Accepting/Declining a Schedule Request

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

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

Review the information in the schedule pop-up and click Accept. An email notification that the request was accepted is automatically sent to the administrator who initiated the schedule request.

Note: The form moves to the Scheduled Components section, and the schedule link changes to Click to Decline Schedule.

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