

# **Archbishop Hoban High School - Virtual Conferences 20-21**

## **A.) How to Make an Appointment for Parent/Teacher Conferences**

The screenshot shows a web browser window with the URL [hoban.meettheteacher.com](https://www.hoban.meettheteacher.com). The page has a dark blue header with the text "Archbishop Hoban High School". Below the header, the title "Meet The Teacher" is displayed, followed by a welcome message: "Welcome to the Archbishop Hoban High School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The form is divided into two sections: "Your Details" and "Student's Details".

**Your Details**

Prefix:  First Name:  Last Name:

Email:  Confirm Email:

**Student's Details**

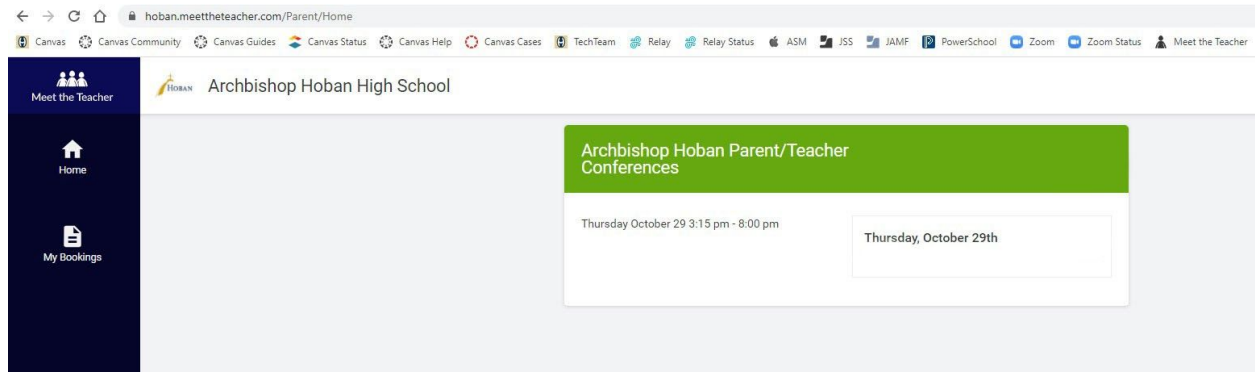
First Name:  Last Name:  Date of Birth:  January  1  2010

Log In

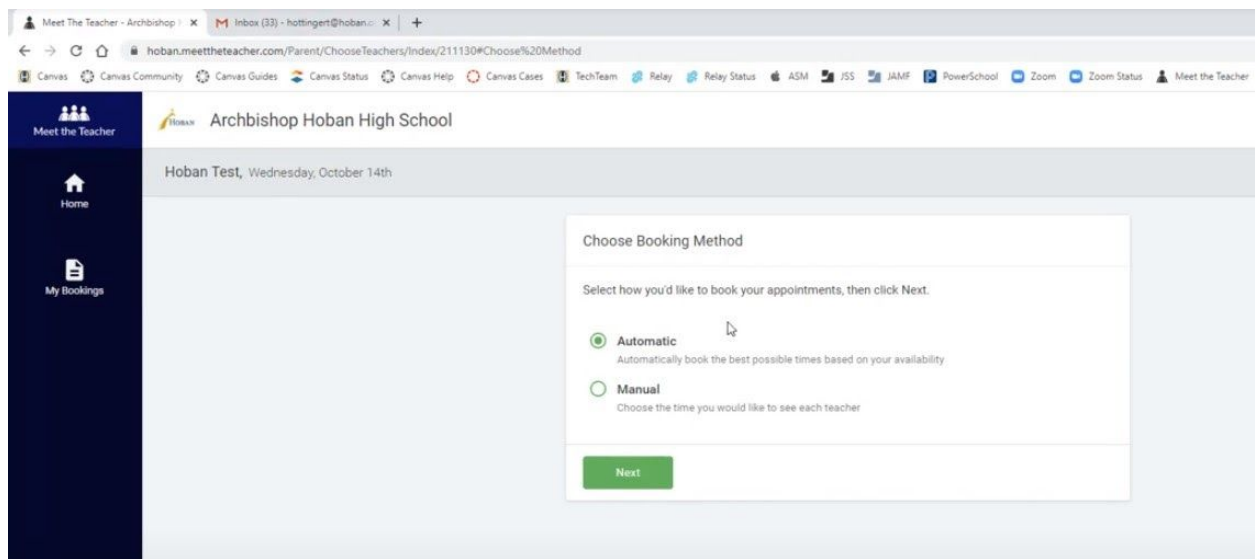
English Español Teacher Login Administrator Login

