

# SCT STUDENT LEARNING CONFERENCES

# How to Book a Meeting with Your Student's Teachers

## Step 1: Go to the Booking Page

Click this link to start:

**SCT Booking Page** 

#### Step 2: Choose a Teacher

- Click "Select Staff" to pick a teacher.
- Not sure who teaches your student? Log in to MyEd to view your student's schedule and teachers.
  - MyEd link
    https://myeducation.gov.bc.ca/aspen-login/?deploymentId=aspen
  - Help Logging in to MyEd
    https://media.vsb.bc.ca/media/Default/frf/91/First Time Logging In Wifi.pdf

### Step 3: Pick a Date

• Scroll to **December 4**th, **2025** on the calendar.

### Step 4: Choose a Time

- Select an available time slot to meet with the teacher.
- If the staff member you are hoping to book is not available, please email them to coordinate an alternate time to meet. The list of staff contact information can be found here <a href="https://www.vsb.bc.ca/sir-charles-tupper/page/3567/our-staff">https://www.vsb.bc.ca/sir-charles-tupper/page/3567/our-staff</a>

### **Step 5: Enter Your Info**

• Fill out the **Personal Information** section.

#### **Step 6: Add Student Details**

- Include your student's name.
- Let us know if a translator is needed.

# Step 7: Confirm Your Booking

- Click "Book".
- You'll receive a confirmation email with your meeting link.

# ? Questions?

Email us at: tupper@vsb.bc.ca



