1. Log into mySTEDS, click on “Resources”, then click on this icon:

2. A list of your child’s teachers will be displayed with the available time slots for each teacher in a new window.

3. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color.

4. Click on a square to book that time.

5. Select the number of days for your “email reminder”.

6. Click “Create Appointment”.

7. Repeat until you have a time with each teacher you’d like to visit with.

8. You can click on “printable schedule” and print the resulting web page to get a hard copy of your schedule.

9. If you want to make changes to your schedule, you can log in at any time and make your changes. **ANY CHANGES AFTER JANUARY 28 MUST BE MADE WITH THE DIVISION REGISTRAR**

10. Click on “Your Schedule” to display and hide your appointments. There are links here to change the time or cancel the appointment.

In addition for 4th and 5th grades only:
- 9:30 am to 11 am
  - Thursday, January 30

Appointments can be made online:
- Wednesday, January 22 — Tuesday, January 28 at 1 pm

Students in grades 6 to 12 are encouraged to attend with their parents.