



UNIVERSITY HILL SECONDARY SCHOOL
3228 Ross Drive, Vancouver, BC V6S 0C6
Telephone: 604-713-8258 • Fax: 604-713-8257

Parents/ Guardians
Re: Online Sign-Up for Parent Teacher Conferences

Parent Teacher conferences are on **Thursday, December 14th, 2017 from 5:30 to 8:00 p.m.**

The online sign-up will be available from:

- Wednesday, December 6th at 7pm until Friday, December 8th, 2017 at 6pm for 4 appointments only.
- If spaces are left, parents will be able to book more appointments on Friday, December 8th, 2017 at 7pm until Monday, December 11th, 2017 at 7am.

Steps:

1. Go to the link: <http://uhill.schoolappointments.com/>

2. Next you will see a login screen and *if you do not have an account*, click on the link below the “login” button.

Login

User ID:

Password:

Remember Login:

Login

[Click here to register if you do not have an account](#)

This is the link you click on.

3. You will need to fill out the *entire* form. Finish by clicking “**Register Now**”.

Here’s an example:

Register for an Account

**** All fields are required ****

Parent First Name:

Parent Last Name:

Phone:

Email Address:
Please enter only one valid email address.

Preferred User ID: (no spaces allowed)
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

Register Now **Clear Form**

4. After successfully completing the form, you will be automatically logged in.

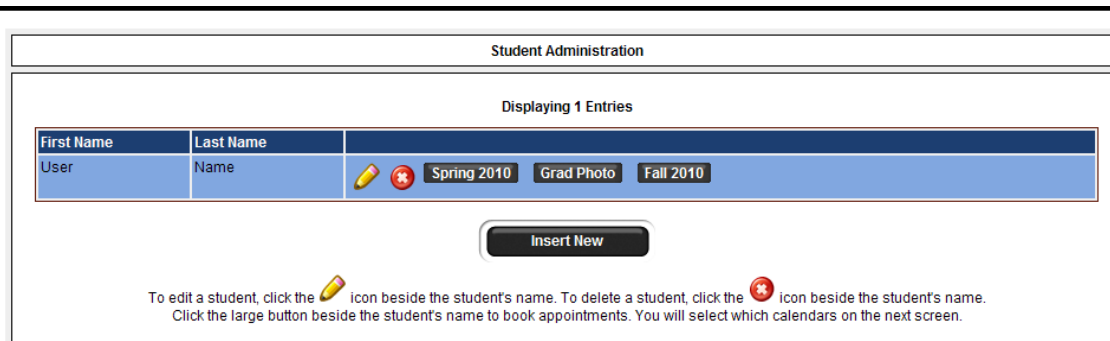
5. Click the “Add a Student” button.

6. Fill out the first and last names of the student and then click “Add New Student”.

Please Note: Steps 1-5 can be done prior to December 6th.



7. You will be taken to the Student Administration page which looks similar to this:





Student Administration

Displaying 1 Entries

| First Name | Last Name |
|------------|-----------|
| User | Name |

Spring 2010 Grad Photo Fall 2010

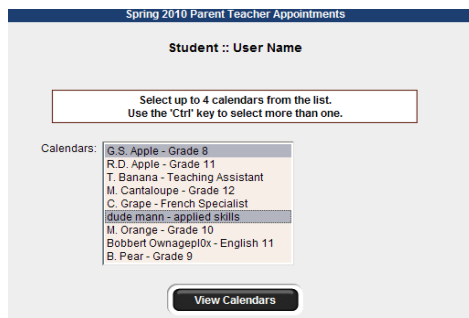
Insert New

To edit a student, click the  icon beside the student's name. To delete a student, click the  icon beside the student's name. Click the large button beside the student's name to book appointments. You will select which calendars on the next screen.

Note: to register another student, click on "Insert New" and follow step 5 again.

8. To schedule appointments for your son or daughter, click on "**November 2017 Parent Teacher Conferences**".

9. A list of teachers will appear. Click on one name to select a teacher and hold the "ctrl" key as you click on a name to select up to four teachers.



Spring 2010 Parent Teacher Appointments

Student :: User Name

Select up to 4 calendars from the list.
Use the 'Ctrl' key to select more than one.

Calendars:

- S. Apple - Grade 8
- R.D. Apple - Grade 11
- T. Banana - Teaching Assistant
- M. Cantaloupe - Grade 12
- C. Grape - French Specialist
- Ivude mann - applied skills
- M. Orange - Grade 10
- Bobbert Owmagepl0x - English 11
- B. Pear - Grade 9

View Calendars

10. After making your selections, click on "**View Calendars**".

11. Make appointments by clicking on the boxes indicating open time selections and finish by clicking on "**Book Appointments**".
Note: You may make up to **four teacher appointments**. Please prioritize appointments for the teachers you want to see the most, as there are not enough appointment time slots for the overall demand.

12. A page showing your listed appointments will appear. To confirm, click "**Book Appointments**" again.

13. If you want to book appointments with another student, follow **Steps 6 to 9** again. If not, then **log out**.

14. **To view your scheduled appointments**, go to the "Profile Tab" at the top and scroll down to "View Appointments" or click on "View Appointments".

15. **If you are unable to get an appointment with the teacher on December 14th and you are concerned about the progress of your child, email your child's teacher to make an appointment for a different day.**

In an attempt to ensure that all parents are able to see some teachers, initially **four appointments** will be available for booking per student.

Translators are also available for booking. Please book the relevant translator at the same time as your teacher appointment.