meettheteacher

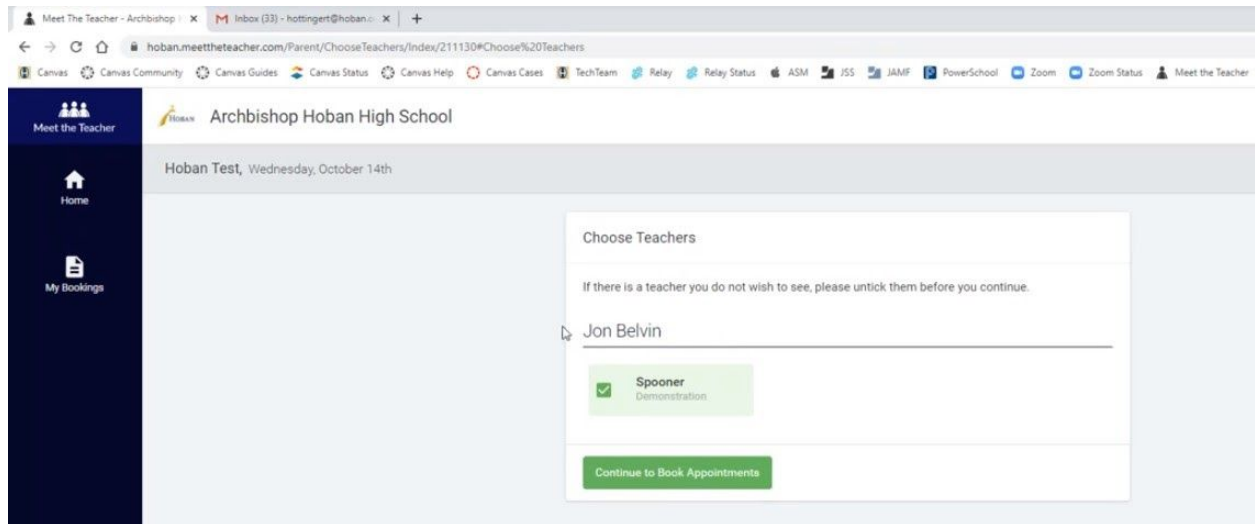
1 Go to <https://www.hoban.meettheteacher.com> on your favorite browser. Fill in the requested information. Your information must match what is stored in PowerSchool. If the information does not match you will get an error message. If you cannot remember how you entered your information into PowerSchool, please email Tom Hottinger, Technology Integration Specialist at [hottingert@hoban.org](mailto:hottingert@hoban.org).



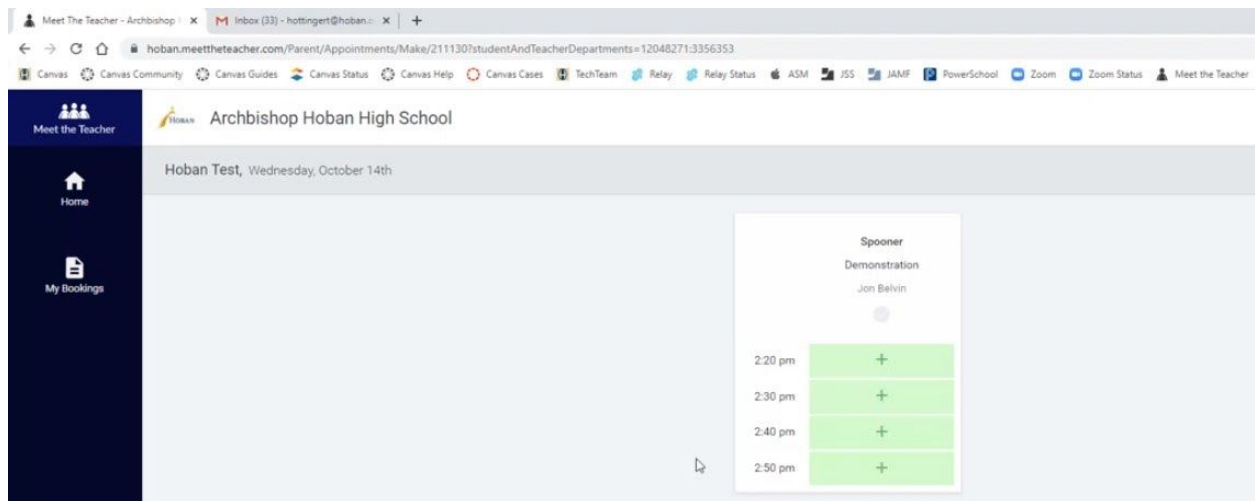
2 Select “Archbishop Hoban Parent/Teacher Conferences.”



