

*Mr. C. Lawson  
Mr. S. Wiseman  
Mr. M. Brooks*

## **PARENT/TEACHER CONFERENCE SCHEDULING**

**Parent Teacher Conferences for all students will be held on Friday, April 6, 2018 from 12:40 p.m. – 2:30 p.m.** The on-line appointment scheduler opens on Monday, March 12, 2018 at 12:00 p.m. to book appointments.

**All Students will be dismissed at 11:59 a.m. on Friday, April 6.  
Busses will be running early for students that are in catchment ONLY.**

**Scheduling Parent Teacher Appointments Can be Easy for Everyone!!!**

**Follow the instructions  
below . . . . .**

### ***PARENT REGISTRATION***

Parents go to the following website <http://gwg.schoolappointments.com/>  
Click on the “Register” tab and fill in the registration form to create your account. Once you have successfully registered, you can login to the system, and then register your children by name.

### ***TO BOOK APPOINTMENTS***

#### ***Select Teachers***

You can schedule appointments for any children that you have added to the system by clicking on the “Appointments” button beside your child’s name. You will then be taken to a page where you select the teachers with whom you wish to meet. Multiple teachers can be selected by using the “Ctrl” key on a PC keyboard or the “Command” key on a Macintosh keyboard.

#### ***Teacher Appointment Calendars***

The calendars of the selected teachers will be shown to you. It also shows you appointment times that are unavailable for booking. Select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. If no appointments are available, click on the call back button at the top of the list.

It is not possible for you to select more than one appointment at the same time or to select more than one appointment with the same teacher. Javascript enabled browsers are required for validation on the screen.

*Mr. C. Lawson  
Mr. S. Wiseman  
Mr. M. Brooks*

### **Appointments Booked Successfully**

Once the appointments are booked the screen will display the list of appointments for your child. Click on the “Return to Home Page” button and you will return to the home page with your child’s appointments listed. You can book additional appointments, or you can book appointments for another child.

### **Parents with More Than One Student**

If you have more than one child at the school, the teacher appointment calendars will have an additional feature displayed with the second (or third, etc.) child bookings are made. If a sibling has an appointment booked, the child’s name will be displayed for you, thus making it easier to book adjacent appointments.

### **Printing Parent Appointment Schedule**

From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the “Print Appointments” button a window will pop-up asking you what you wish to do with the document. In Internet Explorer, it is recommended that you click the “Save” button, save the file and then click “Open” to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Click “Open” after the download is complete to view the PDF.

### **Parent Schedule PDF**

The generated PDF will list the appointment times, your child’s name and the teacher with whom the appointment is booked.



***Parent Instruction are also available on-line under the “HELP” tab!!***