



## Parent Teacher Conferences – for November 24, 2016 <http://southwood.schoolappointments.com>

### ***Parent Registration***

Parents click on the “Register” tab and fill in the registration form to create an account. Once parents have successfully registered, they can login to the system and then must register their students by name.

### ***To Book Appointments***

#### **Select Teachers**

Parents can schedule appointments for any student that they have added to the system by clicking on the “Appointments” button beside the student’s name. The parent is then taken to a page where they can select the teachers with whom they 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**

Parents are shown the calendars of the selected teachers. It also shows them appointment times that are unavailable for booking. Parents can 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 parents 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.

#### **Appointments Booked Successfully**

Once the appointments are booked the screen will display the list of appointments for the student. When the parent clicks on the “Return to Home Page” button, they will return to the home page with their students and their appointments listed. They can book additional appointments, or they can book appointments for another student.

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

If a parent has more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student’s name will be displayed for a parent, 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 the parent what they wish to do with the document.. In Internet Explorer, it is recommended that people 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, the student and the teacher with whom the appointment is booked.

**Please register for an appointment with the classroom teacher between November 1 - 21.** You will also be able to book online appointments for the Music Teacher (Karla Brown) and Gym Teacher (Cheryl Chernos). If you are having difficulties creating an appointment online, you may call the school for assistance (204-326-3518).