



Greetings!

Parent-Teacher-Student Conference are rapidly approaching – they will be held on **Thursday February 7**. The two session times for the interviews are **2pm – 4pm** and **6pm – 8pm**. Conferences will take place in teacher classrooms and will last 5 minutes.

Continuing our efforts in “Making Learning Visible and Building Conenctions,” we would like to invite students to be part of the Parent-Teacher-Student Conference process. Students are encourage to attend each conference with their parents, and lead the conversation on their individual learning process.

Handsworth will once again be using an online appointment booking system to manage Parent-Teacher-Student Conference. This online system allows parents the most flexibility to select their own interviews and book them online. Please note the system is a “**first-come-first-served**” system and interview slots will fill up very quickly. If you are interested in booking interviews, please take note of the opening booking 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 4 steps either confirming or setting up your user profile 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. If you have forgotten your password from the last school term, please follow the instructions under the “Forgot Password” tab on the appointment website.

****Parents who created an account for the fall PTI do not need to create a new account, your account is still active. Please skip to step 6.****

(1.) Proceed to the following website: <http://handsworth.schoolappointments.com>

(2.) To create an account (if you have not already set up an account from last school term)

- You may also access the appointment system by following the link on the Handsworth website and choose the “PARENTS” link across the top
- 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 “**hss**” (*case-sensitive*)

- Fill in your information and select your User Id and Password
 - The login code is also “hss”
- (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 Handsworth, 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 on January 25 at 6:00pm.

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. You may also consider the priority of whom you wish to see.

****** It is Recommended for parents to complete step 1-5 prior to the day of registration.***

Step 5 begins Friday January 25 at 6pm***

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

- The **first booking window** will be available from **Friday, January 25 at 6:00 pm to Monday, January 28 at 12:00 pm**.
- 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 Monday, January 28 at 6:00 pm 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 **Friday February 1 at 3:00 pm**.
- No appointments will be accepted after this second window closes on **Friday February 1**. 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 book 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 "ctrl" key to click multiple staff members. Each teacher's schedule will appear and you can select the time you wish to book. Repeat the same instructions if you have a second child.
- (7.) 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-Student Conference on Thursday February 7, 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. "Call back" 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.
- (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 interviews.
- (10.) If you are having difficulties with any aspect of this system, please try the "help" button and see "instruction guide for parents."

The Schedule for the Thursday, February 7, and Friday February 8 are as follows:

Adjusted Schedule for Thursday, February 7, 2019

Block 1 - 8:30 to 9:30
Block 2 - 9:35 to 10:35
Block 3 - 10:40 to 11:40
Lunch - 11:40 to 12:20
Block 4 - 12:20 to 1:20

Adjusted Schedule for Friday, February 8, 2019

Block 1 - 9:30 to 10:30
Block 2 - 10:35 to 11:35
Block 3 - 11:40 to 12:40
Lunch - 12:40 to 1:10
Block 4 - 1:10 to 2:10