




# How to Schedule Time for Instructional Coaching

Visit: [calendly.com/hmtcox](https://calendly.com/hmtcox)

## Step 1

 Heather Cox

Welcome to my Calendly scheduling page. Scheduling time with me is as easy as 1-2-3. Everything is flexible! If you need more or less time, just let me know!

<b>Lessons: Co-Teaching (Dolvin)</b> 30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.	<b>Lessons: Co-Teaching (Ocee)</b> 30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.
<b>Lessons: Modeling (Dolvin)</b> 30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.	<b>Lessons: Modeling (Ocee)</b> 30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.
<b>Lessons: Co-planning (Dolvin)</b> 45 minute time slots. This can run shorter or longer.	<b>Lessons: Co-planning (Ocee)</b> 45 minute time slots. This can run shorter or longer.

Visit the scheduling page and select your school and coaching topic.

### **Coaching Topics:**

Co-Teacher, Modeling, Co-planning, Professional Development

## Step 2

**Pick Date & Time**

Lessons: Co-Teaching (Dolvin) with Heather Cox  
30 minute time slots. You may sign up for more than one slot depending on the length of the

All times are in Eastern Time (US/Canada) ▾

Aug 5 – 19, 2014

Tue Aug 5	Wed Aug 6	Mon Aug 11	Tue Aug 12	Wed Aug 13	Mon Aug 18	Tue Aug 19
AM 0 start times	16 start times	16 start times	16 start times	16 start times	16 start times	16 start times
PM 4 start times	11 start times	11 start times	11 start times	11 start times	11 start times	11 start times

Scroll through until you find the desired date(s).

Decide if you want your coaching to take place in the morning or the afternoon and click on the correct circle.

## Step 3

Select your start time.

(The times are not 15 minute increments.

These are just the times the coaching/lesson will begin.)

**Available start times**  
for Monday, August 11

- 08:00 am
- 08:15 am
- 08:30 am
- 08:45 am
- 09:00 am
- 09:15 am
- 09:30 am
- 09:45 am

## Step 4

Available start times  
for Monday, August 11

08:00 am	
08:15 am	
08:30 am	Confirm
08:45 am	
09:00 am	
09:15 am	
09:30 am	
09:45 am	

Once you select a time, it will ask you to confirm.

## Step 5

Enter Details

Lessons: Co-Teaching (Dolvin)

30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.

On Mon, Aug 11 08:30 am – 09:00 am  
Eastern Time (US/Canada)

Complete the form with your basic information and click **Schedule Event**

First name Last name
Your e-mail address
Lesson Topic:
Grade:
Room:
Schedule Event

## Step 6

**Confirmed**

Lessons: Co-Teaching (Dolvin)

30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.

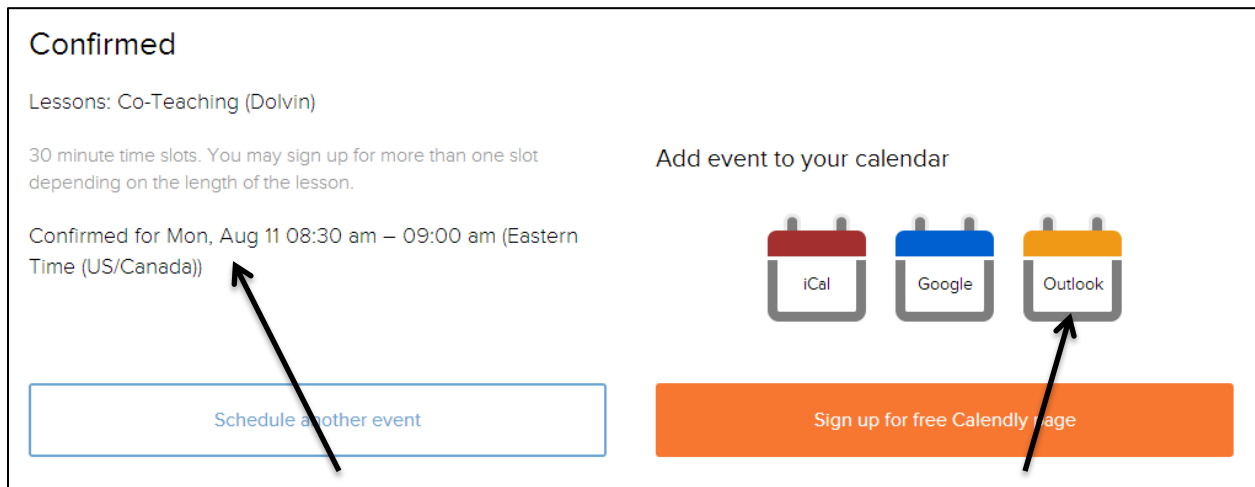
Confirmed for Mon, Aug 11 08:30 am – 09:00 am (Eastern Time (US/Canada))

