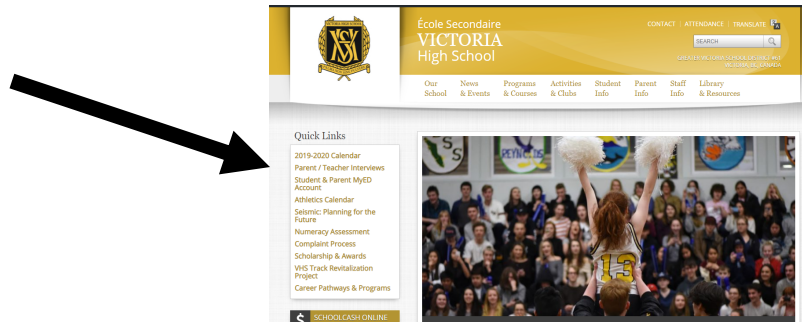


# PARENT / TEACHER MEETINGS

Parent Teacher Meetings are being held on **October 26<sup>th</sup> from 3:00-5:00pm and 5:30-7:30pm at Vic High Topaz (923 Topaz Ave).** Meetings are booked on-line using Microsoft Booking. Parents / Guardians are able to easily access the system and **book appointments from October 18th at 9:00 am until October 21 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**:

<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.

A screenshot of the Microsoft Bookings interface for Victoria High School. The interface shows a list of services, a calendar for October 2021, a staff selection dropdown, and a grid of available meeting times. Four callout boxes with arrows provide instructions: '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' on 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 grid.

Select a **Service** from the list.  
A-G or H-M or O-Z

Select the date designated for Parent Teacher Meetings

Choose your child's teacher from the dropdown menu.

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

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

October 06

< > October 2021

Su	Mo	Tu	We	Th	Fr	Sa
			6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select staff (optional)

Anyone

4:00 pm	4:10 pm	4:20 pm
4:30 pm	4:40 pm	4:50 pm
5:00 pm	5:10 pm	5:20 pm
5:30 pm	5:40 pm	5:50 pm

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

- 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. When all information is added, click **Book** to complete your booking.

Teachers O-Z  
8 minutes

October 26

< > October 2022

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

Select staff (optional)  

Anyone

3:00 pm	3:08 pm	3:15 pm
3:16 pm	3:23 pm	3:24 pm
3:31 pm	3:32 pm	3:39 pm
3:40 pm	3:47 pm	3:48 pm
3:55 pm	3:56 pm	4:03 pm
4:04 pm	4:11 pm	4:12 pm

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

Add your details

Enter your name, email address and phone number.

Name

Email (optional)

Address (optional)

Phone number (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

Under Notes, please enter any additional notes you would like to message to your child's teacher.

Provide additional information

Enter your child's name.

What is your child's name?

☐ Please ensure that you've selected your child's teacher for your meeting.

Book

Press **Book** to complete your booking.