

# HOW TO SIGN UP FOR STUDENT LED CONFERENCES

This step-by-step guide will show you how to make a booking for Student Led Conferences, held on Thursday, March 21 from 3:30pm to 6:30pm, and Friday, March 22 from 8:30am to 12:00pm.

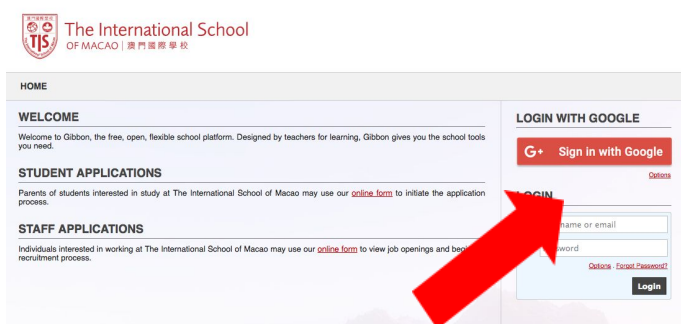
## IMPORTANT INFO

- You will need to access your Parent Gibbon Account
- Bookings **open Monday March 11, 2018 at 7AM**
- Bookings **close Friday March 15, 2018 at 8PM**
- Please select an **arrival time** for your conference, and plan on staying for approximately 30 minutes.

## STEP 1 - Login

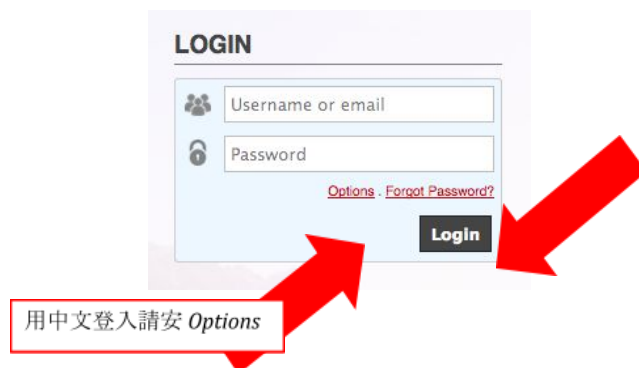
Log into Gibbon with your parent email and password at:

**[gibbon.tis.edu.mo](http://gibbon.tis.edu.mo)**



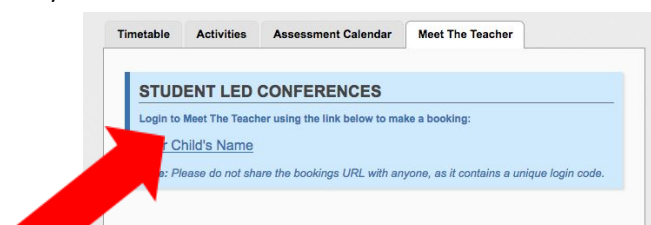
## STEP 1 Continued

If you have forgotten your password, you can reset it via the *Forgot Password* link.



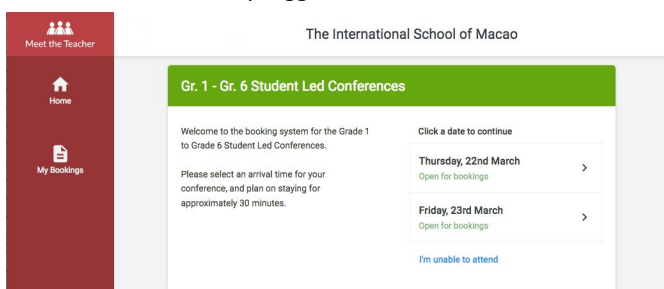
## STEP 2 – Dashboard

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



## STEP 3 – Select a Date

You will be automatically logged into Meet The Teacher for TIS.

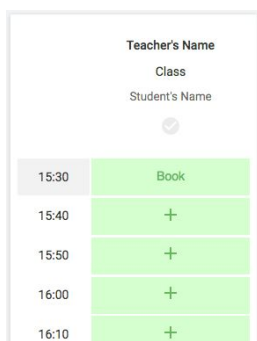


To begin click on the date you wish to book: Thursday or Friday. Unable to make any of the dates listed? Click *I'm unable to attend*.

## STEP 4 – Make a Booking

You'll see a screen to confirm your child's homeroom teacher.

Click *Continue to Book Appointments*.



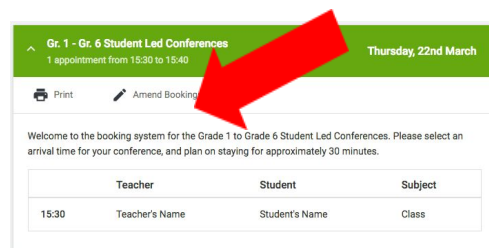
Click any of the **green cells** to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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

## FINISHED

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher.

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*.



