

# **Booking PTM Appointment Slots**

Google Calendar

Index x Inbox (316) - yee\_puay\_p x Inbox (30) - joyce\_yee@ x About POA 307 2018 x

Secure | <https://classroom.google.com/u/1/o/MTA0NDk5MDgwNzFa>

POA 307 2018

STREAM STUDENTS ABOUT

Class Drive folder  
Classroom calendar  
Google Calendar

TEACHERS

FT 1  
FT 2  
FT 3

INVITE TEACHERS

+ ADD CLASS MATERIALS

POA 307 2018

Eg. Form Class created by Form Teacher

Student will then log in to his or her dyss account (**Use Desktop/Chrome browser in mobile devices**) and go to Google Classroom. Next, he/ she will just click on the 'Google calendar' and go to date 30 May.

03:15 PM  
10/04/2018



PTM 2019  
Thursday, May 30 · 8:00am – 7:00pm, 10 minutes  
appointment slots

[Go to appointment page for this calendar](#)

POA 407 2019  
Created by: .

Parent will click on “Go to appointment page for this calendar”

The image shows a screenshot of an appointment calendar interface. The background is a grid of appointment slots, each labeled 'PTM 2'. Overlaid on this is a dialog box titled 'Book an appointment'. The dialog box contains the following fields and controls:

- What:** A dropdown menu showing 'PTM 2019' and a text input field containing 'Student name'.
- When:** A text field showing 'Thu, May 30, 8:00am - 8:10am'.
- Who:** A text input field containing 'Student name'.
- Where:** A text input field.
- Description:** A large text area for entering details.
- Buttons:** 'Save' and 'Cancel' buttons.
- Tip:** A note at the bottom stating: 'Tip: You can customize the details of the event after you save it.'

At the bottom of the calendar interface, the text 'Appointment calendar owner: POA 407 2019' is visible.

Parent will select the preferred slot.