Add event to your calendar

iCal Google Outlook

Schedule another event

Sign up for free Calendly page

A screenshot of a 'Confirmed' event page. The event is titled 'Lessons: Co-Teaching (Dolvin)' and is scheduled for Monday, August 11, from 8:30 am to 9:00 am Eastern Time (US/Canada). The page offers options to 'Add event to your calendar' with icons for iCal, Google, and Outlook. There are two buttons at the bottom: 'Schedule another event' and 'Sign up for free Calendly page'. Two black arrows point from the text below to the time slot and the Outlook calendar icon.

Once you've scheduled your event, it will be confirmed. You will receive an e-mail with the information. You can also add it directly to the calendar of your choice.

## Step 7

Subject: Lessons: Co-Teaching (Dolvin) with Heather Cox

Location:

Start time: Mon 8/11/2014 8:30 AM  All day event

End time: Mon 8/11/2014 9:00 AM

Event Name: Lessons: Co-Teaching (Dolvin)

Event Description: 30 minute time slots. You may sign up for more than one slot depending on the length of the lesson.

Date & Time: 8:30 am - 9:00 am (Eastern Time (US/Canada)) on Monday August 11

Heather Cox's questions and your responses

Lesson Topic:

Native Americans

Grade:

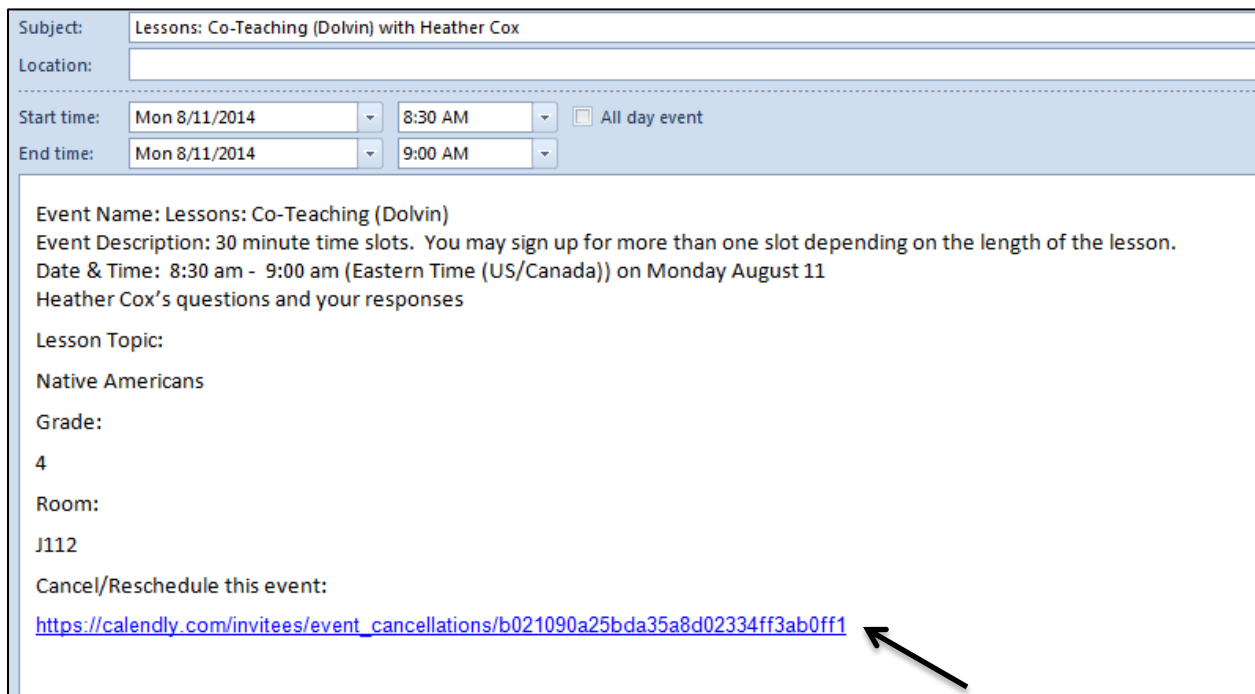
4

Room:

