



Friday, March 1, 2024

Dear Argyle families,

**Argyle's Spring learning conferences** (previously parent teacher interviews) are fast approaching on **Thursday, March 14<sup>th</sup>**. The two session times for the conferences are **2:30 – 4:30pm** and **6:00 – 8:00pm**. Conferences will take place in Argyle classrooms and will last 5 minutes each.

Argyle will be using **School Appointments**, the same online appointment booking system to manage the event as in previous years, which allows parents/ guardians the most flexibility to select their own appointments and book them online. **Please note that the system is a "first-come-first-served" system and appointment slots will fill up quickly.** It is also important that parents talk with their students about who their teachers are or parents have their student's schedule handy when making appointments.

If you set up an account in the Fall, you can use your same login information and follow the steps on the next page to book appointments with teachers. If you have not set up an account before, below are the steps you will need to follow to create an account and book appointments for your student(s). If you are creating a new account, we suggest you complete the first 3 steps to set up or update your user profile now so that when the booking window opens you are ready to book appointments.

**To set up a new account:**

1. Go to: <http://ass.schoolappointments.com>
2. Create a profile (you can do this now, prior to the booking window opening)
  - First step - create a profile, "**Click Here to Register**" at the very bottom of the "Login" Box on the right
  - The school access code is "**Arg**" (*case-sensitive*)
  - Fill in your information and select your User Id and Password
  - The login code is also "**Arg**"
  - Once you create a user profile, you can now add your student(s) using "Manage Students". If you have more than one student attending Argyle, click on the "insert new" button.
  - You will be able to login in and out using your **User Id, Password, and Login code "Arg"**



### Booking Appointments:

- ✓ The first booking window will open on Tuesday, March 5<sup>th</sup> at 5:00pm (book appointments with up to two teachers).
- ✓ The second window will open on Friday, March 8<sup>th</sup> at 12:00pm (unlimited teacher appointments).
- ✓ The booking window will close Sunday, March 12<sup>th</sup> at 11:59pm.
- ✓ You may only book one appointment with each teacher for each student.
- ✓ No appointments will be accepted after this booking window closes. You can contact individual teachers by email if you were not able to book in with them.

Once each booking window opens, go to <http://ass.schoolappointments.com>

- Sign into your account and click on the “Manage Students” button.
- Click on the button listed to the right of your student’s name.
- To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “ctrl” key to click multiple staff members. Each teacher schedule will appear and you can select the time you wish to book.
- Repeat the same instructions if you have a second student. If you do not see the teacher they may not be available for the session.

If you are **unable** to book an appointment with a teacher that you wished to see during the booking windows or are unable to attend on **March 14<sup>th</sup>**, you may request a “call back” for your student and the teacher will contact you. The “call back” button is located at the top of the teacher schedule. The term “call back” is the online term – for our use this may mean any form of communication (email often works best). Keep in mind - teachers of academic classes in particular experience a high volume of requests, so your patience is appreciated.

When your appointments are booked, the screen will display a list of all appointments for each student.

When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. An email reminder will be sent one day prior to the Conferences.

If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact the school at [argyle@sd44.ca](mailto:argyle@sd44.ca) if you need further assistance.

We are looking forward to seeing you at the fall learning conference sessions!

Thank you,

Argyle Administration