



# UNIVERSITY HILL SECONDARY SCHOOL

3228 Ross Drive, Vancouver, BC V6S 0C6 \* Ph: 604-713-8258

## Online Registration for the Virtual Parent Teacher Conferences

**On Thursday, November 30, 2023 - 4:00 – 6:30 pm**

Parents and Guardians wanting to meet with teachers will be making their own appointments ON-LINE and will need to register on the school appointment booking program following the scheduling information below. Conferences will be a maximum of 7 minutes each. Please see the instructions below to book appointments with your child’s teachers.

**Appointment Scheduling Dates:**  
**Monday, November 20 (9:00 am) to Tuesday, November 28 (10:00 pm)**

**Steps:**

1. Go to the link: <http://uhill.schoolappointments.com/>
2. Next you will see a login screen, select “Click Here to Register”

**Login**

User ID:

Password:

**Login**

[\[Click Here to Register\]](#)

[\[Forgotten Password Recovery\]](#)

3. You will need to fill out the *entire* form. Finish by clicking “**Register Now**”.

Here’s an example:

**Register for an Account**

**\*\* All fields are required \*\***

Parent First Name:

Parent Last Name:

Phone:

Email Address:   
Please enter only one valid email address.

Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

**Register Now** **Clear Form**

4. After successfully completing the form, you will be automatically logged in.
5. Click the “**Add a Student**” button.
6. Fill out the first and last names of the student and then click “**Insert**”.
7. You will be taken to the Student Administration page which looks similar to this:

HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

**Manage Students**

**Record Has Been Inserted**

--- Displaying 1 Entries ---

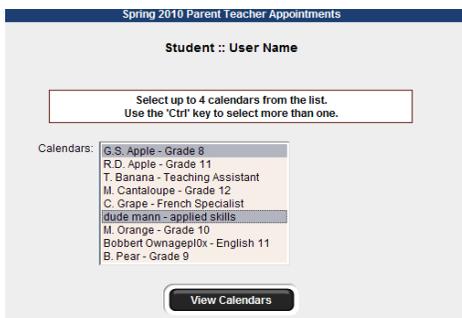
Name	
Test Student	

**Insert New**

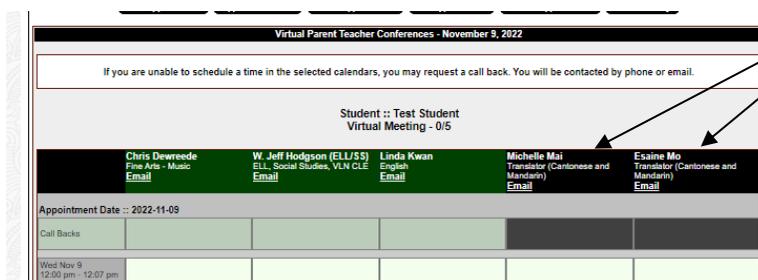
To edit an entry, click beside the name. To delete an entry, click beside the name.  
Click to book appointments. You will select which calendars on the next screen.

\*Note: to register another student, click on “Insert New” and follow step 5 again. \*

8. To schedule appointments, select the student's name and then click  to book appointments
9. You must know the Teacher's name in order to book appointments. Teacher's names can be found on the latest report card.
10. If you require a translator, select translator at the same time of booking the appointment with the teacher. Note: that due the usual high volume of translating requests, if you are able to have someone assist with your interviews it would be greatly appreciated.
11. A list of teachers will appear. Click on one name to select a teacher and hold the "ctrl" key as you click on a name to select up to five teachers.



12. After making your selections, click on "View Calendars"



Translators will appear on the side.

13. Make appointments by clicking on the boxes indicating open time selections and finish by clicking on "Book Appointments". Note: You can make up to **five teacher appointments**. Please prioritize appointments for the teachers you want to see the most, as there are not enough appointment time slots for the overall demand.
14. A page showing your listed appointments will appear. To confirm, click "Book Appointments" again.
15. If you want to book appointments for another student, go back to **Step 7** again. If not, then **log out**.
16. **To view your scheduled appointments**, go to the "Profile Tab" at the top and scroll down to "View Appointments" or click on "View Appointments".
17. After scheduling your appointments, The School Appointments Program will send you a link to join the meeting with each teacher. Use the meeting link to join the Teams meeting at your scheduled time.
18. If you are unable to get an appointment with a teacher on November 30, please select the "Call Back" option or email your child's teacher. Or you can email a teacher directly at any time.
  - To see the list of the teacher's email addresses - click "Our Staff" under the "About Us" tab on the school's website.
19. If you decide to cancel an appointment you **MUST** click on the "red X spot" beside the appropriate appointment.

### Reminder of the November 30 and December 1 Adjusted Bell Schedules

Bell Schedule for Thursday, November 30th (Early Dismissal)	
Period 1	8:40 - 10:00
Period 2	10:05 - 11:25
Lunch	11:25 - 12:20
Period 3	12:20 - 1:10
Period 4	1:15 - 2:05

Bell Schedule for Friday, December 1 <sup>st</sup> (Collaborative Day - Late Start)	
Staff Collaborative Time	8:40 - 10:00
Period 1	10:00 - 10:40
Period 2	10:45 - 11:25
Lunch	11:25 - 12:20
Period 3	12:20 - 1:40
Period 4	1:45 - 3:05