



## ÉCOLE SECONDAIRE ARGYLE SECONDARY SCHOOL

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Greetings!

Argyle's **Fall Learning Connections Conferences** are fast approaching. The Fall event date is **Thursday, November 14<sup>th</sup>**. The two session times for the conferences are **2 – 4pm** and **6 – 8pm**. Conferences will take place in classrooms and will last 5 minutes each. As always, we are **strongly encouraging our students to attend with their parents / guardians as they have much to add to the dialogue about their own learning**.

Argyle will be using the same online appointment booking system to manage the event as last year. This online system allows parents the most flexibility to select their own appointments and book them online. **Please note that the system is a “first-come-first-serve” system and appointment slots will fill up very quickly.** It is also important that parents talk with their students about who their teachers are or parents have the student schedule handy when making the appointments. If you are interested in booking appointments, take note of the opening booking times and act quickly!

Below are the steps you will need to follow in order to book appointments for your child(ren). We suggest you complete the first 4 steps to set up your user profile NOW, so that when the booking window opens you are immediately ready to book appointments. Please note that the user profile you created last year has been deleted. The one you create now will work in Spring 2020 as well. The set-up is easy and quick.

1. Proceed to the following website: <http://ass.schoolappointments.com>
  - You may also access the appointment system on the [Argyle Secondary](#) website. Choose “PARENTS” on the top menu bar, and then “Learning Connection Conferences”.
  - 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**” (*It's case-sensitive - so capital “A” and lowercase “r g”*)
  - Fill in your information and select your User Id and Password
  - The login code is also “**Arg**”
2. Once you create 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 Argyle, click on the “insert new” button.
3. You will be able to login in and out using your User Id, Password, and Login code “**Arg**”.
4. You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments make sure that you know the names of the teachers you wish to see, as well as the class they teach your child. You may also consider the priority of whom you wish to see.

**\*\*\* Above steps 1 - 4 can be done ahead of time.**

**Step 5 (on the next page) begins Monday, November 4<sup>th</sup> at 6pm\*\*\***

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

- The **first booking window** will be available from **Monday, November 4<sup>th</sup> at 6:00pm to Thursday, November 7<sup>th</sup> at 3pm.**
- In the first window – parents will be **limited to 3 appointments (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 Thursday, November 7<sup>th</sup> at 6:00 pm, a second booking window** will open. Parents/Guardians may then add up to seven more appointments per child (if needed and still available.) There may be much more limited availability at this time. The second window will close on **Sunday, November 10<sup>th</sup> at 11:59 pm.**
- No appointments will be accepted after this second window closes on Sunday, November 10<sup>th</sup>. Parent/Guardians will be able to view their bookings at any time up until the Conference day and will receive a reminder email.

5. Once each booking window opens, you may create appointments by signing into your account and clicking on the “Manage Students” button. Click on the button listed to the right of your child’s name. You may make up to three appointments per child in the first window.
6. 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 child. If you do not see the teacher – they may not be available for the session.
7. If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Learning Connections Conferences on **Thursday, November 14<sup>th</sup>**, 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 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 high volume requests, so your patience is appreciated. Parents and teachers are able to set-up other times outside of the LCC format.
8. When your appointments are booked, the screen will display a list of all appointments for each student.
9. 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.
10. 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.