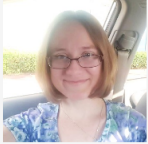


Do you have questions or need help with assignments? You can schedule a time to meet with your teacher via their virtual office or by phone.

1. Click on **GRADEBOOK**.
2. Select the course you need help with.
3. Click on **BOOK A VIRTUAL MEETING OR PHONE CALL**.

Teacher Information



Name: Powell, Jessica
Email: jpowell@odysseyware.com
Phone: 1-888-399-4267 Ext. 6330
Hours: Click the booking link to schedule a virtual meeting or a phone call with Ms. Powell, and use the tinyurl.com to join your virtual meeting.
URL: <https://tinyurl.com/jpowellowa/>
Notes: [Book a Virtual Meeting or Phone Call with Ms. Powell](#)

4. Click the date and time you want to meet with your teacher.


Su	Mo	Tu	We	Th	Fr	Sa	12:00 pm	12:30 pm	1:00 pm
	1	2	3	4	5	6	3:00 pm	3:30 pm	
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

IMPORTANT Send an email to your teacher if you are unavailable during the times listed, or stop by the Academic Virtual Office for assistance instead (hours posted on your Dashboard): <https://tinyurl.com/OWAVirtualOffice/>

5. Fill in your name and your email address under, “Add your details”.
6. Answer how you would like to meet with your teacher and then **BOOK** the appointment.

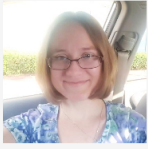
Are you a(n):

Would you like to meet via:



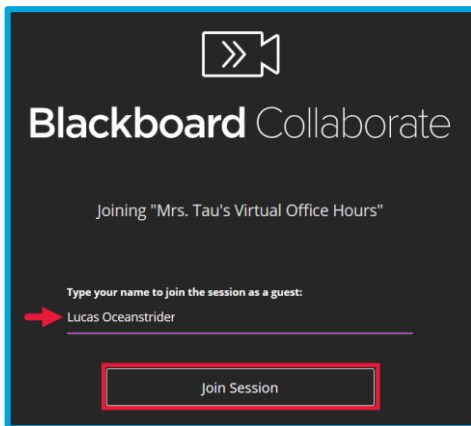
- An email reminder will be sent to you one day and/or one hour before your appointment.
- During the meeting time, click **GRADEBOOK** and the course you need help with.
- If you scheduled a call, call your teacher. Otherwise, click on your teacher's URL.

Teacher Information

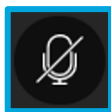


Name: Powell, Jessica
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- For a Virtual Meeting, enter your FIRST and LAST name and click **JOIN SESSION**.



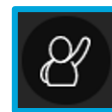
- After joining the session, follow the prompts to allow microphone and camera permission.
- Use the communication tools to connect with your teacher.



Mute/Unmute Audio



Share your webcam



Raise your hand

- Click the purple button to start a chat with your teacher and even share your screen with them.



Your teacher can help you troubleshoot anything else once you're logged in.