

Teacher Access

Teachers can access their appointment schedules by logging in through the school's unique scheduling link.

Staff with Dual Roles (Teacher & Parent)

If a teacher is also a parent at the school, the system will default to the **Parent Scheduling** page upon login.

- To view your professional schedule, click the **Admin UI** link located on the left-hand navigation menu. This will transition you to the reporting section.

How to View Your Conference Schedule

1. **Login:** Access the site using your school email address.
2. **Select Event:** On the **Event Reporting** page, ensure the correct conference is selected in the **Event** dropdown menu.
3. **Run Report:** Select **Teachers' Schedule** from the **Report** dropdown.
4. **View Openings:** To see your entire availability (including unscheduled times), check the **Show All Slots** box.

Key Features for Teachers

- **Privacy:** Teachers are restricted to viewing only their own schedules. Full Administrators retain the ability to view all schedules across the school.
- **Email Delivery:** Click the **Email Report** button to have a copy of your current schedule sent directly to your inbox.
- **Troubleshooting:** If you see the message **"You do not have access to any resource,"** please contact your system administrator. This indicates your email address has not yet been linked to your teacher profile.

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