



Parent-Teacher Interviews are rapidly approaching and will be held on **Thursday, November 3<sup>rd</sup>, 2016**. The session times for the interviews are **2-4 pm** and **6-8 pm**. Interviews will take place in teacher classrooms and will last 5 minutes.

For the upcoming session, Carson Graham will be using an online appointment booking system to manage Parent Teacher Interviews. This online system allows parents the most flexibility to select their own interviews and book them online. Please note that is a **“first come, first serve”** system and interview slots will fill up very quickly. If you are interested in booking interviews, take note of the booking opening times and act fast!

Below are the steps you will need to follow in order to book appointments for your child. We suggest you complete the first five steps now, so that when the booking window opens, you are immediately ready to book appointments. Please note the User Profile has to be completed once per school year.

1. Proceed to the following website: <http://cgs.schoolappointments.com>
2. To create an account:
  - a. You may also access the appointment system by following the link on the Carson website
  - b. Select **“Click Here to Register”** at the very bottom of the Login Box on the right
  - c. The school access code is **“cgs”** (case-sensitive)
  - d. Fill in your information and select your User ID and Password
3. Once you have created a user profile for your family, this will register you and your child. You can now add your child/children using **“Manage Students”**. If you have more than one child attending Carson, click on the **“Insert new”** button.
4. You will now be able to log in and out using your User ID and Password.
5. You are now ready to make your appointments as soon as the booking window opens. **To prepare to book appointments, make sure you know the names of the teachers you wish to see, as well as the class they teach your child. Also consider the priority of those teachers whom you wish to see. In the case of a teacher who is off on leave, the replacement Teacher-on-Call will attend. Additionally, counsellors are also available for appointments.**

\*\*\* The above steps 1-5 can be done ahead of time.

Step 6 begins Thursday, October 27<sup>th</sup> at 8pm.



**Please note the following important details in relation to booking times:**

- The **first booking window** will be available from **Thursday, October 27<sup>th</sup> at 8 pm to Saturday, October 29<sup>th</sup> at 8pm.**
- In the first window, parents will be **limited to 3 interviews per child.** This will allow maximum opportunity for all parents in our school community to have access to the teachers they need to see the most.
- On **Sunday, October 30<sup>th</sup> at 8am,** a second booking window will open. Parents may add up to 7 more interviews per child (if needed and still available). There will be limited availability at this time. The second window will close on **Monday, October 31<sup>st</sup> at 8pm.**
- No appointments will be accepted after this second window closes on Monday, October 31<sup>st</sup>. Parents will be able to view their bookings at any time up until the Interview day and will receive a reminder email.

6. Once each booking window opens, you may create appointments by signing into your account and clicking on the **“Manage Students”** button. Click on the parent teacher interview button listed to the right of your child’s name. You may make up to three bookings per child in the first window.
7. To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “control” 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 child.
8. If you are **unable** to book a teacher that you wished to see during the second booking window or are unable to attend Parent-Teacher Interviews on Thursday, November 3rd, you may request a “call back” for your child/children 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 name – 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.
9. When your appointments are booked, the screen will display a list of all appointments for each student.
10. 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 interviews.
11. 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 main office at the school.

