

## Parent / Teacher Meetings

Parent Teacher Meetings are being held on March 12th from 3:30pm - 5:00pm and 5:30pm - 7:00pm at Vic High (1260 Grant Street). Meetings are booked online using Microsoft Booking. Parents and guardians are able to easily access the system and **book appointments from Tuesday, March 4<sup>th</sup> at 3:30 pm to Monday, March 10<sup>th</sup> at noon on a first come first served basis.** You will need the names of the teachers that you would like to meet with (please ask your student for their teachers' names).

*How to book Parent/Teacher Meetings:*

1. Click Parent/ Teacher Meetings under 'Quick Links' on the Vic High website (<https://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 (March 12)**
- 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.

The screenshot shows the Victoria High School website interface for booking parent-teacher meetings. At the top is the school's crest and name. Below is a section titled 'Teachers H-N' with three tabs: 'Teachers A-G 8 minutes', 'Teachers H-N 8 minutes' (which is selected and highlighted in brown), and 'Teachers O-Z 8 minutes'. Below the tabs is a calendar for 'October 30' with a grid showing dates from 6 to 31, where the 30th is highlighted. To the right of the calendar is a 'Select staff (optional)' dropdown menu currently set to 'Anyone'. Below the staff selection is a grid of meeting time slots in 8-minute intervals, ranging from 3:30 PM to 6:16 PM. Three callout boxes with arrows point to specific elements: one points to the 'Teachers H-N' tab, another points to the date '30' on the calendar, and a third points to the 'Select staff (optional)' dropdown menu. A fourth callout box points to the time slot grid.

Select a service from the list  
(A-G or H-M or N-Z)

Select the date determined by your school for parent teacher meetings

Choose your child's teacher from the drop down menu

Choose a meeting time from the available options. If a meeting 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)

The image shows a two-step booking form. The first step, titled "Add your details", contains four input fields: "First and last name \*", "Email (optional)", "Address (optional)", and "Phone number (optional)". To the right of these fields is a "Notes" section with a text area labeled "Add any special requests (optional)". A callout box on the left points to the name, email, and phone number fields with the text "Enter your name, email address and phone number". A callout box on the right points to the notes text area with the text "Please enter any additional notes you would like to message to your child's teacher". The second step, titled "Provide additional information", contains a text input field for "What is your child's name?". Below this field is a checkbox labeled "Please ensure that you've selected your child's teacher for your meeting.". A callout box on the left points to the name field with the text "Please enter your child's name". At the bottom of the form is a brown "Book" button. A callout box on the right points to the "Book" button with the text "After you've confirmed you've selected your child's teacher, please select Book to complete the booking".

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

**Note:** We strongly recommend that parents/guardians DO NOT book back to back appointments as this will allow time for transitioning from teacher to teacher between appointments as teachers' locations will be spread out. Appointment slots are 8 minutes each.