



Carson Graham Fall 2021 Parent - Student - Teacher Virtual Interview

Dear Parent and Guardians,

Parent-Teacher Interviews are rapidly approaching – they will be held on **Wednesday October 20th**. The two session times for the interviews are **2pm – 4pm** and **6pm – 8pm**. Our interviews will be conducted virtually via MS Teams. Each interview will be a maximum of 10 minutes in length.

Carson Graham will be using Microsoft Bookings to schedule interviews this year. By using Microsoft Bookings, the system will automatically generate a MS Teams Meeting invitation to your email and also add the meeting to your Outlook calendar (if you are currently use outlook.) This system allows families 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!

The booking website will be open from **Tuesday, October 12th to Tuesday, October 19th**.

To schedule your appointments:

- 1) *Have a list of your students classes and the teachers you wish to see*
- 2) *The Link to the Carson Graham Booking Site will be sent home on Tuesday, October 12th @ 7pm and will also be available on our school website.*
- 3) *Select October 20th, 2021*

The screenshot shows the Carson Graham Booking website. At the top, there is a red header with the school logo and the text "Carson Graham Booking". Below the header, there is a dark red box containing the text "Carson Graham 2021-2022 Fall PTI", "10 minutes", and "Free". The main content area shows a calendar for October 2021. The date October 20th is highlighted with a red circle. To the right of the calendar, there is a "Select staff (optional)" dropdown menu with "Anyone" selected. The calendar grid shows the following times for each day:

Day	Time Slots
Su	
Mo	
Tu	
We	
Th	
Fr	1 2
Sa	
3	2:00 pm 2:10 pm 2:20 pm
4	
5	
6	
7	
8	
9	
10	2:30 pm 2:40 pm 2:50 pm
11	
12	
13	
14	
15	
16	
17	3:00 pm 3:10 pm 3:20 pm
18	
19	
20	
21	
22	
23	
24	3:30 pm 3:40 pm 3:50 pm
25	
26	
27	
28	
29	
30	
31	4:00 pm 4:10 pm 4:20 pm
	4:30 pm 4:40 pm 4:50 pm

4) Click the drop down menu and select the staff you wish to book an appointment with.



Select staff (optional)

Anyone	▼
Anyone	
Leina Richter	Available
Rob Walker	Available
Frank Lee	Available
Chelsea Carlson	Available

5 Select a time that is available for that staff member

*** space out your appointments so that you are not in a rush to log in to back-to-back appointments***

October 2021

Su	Mo	Tu	We	Th	Fr	Sa			
					1	2			
3	4	5	6	7	8	9	2:00 pm	2:10 pm	2:20 pm
10	11	12	13	14	15	16	2:30 pm	2:40 pm	2:50 pm
17	18	19	20	21	22	23	3:00 pm	3:10 pm	3:20 pm
24	25	26	27	28	29	30	3:30 pm	3:40 pm	3:50 pm
31							4:00 pm	4:10 pm	4:20 pm
							4:30 pm	4:40 pm	4:50 pm

Select staff (optional)

Justin Wong	▼
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A red arrow pointing from the calendar grid towards the 2:20 pm time slot.

All times are in (UTC-08:00) Pacific Time (US & Canada)

6) Scroll to the bottom of the page and fill in the necessary information.

31

7:00 pm 7:10 pm 7:20 pm
7:30 pm 7:40 pm 7:50 pm

All times are in (UTC-08:00) Pacific Time (US & Canada)

Add your details

Name

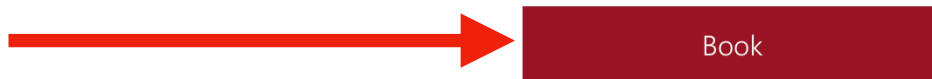
Email

Phone number

Provide additional information

Student's name

7) Click on "Book"



8) You will see you this screen, and to book another appointment select "New Booking."

Carson Graham 2021-2022 Fall PTI
Free

Wednesday, October 20, 2021
2:20 pm (UTC-08:00)

Justin Wong

Reschedule
Cancel booking
New booking

All times are in (UTC-08:00) Pacific Time (US & Canada)

9) For each appointment you will receive an email confirmation with the MS Teams meeting link. **** Please do not delete this email as it contains the link to the virtual meeting ****

Your appointment will be with Justin Wong.

Carson Graham Booking
604-903-3555
<http://carsongraham.ca/>

[Manage Booking](#)

Join Teams Meeting

en-US
https://teams.microsoft.com/l/meetup-join?19%3ameeting_MTA1Nzc4MmEIMmYxMy00MTUzLThiOWIiYmZhN2NkZDFjZGEx%40thread.v2/0?context=%3a%22id%3a%22%3e%22%3a%22e1ad546-f8d5-4f7a-860e-273867a353a0%22%3c%22%3a%225e9ab45a-a5ff-469f-ae65-a36d644acc0%22%3d%7d

If you need a local number, get one here. And if you've forgotten the dial-in PIN, you can reset it.

Learn More <https://aka.ms/JoinTeamsMeeting> | Meeting options: https://teams.microsoft.com/meetingOptions?organizerId=5e9ab45a-a5ff-469f-ae65-a36d644acc0&tenantId=9e1ad546-f8d5-4f7a-860e-273867a353a0&threadId=19_meeting_MTA1Nzc4MmEIMmYxMy00MTUzLThiOWIiYmZhN2NkZDFjZGEx@thread.v2&messageId=0&language=en-US

If you are unable to schedule an appointment with a teacher, parents and guardians are always welcome to email teachers directly for information about their student's progress.