



# Vancouver Technical Secondary Online Sign-Up for Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher Conferences: Thursday December 1, 2022 from 3:00 – 4:30 pm and 5:15– 7:00 pm

- Conference appointment online sign-up will be available from: Friday, November 25 at 9am until Wednesday, November 29 at 9am for 2 appointments initially.
  - If you are unable to meet with a teacher, please follow-up with staff after the conferences
- Families should register themselves on the School Appointments website prior to booking appointments: Wednesday, November 23 and Thursday, November 24.

Steps:

1. Go to: <http://vantech.schoolappointments.com/>

2. Next, you will see a login screen and *if you do not have an account*, click on the link below the “login” button.

This is the link you click on.

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

Here’s an example:

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 “Add New Student”.

7. You will be taken to the Student Administration page, which looks similar to this:

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

8. To schedule appointments, click on “Semester 1 December 1 Parent/Guardian Teacher Conference”.

9. 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 2 teachers.

10. After making your selections, click on “View Calendars”

11. Make appointments by clicking on the boxes indicating open time selections and finish by clicking on “Book Appointments”. Note: You may make up to two 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.

12. A page showing your listed appointments will appear. To confirm, click “Book Appointments” again.

13. If you want to book appointments with another student, follow Steps 6 to 9 again. If not, then log out.

14. To view your scheduled appointments, go to the “Profile Tab” at the top and scroll down to “View Appointments” or click on “View Appointments”.

15. If you are unable to get an appointment with a teacher on December 9<sup>th</sup> and you are concerned about the progress of your child, please select the “Call Back” option or email your child’s teacher to make an appointment for a different day. Teacher’s emails can be found under the “About Us” tab > Staff Directory on the school’s [website](https://www.vsb.bc.ca/schools/vancouver-technical/About-Us/Our-Staff/Pages/Default.as):

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To ensure that all parents can see some teachers, initially **2 appointments** will be available for booking per student.

Translators are also available for booking. Please book the relevant translator at the same time as your teacher