Parents Guide for Booking Appointments
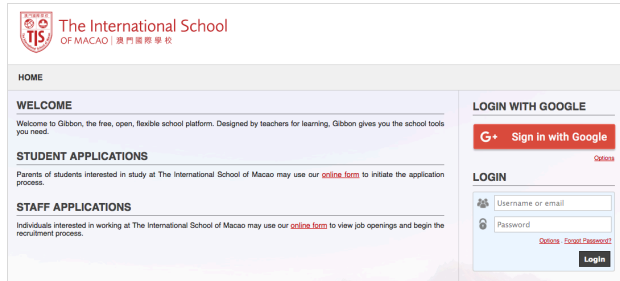# 家長預約指南

Bookings **open** <u>Saturday April 21, 2018</u> at **8AM** Bookings **close** <u>Wednesday April 25, 2018</u> at **12PM**	開始預約時間：2018 年 4 月 21 日（週六）上午 8 時 預約結束時間：2018 年 4 月 25 日（週三）中午 12 時

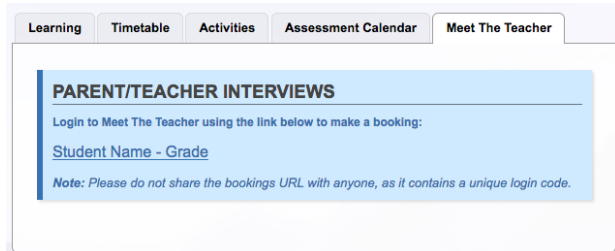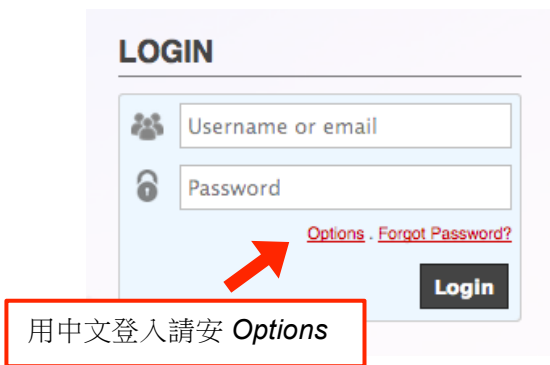## Step 1: Login   第一步：登入

Log into Gibbon with **your email address** and password.

If you do not have a password or have forgotten your password, you can reset it via the **Forgot Password** link.

gibbon.tis.edu.mo

請在以下網址使用家長之電郵地址登入帳號。

若忘記密碼，請按「Forgot Password?」重設密碼。
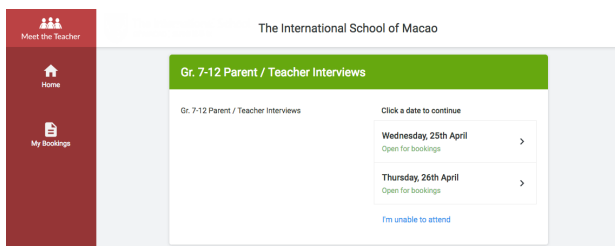
用中文登入請安 *Options*

Step 2: Dashboard   第二步：預約平台

Click the link for your child found under the Meet The Teacher tab on your Parent Dashboard.

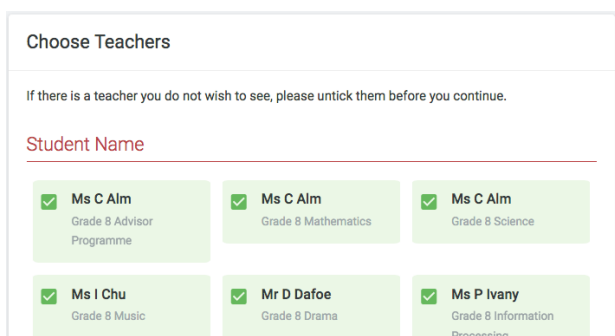在「**Meet The Teacher**」選項下點擊「Your Child's Name」

Step 3: Select a Date   第三步：選擇日子

You will be automatically logged into Meet The Teacher for TIS. Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.

系統將自動跳至「Meet The Teacher」。 點擊預約日子：週四或週五。 若兩天均無法出席，請點選「I'm unable to attend」

Step 4: Choose Teachers   第四步：選擇老師

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

點選想要預約之老師。綠色標記表示已選。如若需要取消，請單擊老師名字即可

Step 5: Make Bookings　　　　　第五步之一：預約

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

點擊任何綠色框預約時間。藍色表示預約成功，灰色則為不可預約。

欲更改預約時間，請將鼠標停在藍色框上方，然後點擊「*Delete*」，並重新選擇預約時間。

Step 5B: Request Translators　第五步之二：預約翻譯

If you need a translator during your appointment, please leave a message here with the requested language.

若家長需要翻譯服務，請在方框內注明所需之翻譯語言。
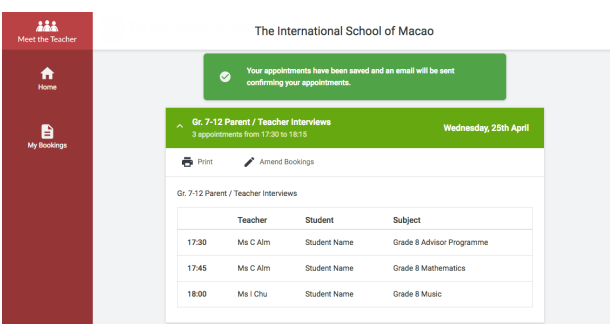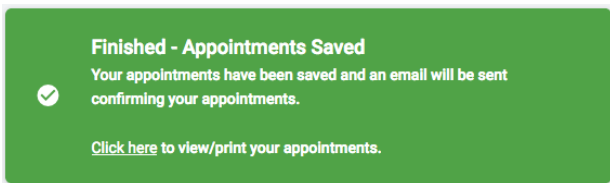
Step 6: Finished　　　　　　　　完成

An email confirmation will be sent and you can also print appointments from the *My Bookings* page by pressing *Print*.

To change your appointments before the booking time closes, click on *Amend Bookings*.

完成預約後，系統會彈出空白的文字方框，家長可隨意在方框留言給老師。

成功完成預約後，將收到電子郵件確認信。另外，亦可在「*My Bookings*」中按「*Print*」列印預約時間。

如欲更改預約時間，請按「*Amend Bookings*」。

HELPFUL TIPS　　　　　　　　　　有用建議

If you have not used Gibbon before, it is recommended that you login to your Gibbon account before bookings open to ensure you are able to login.

When the booking period ends, each parent will receive an email to confirm his or her conference times.

If you encounter technical difficulties during this process, please contact sandra.kuipers@tis.edu.mo

若從未使用過 Gibbon 系統，使在登記預約前先使用帳號登入，以確保登錄成功。

完成網上預約後，家長將收到會面時間之確認電郵。

若預約中途遇上技術上的困難，請透過以下電郵尋求幫助。 sandra.kuipers@tis.edu.mo 。