## HELPFUL TIPS

- Each time slot is 10 minutes, this is the **arrival time** for your conference, plan on staying for approximately 30 minutes.
- 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, you may contact [sandra.kuipers@tis.edu.mo](mailto:sandra.kuipers@tis.edu.mo) for assistance.

# 學生領袖活動 STUDENT LED CONFERENCES 網上預約方法

以下步驟將指引 貴家長透過互聯網預約出席學生領袖活動會議 (SLC)。會議日期分別為3月21日 (週四) 下午3時30分至6時正, 以及3月22日 (週五) 上午8時30分至中午12時。

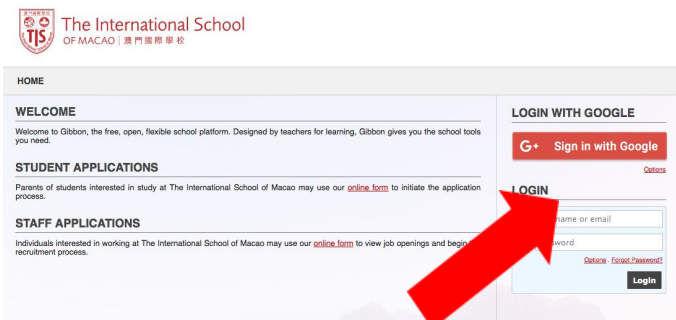
## 重要資訊

- 需使用家長的Gibbon帳號進行預約
- 開始預約時間：3月11日 (週三) 早上7時
- 結束預約時間：3月15日 (週日) 晚上8時
- 請選擇抵步課室時間, 並預留30分鐘逗留時間

## 第一步：登入

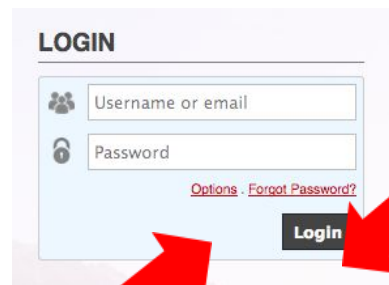
請在以下網址使用家長之電郵地址登入帳號：

**[gibbon.tis.edu.mo](http://gibbon.tis.edu.mo)**



## 第一步-續

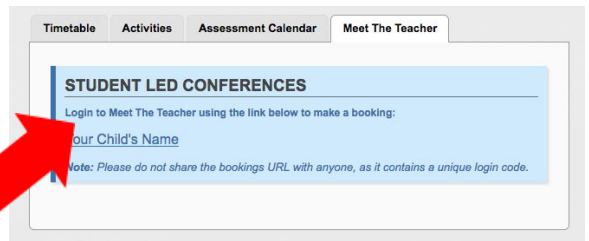
若忘記密碼, 請按「[Forgot Password?](#)」重設密碼



用中文登入請安 *Options*

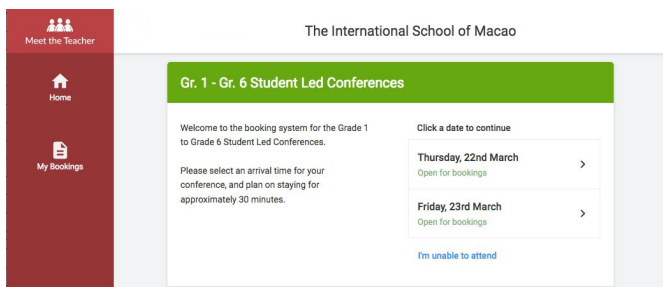
## 第二步：預約平台

在「Meet The Teacher」選項下點擊「[Your Child's Name](#)」



## 第三步：選擇日子

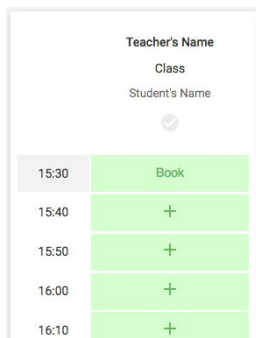
系統將自動跳至「Meet The Teacher」



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](#)」

## 第四步：預約

選擇日期後, 系統將彈出孩子所屬班級之資料, 如班主任、班別等。請按「[Continue to Book Appointments](#)」繼續預約



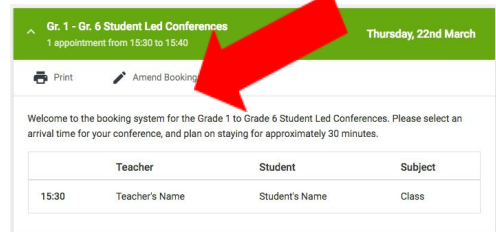
點擊任何綠色框預約時間。藍色表示預約成功, 灰色則為不可預約。

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。

## FINISHED

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](#)」。



## 有用建議

- 與老師單獨會面時間為10分鐘, 計劃逗留學校時間為半小時。
- 若從未使用過Gibbon系統, 使在登記預約前先用帳號登入, 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](mailto:sandra.kuipers@tis.edu.mo)。