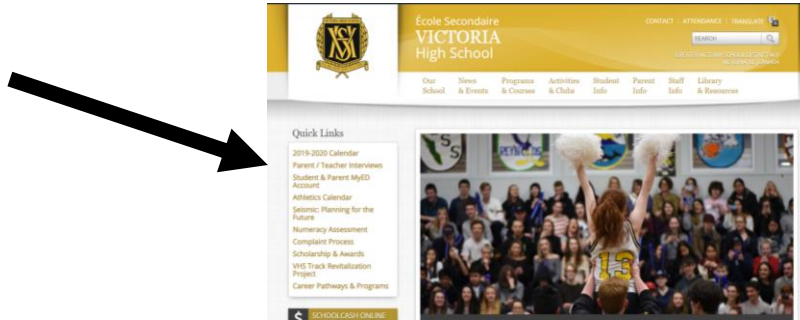


# PARENT / TEACHER MEETINGS

Parent Teacher Meetings are being held on **May 11<sup>th</sup> 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 Apr 29<sup>th</sup> at 8:00 am until May 6 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](http://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-G or H-M or O-Z).
- b. Select the correct date 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-G or H-M or O-Z' points to the 'Victoria High Teachers A-H' service; 'Select the date designated for Parent Teacher Meetings' points to the date '6' in the calendar; 'Choose your child's teacher from the dropdown menu.' points to the 'Select staff (optional)' dropdown; 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 (4:00 pm to 5:50 pm) for the selected date.

- 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.

The image shows a two-part booking form. The top section, titled "Add your details", contains fields for Name, Email, Address (optional), and Phone number. To the right of these fields is a "Notes (optional)" text area with the prompt "Please let us know if you have any special requests. Thank you." The bottom section, titled "Provide additional information", contains a field for "What is your child's name?", a dropdown menu for "Do you prefer a Zoom (virtual) or phone meeting?" with "--select an option--" as the current selection, and a checkbox labeled "Please ensure that you've selected your child's teacher for your meeting." At the bottom center of the form is a brown "Book" button. Four callout boxes with arrows point to specific parts of the form: one points to the Name/Email/Address/Phone fields, another points to the Notes field, a third points to the child's name field, and a fourth points to the Book button.

3. Parents / Guardians will receive a Zoom meeting invitation on Tuesday May 10 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](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.