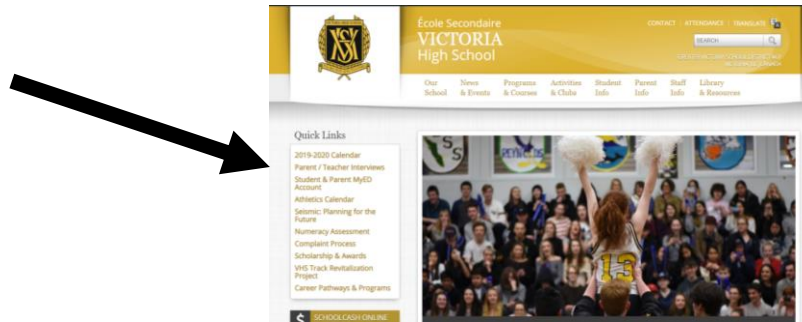


PARENT / TEACHER MEETINGS

Parent Teacher Meetings are being held on **February 23rd from 4:00 pm to 6:00 pm via Zoom**. Telephone meetings can also be scheduled. Meetings are booked on-line using Microsoft Booking. Parents / Guardians are able to easily access the system and **book appointments from Feb 11th at 8:00 am until Feb 18 at 4:00 pm** on a first-come basis. You will need the names of the teachers that you would like to meet with (please ask your student for teacher names).

How to Book Parent / Teacher Meetings

1. Click Parent / Teacher Meetings, under “Quick Links” on the Vic High website (www.vichigh.sd61.bc.ca)



2. Booking an appointment using **Microsoft Bookings**: The link for this is in the email sent out on Friday.
<https://outlook.office365.com/owa/calendar/VictoriaHighSchool@gvsd61.onmicrosoft.com/bookings/>

- a. Select a ‘Service’ (Victoria High Teachers A-H or I-O or P-Z).
- b. Select October 6th from the **Calendar**.
- c. Choose your child’s teacher from **Select Staff**
- d. Choose a meeting time from the available options. If a time is not available it has already been booked. If all time slots are filled, please email the teacher directly to make alternate arrangements.
 - i. Note: If you are participating in more than one Zoom or phone meeting you should space your appointments to allow time to finish one meeting and join another.

A screenshot of the Microsoft Bookings interface for Victoria High School. The interface shows a list of services, a calendar for October 2021, and a dropdown menu for selecting staff. Callout boxes with arrows point to specific elements: 'Select a Service from the list. A-H or I-O or P-Z' points to the 'Victoria High Teachers A-H' service; 'Choose your child's teacher from the dropdown menu.' points to the 'Select staff (optional)' dropdown; 'Select the date designated for Parent Teacher Meetings – Dec8, 2021' points to the date '6' on the calendar; and 'Choose a meeting time from the available options. If a time is not available it has already been booked.' points to the time slots for October 6th.

Select a **Service** from the list.
A-H or I-O or P-Z

Choose your child's teacher from the dropdown menu.

Select the date designated for Parent Teacher Meetings – Dec8, 2021

Choose a meeting time from the available options. If a time is not available it has already been booked.

Service	Duration
Victoria High Teachers I-O	10 minutes
Victoria High Teachers A-H	10 minutes
Victoria High Teachers P-Z	10 minutes
TEST	10 minutes

October 06

Time	Availability
4:00 pm	Available
4:10 pm	Available
4:20 pm	Available
4:30 pm	Available
4:40 pm	Available
4:50 pm	Available
5:00 pm	Available
5:10 pm	Available
5:20 pm	Available
5:30 pm	Available
5:40 pm	Available
5:50 pm	Available

- e. Under **Add Your Details**, enter parent name, email address and phone number.
 - i. Under notes, please enter any additional notes you would like to message to your child's teacher (Optional).
- f. Under Provide Additional Information, please enter your child's name and if you prefer a Zoom (virtual) or phone meeting.
- g. When all information is added, click **Book** to complete your booking.

3. Parents / Guardians will receive a Zoom meeting invitation on Tuesday Dec 7th which is the day before the Zoom meeting. The following link provides step by step instructions to join a Zoom meeting.

https://docs.google.com/document/u/1/d/e/2PACX-1vQWX3KMu0Xa9_vGYITiWr-unK4yixhPu5Z1WHqbnguJwnsFjv0uoal1v7J9sY1mDVN-wjMqhCsus-du/pub

Please sign in to your Zoom meeting 10 minutes prior to your scheduled time and wait to be given access. Your student's teacher will invite you in to the meeting as close to your scheduled time as possible.

If you selected a phone meeting, please be available at your designated time.