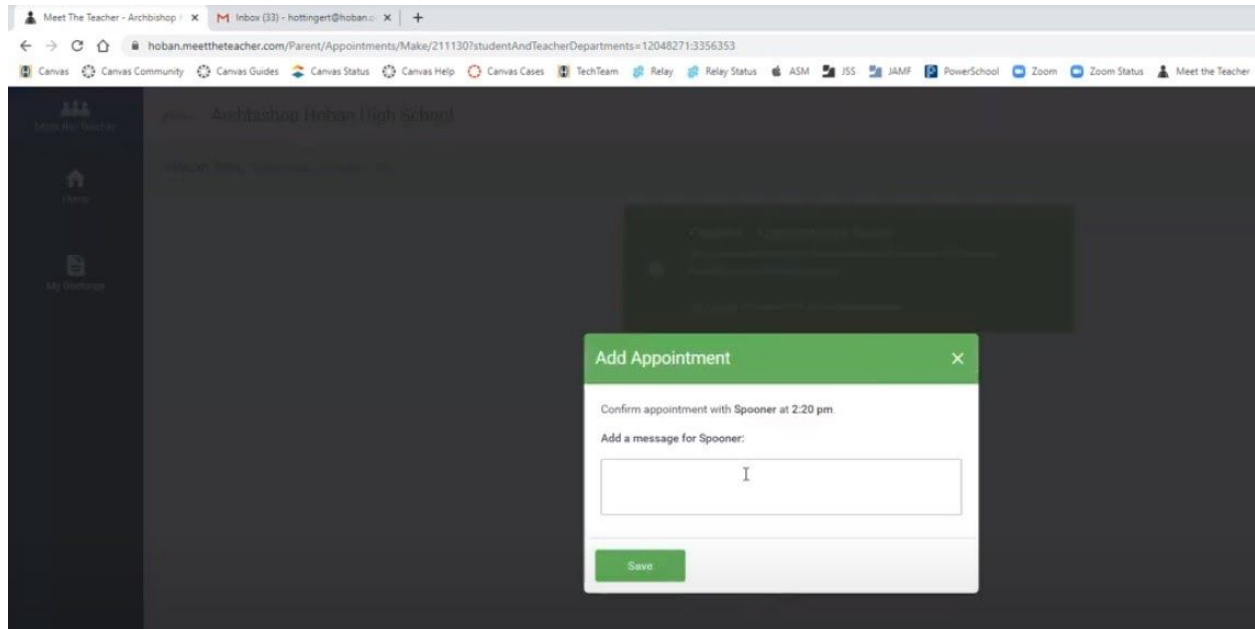
3 Choose whether you would like the system to automatically book your appointments or if you would like to select them manually. Our recommendation is to choose automatic booking.



