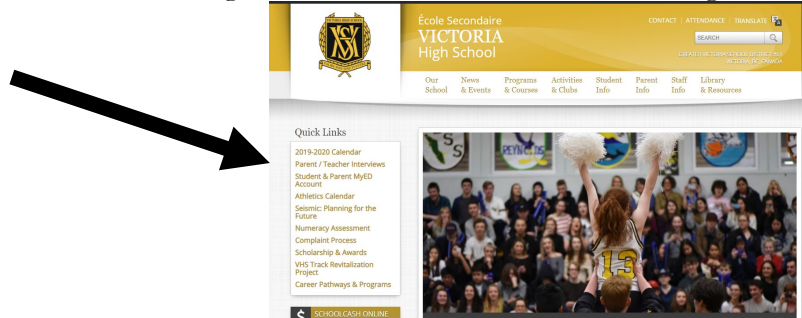


PARENT / TEACHER MEETINGS

Parent Teacher Meetings are being held on **March 15 from 3:00-5:00pm and 5:30-7:30pm at Vic High Topaz (923 Topaz Ave)** in the gym. Meetings are booked on-line using Microsoft Booking. Parents / Guardians are able to easily access the system and **book appointments from March 3 at 9:00 am until March 10 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

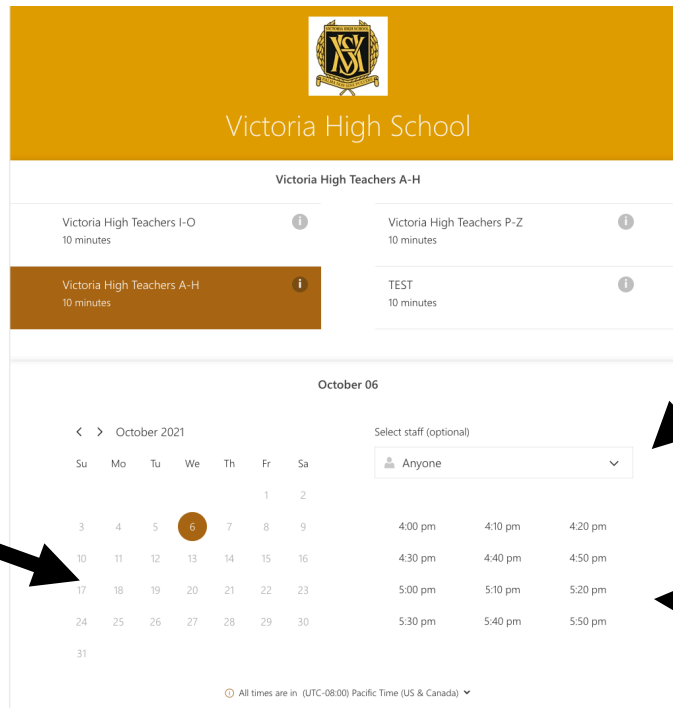
1. Click Parent / Teacher Meetings, under “Quick Links” on the Vic High website (www.vichigh.sd61.bc.ca)



2. Booking an appointment using **Microsoft Bookings**:

<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.



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.

- 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.

The screenshot shows a web interface for booking a meeting. At the top, a brown header bar contains the text "Teachers O-Z" and "8 minutes" next to an information icon. Below this is a calendar for "October 26" with a grid of dates from Sunday to Saturday. To the right of the calendar is a "Select staff (optional)" dropdown menu currently set to "Anyone". Below the calendar and staff selection is a table of time slots in 5-minute increments from 3:00 pm to 4:12 pm. A note below the table states "All times are in (UTC-08:00) Pacific Time (US & Canada)".

The interface is divided into two main sections: "Add your details" and "Provide additional information".

Add your details: This section contains four input fields on the left: "Name", "Email (optional)", "Address (optional)", and "Phone number (optional)". On the right, there is a text area for "Notes (optional)" with a prompt: "Please let us know if you have any special requests. Thank you." A callout box on the left points to the "Name" field with the text "Enter your name, email address and phone number." A callout box on the right points to the "Notes" field with the text "Under Notes, please enter any additional notes you would like to message to your child's teacher."

Provide additional information: This section contains a single input field labeled "What is your child's name?". A callout box on the left points to this field with the text "Enter your child's name." Below the input field is a checkbox with the text "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. A callout box on the right points to this button with the text "Press **Book** to complete your booking."