

Accepting/Declining a Schedule Request

pd-help.frontlineeducation.com/hc/en-us/articles/115004157547-Accepting-Declining-a-Schedule-Request

The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.

Depending on the form settings, end-users may have the right to accept or decline a scheduled meeting request (such as a Classroom Observation). If you have a pending schedule request, it will appear under "Action Required" in the My Evaluation section.

Legacy: Learning Plan (tab)

Platform: Learning Plan

To accept a Schedule Request, click **Accept Schedule** under the desired schedule request. If you click "Decline Schedule" then the administrator will receive an email to reschedule.

My Requests -

My Evaluation - ?

Scheduled Components

None

Action Required

SLO Development Form - Student Learning Objectives

Status: awaiting form submission

Submitted: 06/14/2018 02:06 PM EDT

Action: [OpenSLO Development Form - Student Learning Objectives](#)

Teacher Observation - Announced Observation

Status: awaiting schedule acceptance

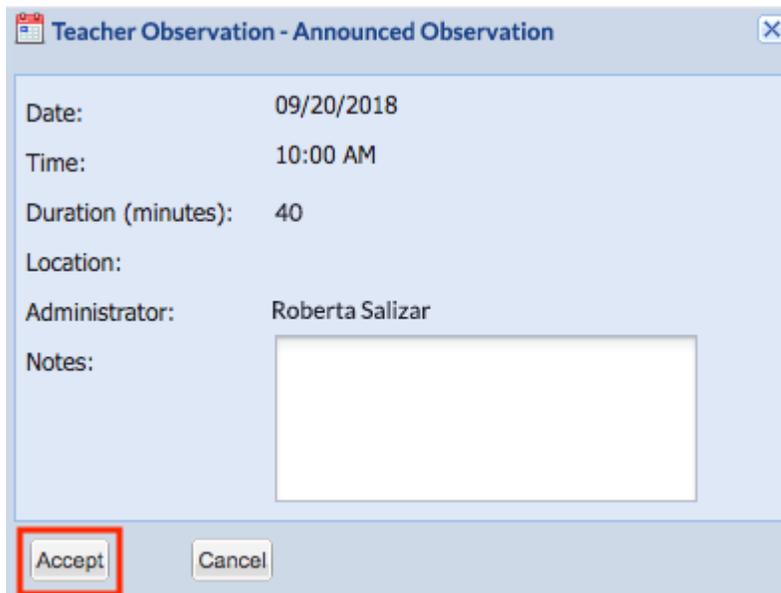
Date: 09/20/2018 10:00-10:00 AM EDT

Where: Classroom 2

With: Roberta Evaluator

Action: [Accept Schedule / Decline Schedule](#)

Review the information in the schedule pop-up and click **Accept**. Once you make this selection, the administrator who initiated the request will automatically receive a notification regarding your acceptance.



The image shows a dialog box titled "Teacher Observation - Announced Observation" with a close button in the top right corner. The dialog contains the following information:

Date:	09/20/2018
Time:	10:00 AM
Duration (minutes):	40
Location:	
Administrator:	Roberta Salizar
Notes:	<input type="text"/>

At the bottom of the dialog, there are two buttons: "Accept" and "Cancel". The "Accept" button is highlighted with a red rectangular border.

Take note that once you select "Accept," the form will move to the Scheduled Components section, and the schedule link will change to "Click to Decline Schedule."

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