

School Appointments - Parent Instructions

Site Link: <https://dorothylynas.schoolappointments.com>

Register for an account by clicking the "**REGISTER**" menu tab or the "Click Here to Register" message in the Login box. Then fill in the on-line form. Your email address will become your User ID. Create a password for yourself and then click the "**Register Now**" button.

The image shows two screenshots of the Dorothy Lynas Elementary School Appointments Web Site. The left screenshot shows the main navigation bar with tabs for LOGIN, HELP, FORGOT PASSWORD, and REGISTER. Below the navigation bar is a Login box with fields for Email Address, Password, and a Remember Login checkbox. A "Click Here to Register" link is also present. The right screenshot shows the "Register for an Account" form. It includes fields for Your First Name, Your Last Name, Home Phone, and Email Address. A note states: "Your email address will be your user ID for access to the application." There are also fields for Enter Your Password and Enter Your Password Again. A language selection section is available with radio buttons for English, Français, Español, 简体中文, Japanese, Tiếng Việt, 한국어, हिंदी, ਪੰਜਾਬੀ, and العربية. A "Register Now" button is at the bottom.

Add your children into the system by clicking the "**Add a Student**" button

The image shows a screenshot of the Dorothy Lynas Elementary School Appointments Web Site. The top navigation bar includes tabs for HOME, PROFILE, INFORMATION, HELP, CHANGE PASSWORD, and LOGOUT. Below the navigation bar is a welcome message: "Welcome to the Dorothy Lynas Elementary on-line parent teacher interview booking system. Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system." A central message box states: "On-line appointment booking is not available at this time. There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period." Below this message are three buttons: "Add a Student", "Manage Students", and "View Appointments".

Fill in your child's name and division. You can change the child's last name if different from your own. Click "Insert" button.

Insert New

First Name:

(Please enter student's common name)

Last Name:

Class Division:

Insert

If needed, click "Insert New" button to add more children and repeat the above process.

Manage Students

Record Has Been Inserted

--- Displaying 1 Entries ---

First Name	Last Name	
Billy	Student	

Insert New

Record Has Been Inserted

--- Displaying 2 Entries ---

First Name	Last Name	
Billy	Student	
Lucy	Student	

Click the "date" icon beside each child's name to schedule appointments.

Select the staff you wish to book appointments with and then click the "View Calendars" button.

NOTE: The date icon will only be visible once the system is open to accept bookings.



Parent/Teacher Conferences December 2017

Student :: Billy Student 0/6

--- No Appointments ---

Hold the 'Ctrl' or 'Command' key to select ALL the Teachers that you wish to view at one time.

--- Appointments per Student: 6 ---

Calendars: (Hold the 'Ctrl' or 'Command' key to select more than one.)

Parent/Teacher Conferences December 2017

Badesha, Tajinder - E06
Barnett, Karen - ELL
Borak, Martine - F01
Davidson, Lindsay - F11
Denny, Alaina - E01
Dickson, Fran - ELL
Fraser, Caitlin - F06
Fulton, Lindy - E05
Gonzalez, Lynn - F04
Hogan, Dan - E03
Huime, Myles - F03
Jones, Taylor & Roe, Ashley - E08
Karmali, Bergees - E13
Labrecque, Lindsay & Megan, Wheatley - F08

View Calendars

Home Page

Once in the calendar view, click on any of the available time slots to book your appointments. Your child's name will appear in the box. Bookings are automatically saved.

Student :: Billy Student - 1/6

Please note: There will be early dismissal at 2:00pm on Monday December 11, Tuesday December 12 and Wednesday December 13 only. Regular dismissal at 3:00pm on other days.

Appointment Date :: Monday December 11, 2017	
	Denny, Alaina E01
7:30 AM - 7:45 AM	
7:45 AM - 8:00 AM	
8:00 AM - 8:15 AM	
8:15 AM - 8:30 AM	

Appointment Date :: Monday December 11, 2017	
	Denny, Alaina E01
2:00 PM - 2:15 PM	Unavailable
2:15 PM - 2:30 PM	Billy Student
2:30 PM - 2:45 PM	
2:45 PM - 3:00 PM	Unavailable
3:00 PM - 3:15 PM	

When you area done, choose the HOME tab at the top of the screen. You can then choose "View Appointments" or "Print appointments"

Logout

HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

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Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system.

Manage Students

View Appointments

Print Appointments