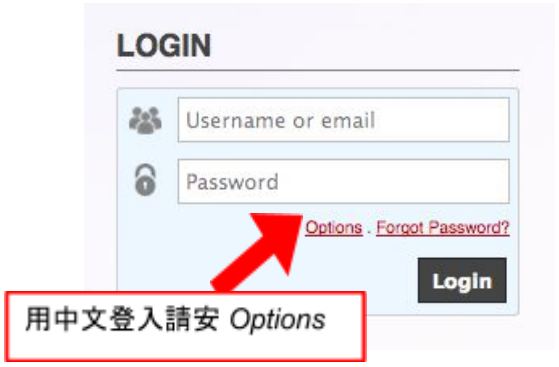
Parents Guide for Booking Appointments
家長預約指南

Bookings **open** Saturday November 16, 2019 at **8am** Bookings **close** Wednesday November 20, 2019 at **12pm**	開始預約時間：2019年11月16日（週六）上午8:00時 預約結束時間：2019年11月20日（週三）中午12:00時



Step 1: Login　　第一步：登入

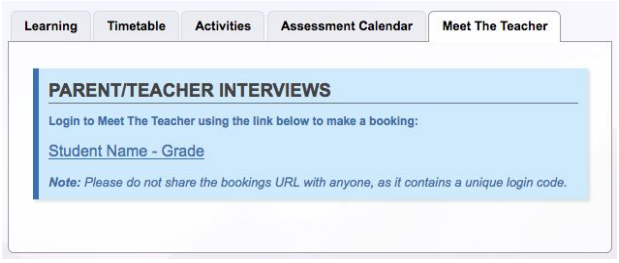
Log into Gibbon with **your email address** and password.

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。

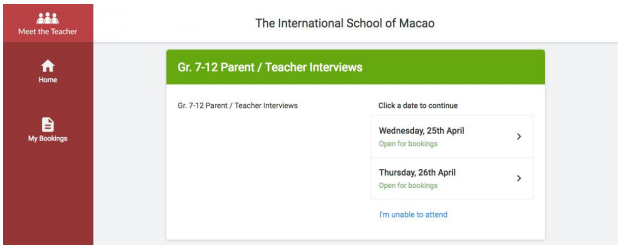
若忘記密碼，請按「Forgot Password?」重設密碼。



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.

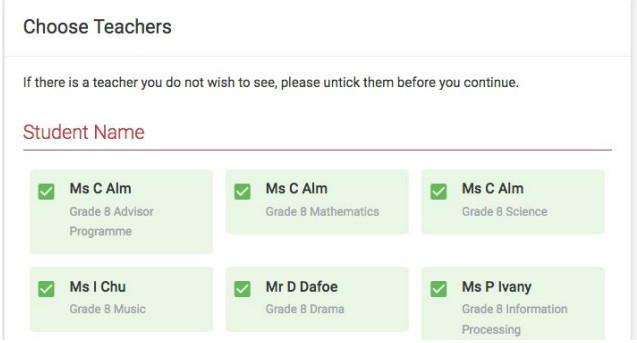
在「**Meet The Teacher**」選項下點擊「Your Child's Name」



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*.

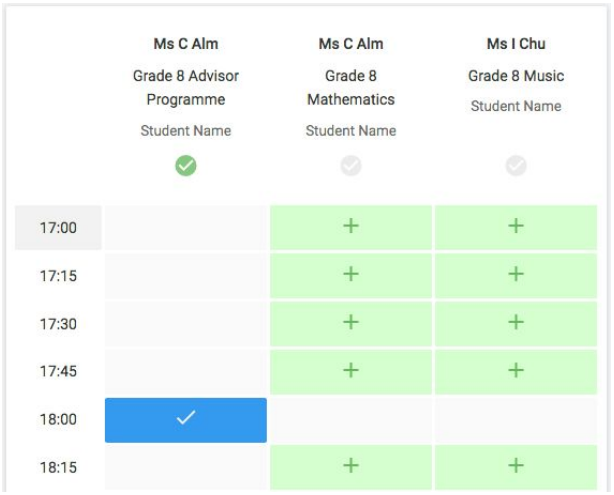
系統將自動跳至「Meet The Teacher」。點擊預約日子：週四或週五。若兩天均無法出席，請點選「I'm unable to attend」



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



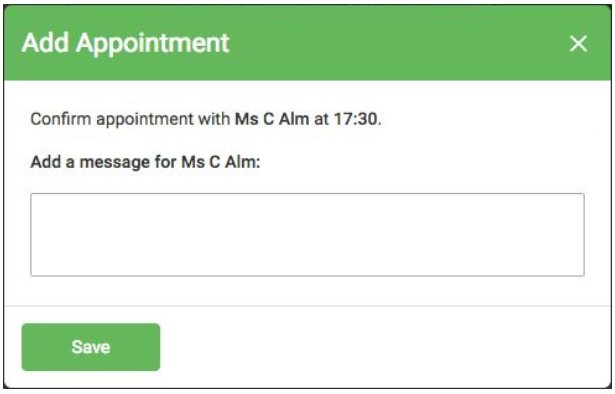
Step 5: Make Bookings 第五步之一：預約

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

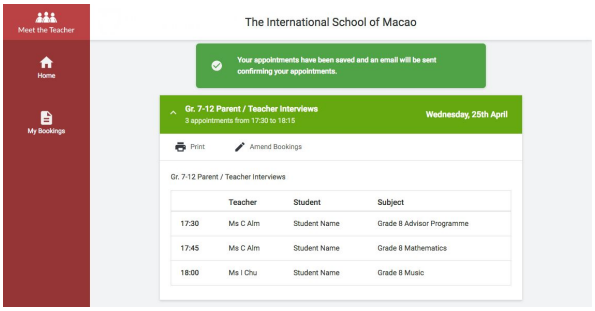
As the school has a limited number of translators available for parent-teacher conferences, it is highly recommended that you please bring a translator with you to your child's conferences.

If you are unable to source a translator, please indicate which language you would need translation to (Mandarin/Cantonese/Portuguese) in the message space and we will try our best to accommodate your request.

由於學校僅有有限的職員可協助「家長老師面談」日當天的翻譯工作，因此我們強烈建議家長們帶同一名可協助翻譯的人出席家長會。

若 閣下無合適人選，請留言注明您需要翻譯的語言（廣東話/普通話/葡語），學校會儘量安排。

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*.

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 。