



# Magee Secondary Parent Teacher Conference

## How to Book Teacher Appointments

**Tuesday, January 23<sup>rd</sup>, 2018 3:00 – 6:00 PM in the Large Gym**

We are using the on-line scheduling system ([School Appointments On-line](#)) that will allow parents to book teacher appointments from home. The on-line scheduling system can be accessed at:

<http://magee.schoolappointments.com/>

### **Registration and Booking Period**

Booking begins: Wednesday, January 17<sup>th</sup> at 6:00 PM

Booking closes: Monday, January 22<sup>nd</sup> at 11:00 PM

On this site, you will be able to book, delete and change your appointments during this time frame. It is a good idea to leave at least 5 minutes between interviews to allow yourself time to go from teacher to teacher.

1. Go to the website and click on the "REGISTER" menu tab and create an account. Then login and add your child to the system.
2. After your child has been entered, you will be able to schedule an appointment by clicking the button beside each child's name and then selecting the teachers you would like to schedule appointments with.
3. After selecting the teachers from the list, click the "View Calendars" button to see their calendars. Select an available time slot for each teacher, click it and then click the "Book Appointments" button to save your selections. Repeat this for each student.
4. Sections of the teacher's calendars that are black are not available for booking as the teacher has another commitment at that time. Sections of the calendars that are coloured burgundy are time slots that you as a parent are already booked for other appointments. You will only see burgundy sections when booking appointments for a second or third child.
5. When you are finished you can view your appointments from the "PROFILE" tab by selecting "View Appointments". You can also print your appointments from the view appointments screen.

### **Grade Counsellors**

The counsellors (Mr. Kanavos, Ms. Lercher, Mrs. Tanabe, Ms. Miladinovic and Mrs. Buchanan) will be available for online bookings.

### **Book Early and Arrive Early**

We encourage families to schedule their appointments early as many teachers get booked up quickly. Please be sure to arrive 5-10 minutes before your first scheduled appointment. **There are over 1100 students at Magee, the ability to meet with all teachers is not possible within a three-hour window. We encourage you to book alternate times with teachers you would like to meet during this time.** Teachers' email addresses can be found in the Staff Directory our website.

**We look forward to seeing you on January 23<sup>rd</sup>!**