J112

Cancel/Reschedule this event:

[https://calendly.com/invitees/event\\_cancellations/b021090a25bda35a8d02334ff3ab0ff1](https://calendly.com/invitees/event_cancellations/b021090a25bda35a8d02334ff3ab0ff1)

A screenshot of an event confirmation email. The subject is 'Lessons: Co-Teaching (Dolvin) with Heather Cox'. The event is scheduled for Monday, August 11, 2014, from 8:30 AM to 9:00 AM. The event description includes the lesson topic 'Native Americans', grade '4', and room 'J112'. At the bottom, there is a link to cancel or reschedule the event: 'https://calendly.com/invitees/event\_cancellations/b021090a25bda35a8d02334ff3ab0ff1'. A black arrow points from the text below to this link.

If you choose to add it to your Outlook, this is the information you'll receive. If you need to **CANCEL** your scheduled time, click on the link in the calendar event.

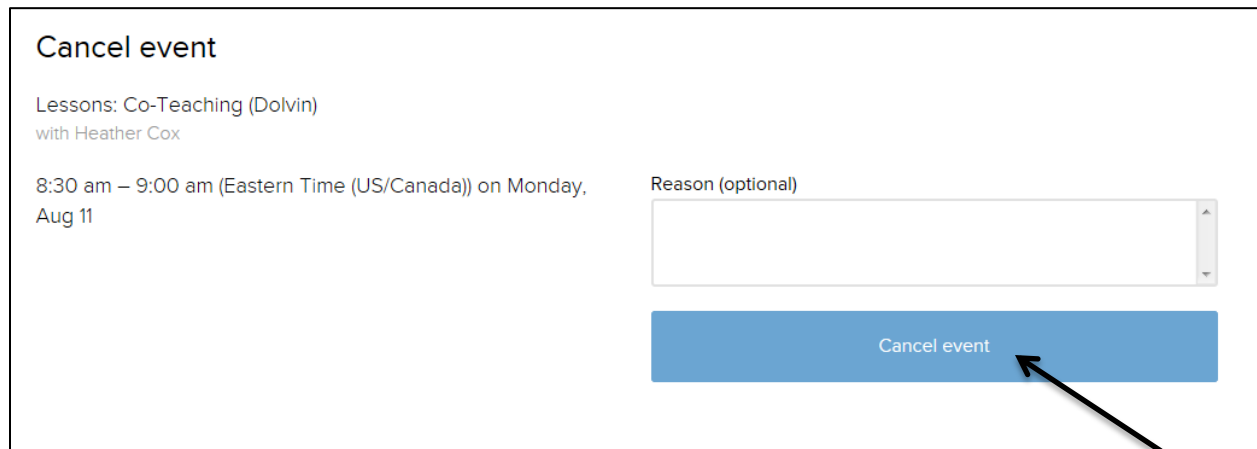
## Step 8

### Cancel event

Lessons: Co-Teaching (Dolvin)  
with Heather Cox

8:30 am – 9:00 am (Eastern Time (US/Canada)) on Monday,  
Aug 11

Reason (optional)



On the cancel page, you can enter a reason, if desired. Select **CANCEL EVENT**.

If you have any questions, please do not hesitate to ask!

E-mail me: [coxh@fultonschools.org](mailto:coxh@fultonschools.org)