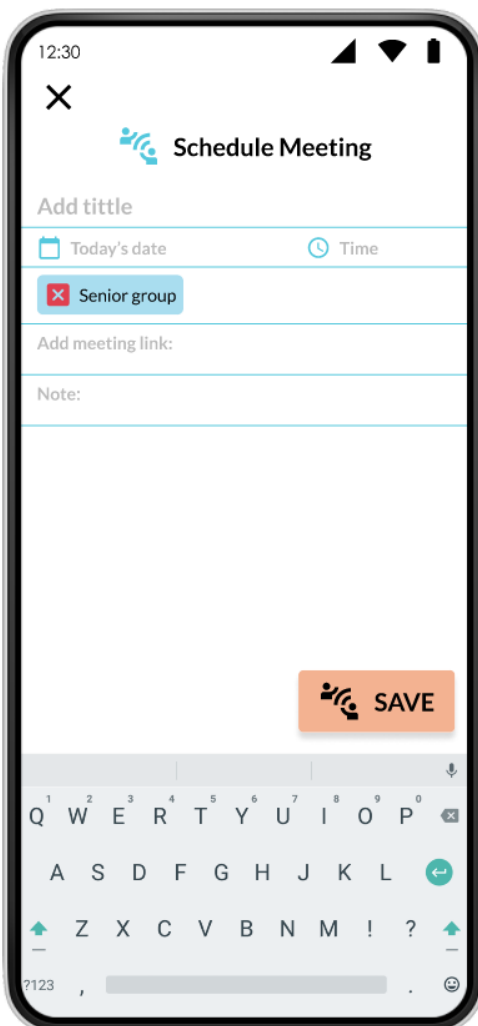
This feature applies to groups created or groups assigned by school grade.

To send a notice for custom group:

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

All School grade **GROUPS**

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.



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

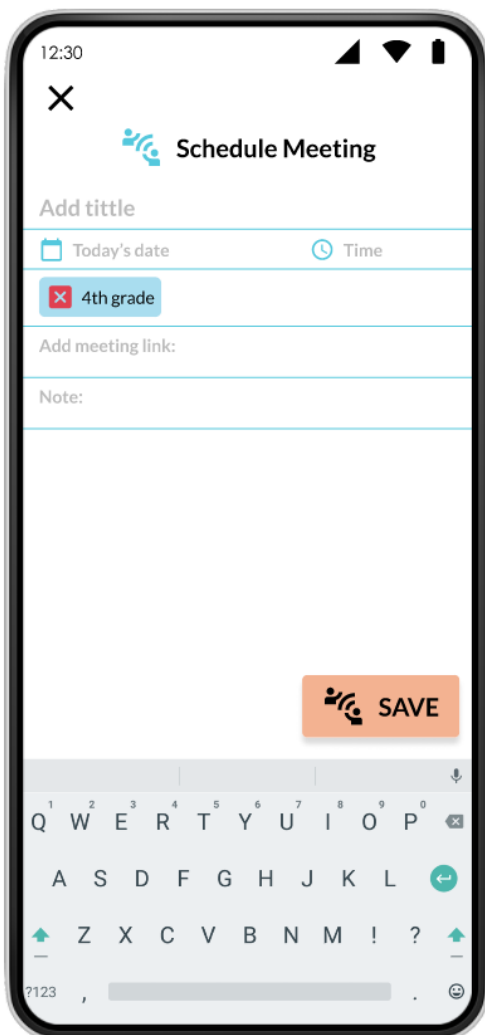
2. Tap

3. Tap the bar labeled **+2 Basic-example** with the group you want to schedule.

4. In the following screen press



5. The schedule meeting screen will appear.

A screenshot of a smartphone screen showing the "Schedule Meeting" app. The status bar at the top shows the time 12:30 and signal icons. The app has a close button (X) in the top left. Below the title "Schedule Meeting" is a section "Add title" with a text input field. Below that are two rows: "Today's date" with a calendar icon and "Time" with a clock icon. The next row shows a selection bar with a red "X" icon and the text "4th grade". Below that are two more text input fields labeled "Add meeting link:" and "Note:". At the bottom right is an orange "SAVE" button with a signal icon. A keyboard is visible at the bottom of the screen.

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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