# PARENT-TEACHER CONFERENCES Location: Gladstone Gym

November 21, 2024

Session A: 2:30 pm – 4:15 pm Session B: 5:00 pm – 6:30 pm

Parents/Guardians can book appointment times for Parent-Teacher Conferences ONLINE: <a href="http://gladstonesec.schoolappointments.com">http://gladstonesec.schoolappointments.com</a>

Online Appointment Bookings will start on: Tuesday Nov 12 at 9:00 AM. Appointment Bookings cut-off: Thursday November 21 at 10am.

**Note:** Students will be dismissed at 2:05 PM on Thursday, November 21.

Please follow the instructions attached to book your appointments.

These instructions can also be found on our school website here.

**Note:** Midterm Marks will be posted on Friday Nov 15th to give you information on your child's progress this term.

家长教师会议通告 – 请**预约**老师;查询请联络本校多元文化工作者(中文),电话:**778-233-0665** 

IMPORTANT NOTICE - PLEASE TRANSLATE!

ĐÂY LÃ ĐIỀU QUAN TRỌNG, XIN NHỖ NGƯỜI THỐNG DỊCH DỮM

AVISO IMPORTANTE! POR FAVOR PIDA QUE SE LO TRADUZCAN

這是重要的頒告,希請人譯讀.

# PARENT INSTRUCTIONS - Parent/Teacher Conference Scheduling

#### 1. http://gladstonesec.schoolappointments.com

#### 2. Parent Registration

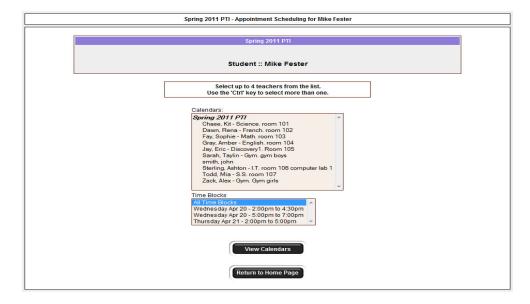
Parents click on the "Register" tab and fill in the registration form to create an account.



Once you have successfully registered, you will be logged into the system and can register your child (children).

#### 3. Parent Appointment Scheduling

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. You are then taken to a page where you can select the teachers with whom you wish to meet.



### 4. (b) Teacher Appointment Calendars with Appointments Selected

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.								
Student :: Mike Fester								
Appointm	Appointment Date = Wednesday April 20th, 2011							
	Chase, Kit Science, room 101	Dawn, Rena French. room 102	Jay, Eric Discovery1. Room 105	Sterling, Ashton LT: room 106 computer la				
Call Back Request		-						
02:00pm								
02:10pm	Unavailable							
02:20pm		Unavailable		<b> ☑</b>				
02:30pm			<b> ☑</b>					
02:40pm								
02:50pm		<b> ☑</b>						
03:00pm								
03:10pm								
03:20pm								
03:30pm								
03:40pm								
03:50pm		6						
04:00pm								
04:10pm								
04:20pm								
Appointm	ent Date :: Wednesd	ay April 20th, 2011						
	Chase, Kit	Dawn, Rena	Jay, Eric	Sterling, Ashton				

# 5. Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. When you click on the "Return to Home Page" button, you will return to the homepage with your appointments listed.



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

If you have more than one student at Gladstone, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. Only if a sibling has an appointment booked, will the student's name be displayed for a parent, thus making it easier to book adjacent appointments.

		Spring 20	011 PTI				
If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.  Student :: Sandy Fester  Appointment Date :: Wednesday April 20th, 2011							
Call Back Request							
02:00pm							
02:10pm	Unavailable						
02:20pm		Unavailable					
02:30pm			Unavailable				
02:40pm	Mike Fester						
02:50pm		Mike Fester					
03:00pm							
03:10pm							
03:20pm							
03:30pm							
03:40pm							
03:50pm							
04:00pm							
04:10pm							
04:20pm	П		П				

## 6. Printing Parent Appointment Schedule

From the home page it is possible for parents to generate a PDF document with the list of their 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.

Click "Open" after the download is complete to view the PDF. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.

Smallville High Spring 2009 Parent Te	acher Appointments	John Smith		
Date and Time	Student	Teacher		
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe		
April 30 @ 03:20pm	Bob Smith	M. Orange		
April 30 @ 03:30pm	Jane Smith	G.S. Apple		
April 30 @ 03:40pm	Jane Smith	T. Banana		
April 30 @ 03:50pm	Jane Smith	C. Grape		
April 30 @ 04:00pm	Bob Smith	C. Grape		
April 30 @ 04:10pm	Bob Smith	R.D. Apple		