



WINDSOR SECONDARY SCHOOL

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Greetings Windsor Families!

The Fall session of **Parent-Teacher Learning Conferences** (also known as Parent-Teacher Interviews) is fast approaching! The event date is **Thursday November 13th**. Conferences will last 5 minutes each and be held in classrooms. The two session times for the conferences are: **2pm – 4pm** and **5:30pm – 7:30pm**. Please note that we will be following an alternate bell schedule on both November 13th and 14th, with an early dismissal both days at 1:00 pm. The schedule will be posted on the website as the date nears.

Windsor will be using the online appointment booking system called *School Appointments Online* to manage the event. This online system, which is the same as last year, allows families the most flexibility to select their own appointments and book them online. Please note that the system is on a “first-come-first-serve” system and appointment slots will fill up very quickly. It is also important that families know their child’s teacher names or 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 setting up your user profile NOW**, so that when the booking window opens you are immediately ready to book appointments. Note the account and password will remain active for this school year.

- (1.) Proceed to the following website: <http://windsorsecondary.schoolappointments.com>
 - First step - create a profile, “**Click Here to Register**” at the bottom of Login Box on the right
 - The school access code is “**Windsor**” (*It’s case-sensitive - so capital “W” and lowercase i n d s o r*)
 - Fill in your information and select your User Id and Password
- (2.) Once you create a user profile for your family, this will register you and your child(ren). You can now add your child / children using “Manage Students”. If you have more than one child attending Windsor, click on the “insert new” button.
- (3.) You will be able to login in and out using your User Id, Password. If the system ever asks for a **Login code** always use “**Windsor**”.
- (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 request as the first window will be limited. (see next page for details!)

***** Above steps 1 - 4 can be done ahead of time (we suggest NOW 😊).**
Step 5 (on the next page) begins Wednesday October 29th at 7pm***

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

- The **first booking window** will be available from **Wednesday October 29th at 7:00 pm** to **Sunday, November 2nd at 11:59pm**.
- In the first window – families will be **limited to 5 appointments (per child.)** This will allow maximum opportunity for all families in our school community to have access to the teachers they need to see the most.
- **On Monday, November 3rd at 7:00 pm**, a **second booking window** will open. Families may then add 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 **Thursday, November 6th at 11:59 pm**.
- No appointments will be accepted after this second window closes on **Thursday, November 6th**. Parent/Guardians will be able to view their bookings at any time up until the Conference Day.

- (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 five 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 Conferences on **Thursday, November 13th**, please contact the teacher directly to set up an alternate appointment. This can be any date and time at the convience of yourself and the teacher. Click here for staff emails [Staff Info - École Windsor Secondary \(sd44.ca\)](mailto:Staff Info - École Windsor Secondary (sd44.ca)). Keep in mind - teachers of academic classes in particular experience a high volume of requests, your patience is appreciated. When your appointments are booked, the screen will display a list of all appointments for each student.
- (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. A general reminder will be sent to all families prior to the Conferences.
- (10.) If you are having difficulties with any aspect of this system, please try the “help” button. You can also email Shannon Sekora at ssekora@sd44.ca if you need further assistance.

We are delighted to invite you into Windsor for these sessions and hope you will be able to join us.

Thank you,

Greg Hockley, Jenn Tieche, and Caren Hall

Windsor Admin Team