

Virtual parent and student meetings in the time and place that work for you.

When the end-of-day bell rings, that should be your time to get out of the classroom, and on to your next duty. But with so many parent-teacher conferences and student meetings scheduled, it's hard to get away.

What if you could have meetings anytime, in any place you wanted over a video meeting?

Try using Webex to have a valued face-to-face time, from anywhere you are.



1. **Plan your office Hours:**

Pick some time slots to offer as free. You can plan for intervals of 15, 30, 45 or 60 minutes.

2. **Offer your timeslots:**

Let everyone know how to book time with you. When you've decided on a timeslot together, send a calendar invite to your virtual meeting room. You'll both be reminded when to join.

3. **Meet:**

Click the link in your email invite or join from your Webex Teams app and you're both good to go!

4. **Follow up:**

If you need to keep an open line of discussion, create a Webex Teams space to continue the conversation.

PRO TIPS

Teach parents and students to include why they want to meet in their requests. This way, you can be prepared going into the meeting!

Save time and manage your parent/teacher meetings with virtual office hours. It's easy for your students too, just like putting their hand up for help, but virtually.

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