



# UNIVERSITY HILL SECONDARY SCHOOL

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## Online Registration for the Virtual Parent Teacher Conferences

### On Thursday, May 09, 2024 - 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, April 29 (9:00 am) to Tuesday, May 07 (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.

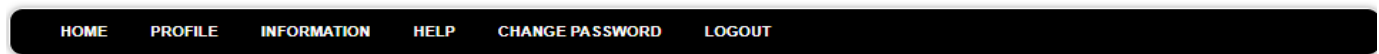
Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

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:



**Manage Students**

**Record Has Been Inserted**


--- Displaying 1 Entries ---

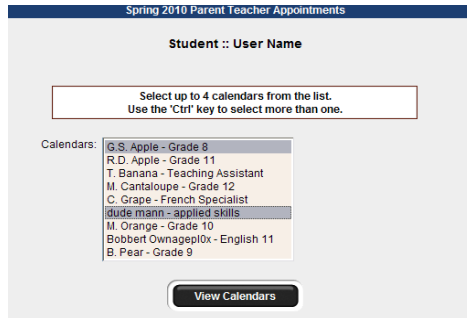
Name	
Test Student	✎ +

**Insert New**

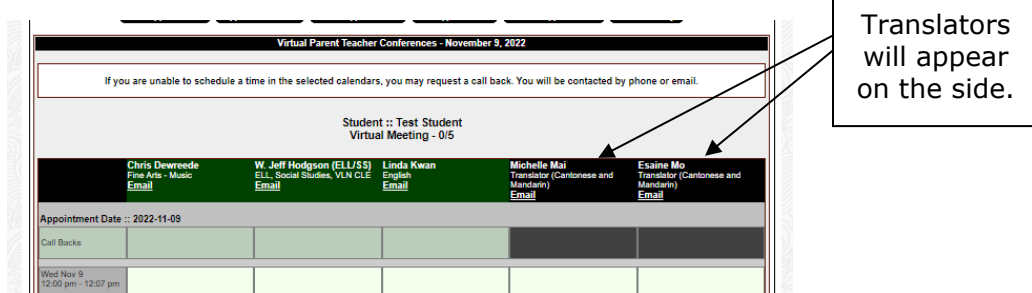
To edit an entry, click ✎ beside the name. To delete an entry, click + beside the name.  
Click 📅 to book appointments. You will select which calendars on the next screen.

\*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"



- 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 during this conference evening, 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 May 09 and May 10 Adjusted Bell Schedules**

<b>Bell Schedule for Thursday, May 09 (Early Dismissal)</b>	
Period 1	<b>8:40 - 10:00</b>
Period 2	<b>10:05 - 11:25</b>
Lunch	<b>11:25 - 12:20</b>
Period 3	<b>12:20 - 1:10</b>
Period 4	<b>1:15 - 2:05</b>

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