## PROCEDURA PER LA PRENOTAZIONE DEI COLLOQUI ONLINE CON I DOCENTI

STEP 1: Fare L'accesso su Nuvola con le credenziali dei genitori



## STEP 2: Andare su "BACHECHE",

ed accedere all'area "Prenotazione colloqui con i docenti"



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Dopo averlo fatto, si apre il file contenente l'elenco alfabetico dei docenti con accanto a ciascuno il link per accedere alle prenotazioni dei colloqui.

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Dato che dal link si apre una schermata di Google Calendar, si raccomanda di avere un account Google (Gmail).

**IMPORTANTE**! Chi **NON** avesse un account Google (Gmail) e **non** volesse crearsene uno, può usare quello istituzionale del proprio figlio **ANCHE** durante le ore di lezione mattutine (è possibile usare **lo stesso account** per fare più videoriunioni).

Se il link non funzionasse, selezionarlo, "copiarlo" e incollarlo sul browser Chrome.

Ciascun docente ha predisposto:

- **gli spazi per i ricevimenti mattutini**, che si ripetono con frequenza settimanale (o inferiore, in base alle ore di servizio del relativo docente presso il nostro Istituto);
- lo spazio per i ricevimenti pomeridiani, che si svolgeranno come di consueto a Dicembre e a Marzo. Per Dicembre 2021, i ricevimenti pomeridiani sono previsti martedì 7 dicembre (Biennio Economico), giovedì 9 dicembre (Triennio Economico) e venerdì 10 dicembre (Liceo).

**STEP 3**: dal link cliccato su Nuvola, si apre una schermata di "Google Calendar" del proprio account in cui compaiono tante caselle quanti sono i colloqui possibili per il docente in 1 ora. I docenti hanno definito un tempo per il ricevimento mattutino pari a 6 minuti (come indicato dalla Dirigenza), quindi si visualizzano 10 caselle (tranne martedì e venerdì, in cui le unità orarie sono di 50 minuti).

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**PRIMA DI PRENOTARE UN APPUNTAMENTO**, verificare che l'account di Calendar in alto a destra sia quello con cui si intende prenotare il colloquio (account personale o quello istituzionale del figlio)

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Se non è quello desiderato, cliccare sul simbolo della propria iniziale, dopodiché bisogna cliccare su "Aggiungi un altro account"



#### PER PRENOTARE UN APPUNTAMENTO, verificare di trovarsi nella settimana desiderata:

Andare sopra al quadratino, senza cliccare con il mouse, per visualizzare gli orari disponibili per il colloquio,



**STEP 4**: Cliccare sul quadratino relativo all'orario scelto; si apre questa schermata:

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in cui, nel campo "Descrizione", si deve <u>specificare "Padre/Madre del << nome e cognome</u> <u>dell'alunno/a>> e relativa classe</u>:

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SE si vuole eliminare l'appuntamento, basta cliccare sul simbolo del "cestino".

Apparirà questa schermata, nella quale occorrerà selezionare **INVIA**, per avvisare il docente dell'avvenuta cancellazione:



Vi ringraziamo per l'attenzione.