

## PARENT - TEACHER CONFERENCES

2:00 - 4:00 pm WEDNESDAY, APRIL 26, 2023

2:00 - 4:00 pm THURSDAY, APRIL 27, 2023

6:00 - 8:00 pm THURSDAY, APRIL 27, 2023

Dear Parents,

We continue to strive for academic excellence and encourage our students to do their best. We know that partnerships between home and school are so important because students are more successful when we work together.

If your child is performing below expectations, we recommend that you book an appointment on our on-line appointment booking system. Following are step-by-step instructions to guide you thru the process:

- 1) The booking website is: **boyd.schoolappointments.com/**
- 2) Click on the **“Register”** tab (fill out all info on registration form) and then click **‘Register Now’** (**all parent accounts are deleted from the system at the end of the conference; you will need to create a new account even if you had one last school year**)
- 3) Click **‘Log-in’**, then click **‘Add a Student’**
- 4) Type in your child’s name, click **‘Insert New’**; repeat for each new student
- 5) To make appointments, click the **‘blue calendar button’** on the far right of student’s name
- 6) Select the teacher(s) you wish to book an appointment with. If you want to book multiple teachers, you can do this by holding the **“Ctrl”** key on a PC or the **“Command”** key on a Mac for each teacher you wish an appointment with; Example: If you want to see Aura, Chan, and Gamliel-Komar, hold the **‘Ctrl’** key or **“Command”** key and click on each teacher to highlight, then click **‘View Calendars’**, it will show all the teachers selected
- 7) Select the **date & time** by clicking into the box beside the time (Note: if the time selected is not available, you will not be able to select it)
- 8) Once appointments are selected, click **‘Book Appointment’** at the bottom of the screen to **save**
- 9) You will now see all your appointment times. If not, click the **‘Profile’** tab and select **‘view appointments’** on the pull-down screen
- 10) To print a copy of your appointment times, click the **“Print Appointment”** button, look down to the very bottom of your screen, there you can save or open on a PDF file and print

To make changes/deletions after logging out:

- 1) Go into the website, **‘Login’**, you do not need to register again
- 2) Click **‘Manage Students’**
- 3) Click the red (X) to delete appointment time; if you want to select a new date & time, click the **‘Home’** tab and select **‘Manage Student’** and click the **‘Blue Calendar’**

**\*\*The on-line booking system will be open for parents to make appointments from Wednesday, April 19<sup>th</sup> at 3:00PM to Tuesday, April 25<sup>th</sup> at 9:00PM\*\***

***Note: Students will be dismissed at 1:00PM on Wednesday, April 26<sup>th</sup> and Thursday, April 27<sup>th</sup>, 2023 in order to begin our appointments by 2:00 pm.***

If you have any technical difficulties or are not able to make an appointment, please call Hugh Boyd office at (604) 668-6615.