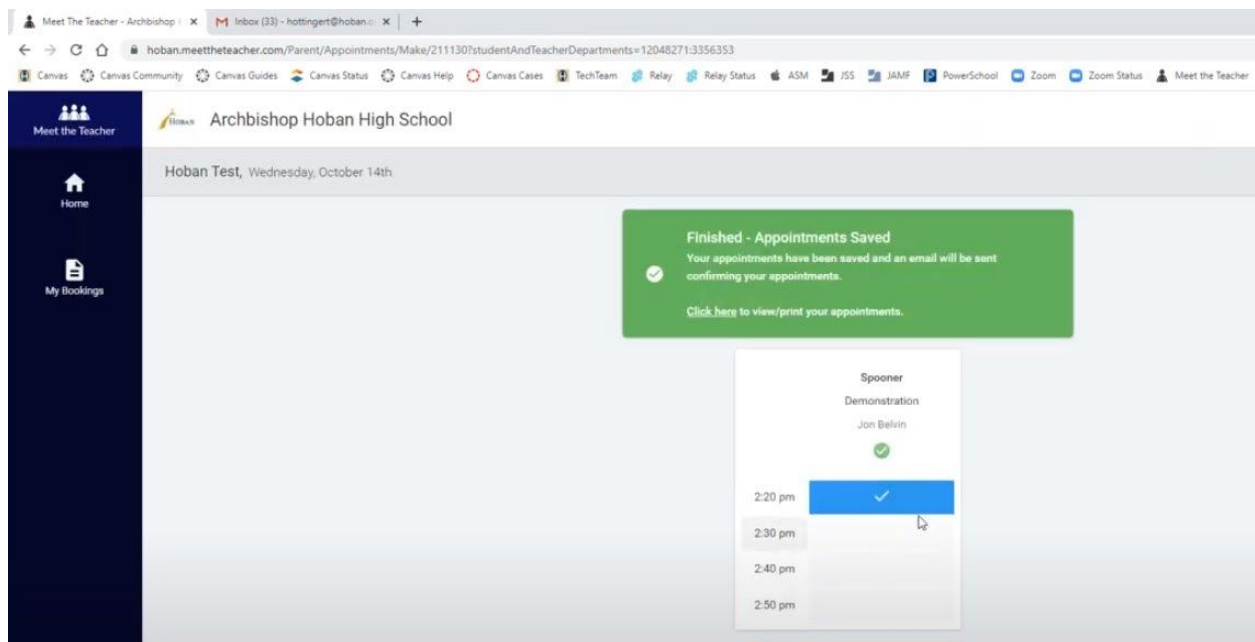
4 Choose the teachers with whom you would like to request an appointment. You may choose one or more teachers. Our recommendation is to select teachers in which your student is struggling academically.



5 If prompted, select one appointment time per teacher.



6 (optional) Add a message for the teacher before you have the appointment.



Your appointment for Hoban Test  

**Meet The Teacher** <noreply@meettheteacher.com>  
to me ▾

## Appointments List

**Hoban Test**


Hoban Test

Your appointments are as follows:

Date	Time	Teacher	Department
Wednesday, October 14th	2:20pm - 2:30pm	Spooner	Demonstration

[Click here to make changes to your appointment schedule.](#)

To join the video call, [click here](#) to login to the system. When your call is due to start, click the green 'Join Video Appointments' button.

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 meettheteacher  
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7 Confirm your appointments were saved. You will receive a confirmation email to verify your appointments.

Meet The Teacher - Archbishop

Inbox (33) - hottingert@hoban.o

hoban.meettheteacher.com/Parent/Appointments/Index/?eventId=211130&fromMake=true


Canvas Canvas Community Canvas Guides Canvas Status Canvas Help Canvas Cases TechTeam Relay Relay Status ASM JSS JAMF PowerSchool Zoom Zoom Status Meet the Teacher

Meet the Teacher

Home

My Bookings

Archbishop Hoban High School

 Your appointments have been saved and an email will be sent confirming your appointments.

Hoban Test

1 appointment from 2:20 pm to 2:30 pm

Wednesday, October 14th

Print

Amend Bookings

Subscribe to Calendar

Hoban Test

	Teacher	Student	Subject
2:20 pm	Spooner	Jon Belvin	Demonstration

8 Edit your appointments if necessary.

## B.) How to Join Your Video Parent/Teacher Conference

Your appointment for Hoban Test  



Meet The Teacher <noreply@meettheteacher.com>  
to me ▾

### Appointments List

Hoban Test


Hoban Test

Your appointments are as follows:

Date	Time	Teacher	Department
Wednesday, October 14th	2:20pm - 2:30pm	Spooner	Demonstration

[Click here to make changes to your appointment schedule.](#)

To join the video call, [click here](#) to login to the system. When your call is due to start, click the green 'Join Video Appointments' button.

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1 You will have received a confirmation email from [noreply@meettheteacher.com](mailto:noreply@meettheteacher.com). In that email, click on the blue link that says “click here” to login to the Meet the Teacher system.

