

JOHN OLIVER SECONDARY

PARENT TEACHER CONFERENCES

Thursday, December 6th, 2018


Sessions: 3pm – 5pm and 6:00 pm – 8:00 pm

Instructions for booking appointments with teachers online (website will open for bookings starting Friday, November 30th at 9am and will close Wednesday, December 5th at noon):

STEP 1: Go to <http://johnoliver.schoolappointments.com> starting Friday, Nov. 30th, 9am.

STEP 2: Click on the “**Register**” tab (top right corner) to create an account. Here you will be directed to provide a few pieces of information, as well as asked to provide a login name and password.

STEP 3: Once registered, parents then log in using their login and password that they previously created. Click on “**Add New Student**” to add your children. Click “**Insert New**” to add more children.

STEP 4: Click on “**date**” icon  (far right) beside each child’s name to schedule appointments. This date icon will not show up until online booking is available on Nov. 30th.

STEP 5: Select the teacher that you would like to make an appointment with then click on “**View Calendars**”. To book with more than one teacher, hold down the “**Crtl**” (control) key and click on each teacher (up to 4 teachers), then click on “**View Calendars**”.

STEP 6: Select the available time slot that you want for each teacher.

STEP 7: Click on “**Book Appointments**”

STEP 8: Click on “**Print Appointments**”

If you wish to change or cancel appointments you may do so prior to Wednesday, December 5th, noon.

If you do not have access to a computer, please call the office so that we may assist.

Please call the school if you have any questions: 604-713-8938