### Archbishop Hoban High School

#### Confirm Your Identity

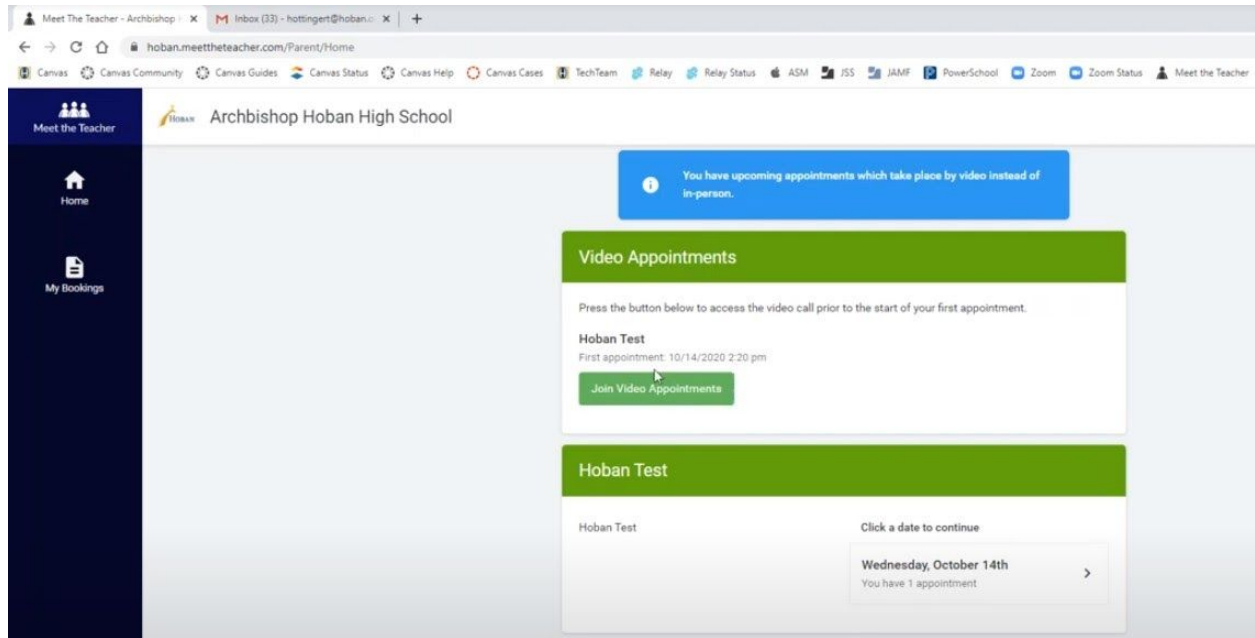
Please enter your child's information to continue. If you have more than one child, you can use any of them.

Student Date Of Birth

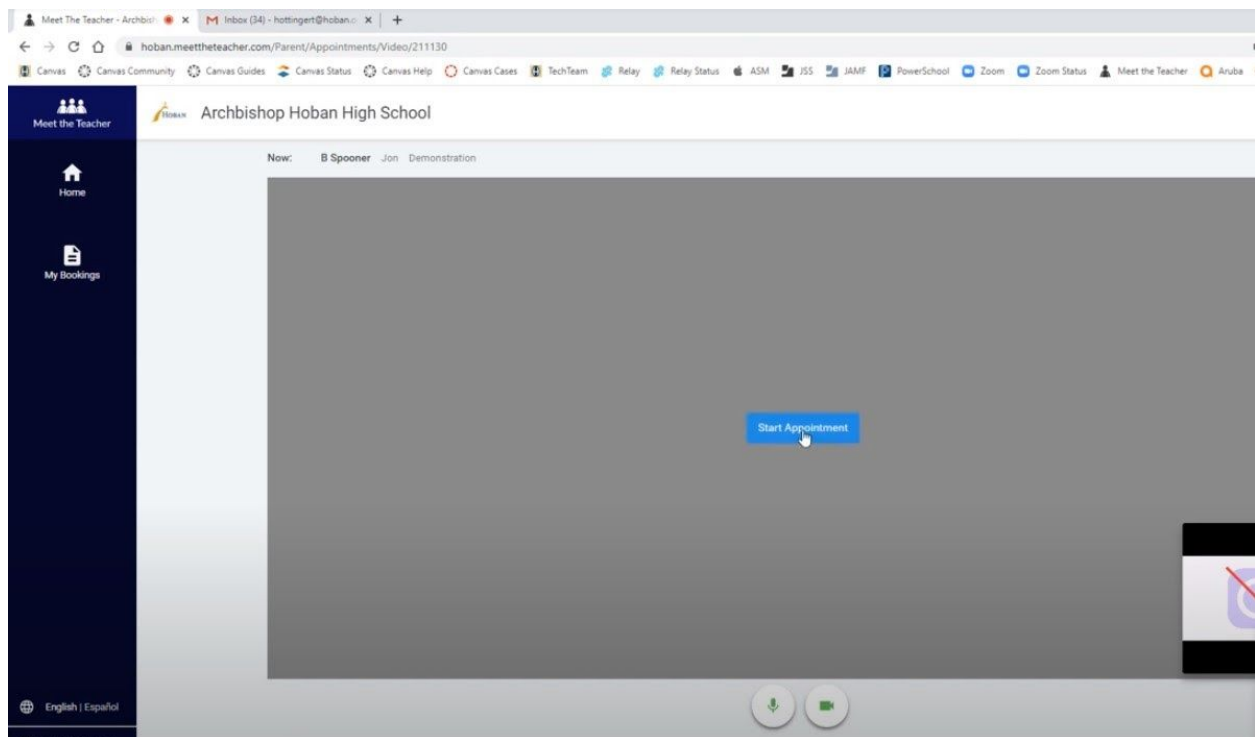
January ▾	1 ▾	2020 ▾
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Log In

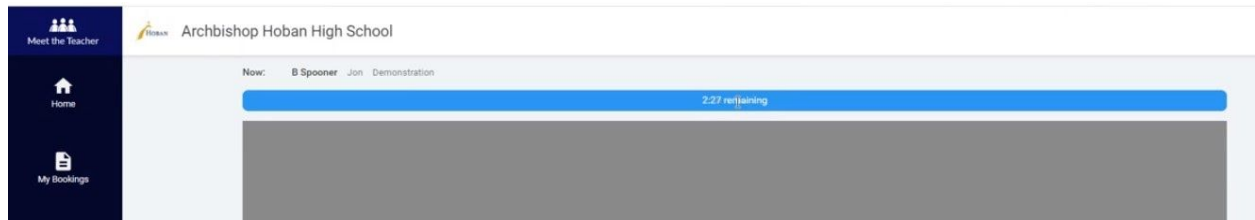
2 You will need to confirm your identity by entering your student's information.



3 Once you have logged into the system, click on the Home button on the left side navigation bar. Click on the Join Video Appointments button to start your appointment at the scheduled time.



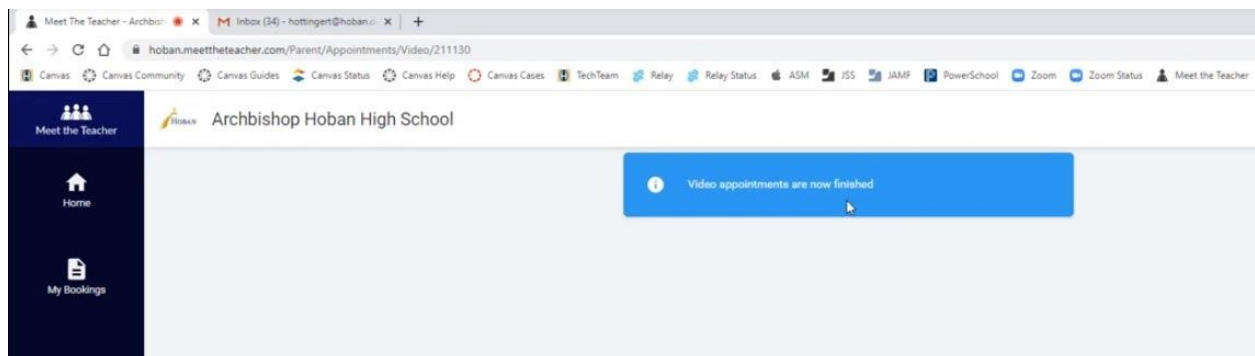
4 Click on the Start Appointment button to begin the conference. If you arrive before the teacher enters the conference, please wait for the teacher to arrive.



5 Just above the video there is a countdown timer. This timer shows you how much time you have left in your conference.



6 The color of the countdown timer will change to orange at the 1 minute mark to warn you that the conference will end soon.



7 If you have another appointment directly after your first one, it will begin promptly. Please be aware that you have 10 minutes for a conference. You cannot extend the time for the conference. If you arrive three minutes late, you will only have seven minutes for the conference. If you need additional time, please make a personal appointment with the teacher.

If you have any questions, please contact Tom Hottinger, Technology Integration Specialist at [hottingert@hoban.org](mailto:hottingert@hoban.org).