

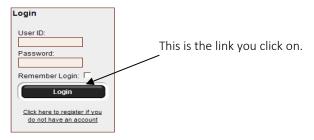
## <sup>∞</sup> Vancouver Technical Secondary Online Sign-Up for Parent/Guardian-Teacher Conferences

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.
  - o 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: <a href="http://vantech.schoolappointments.com/">http://vantech.schoolappointments.com/</a>
- 2. Next, you will see a login screen and *if you do not have an account*, click on the link below the "login" button.

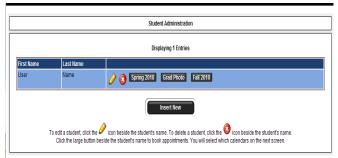


3. You will need to fill out the *entire* form. Finish by clicking "Register Now".

## Here's an example:

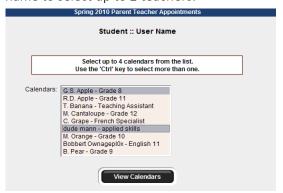


- 4. After successfully completing the form, you will be automatically logged in.
- 5. Click the "Add a Student" button.
- 6. Fill out the first and last names of the student and then click "Add New Student".
- 7. You will be taken to the Student Administration page, which looks similar to this:



\*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 <u>two teacher appointments</u>. 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 <u>website</u>:

https://www.vsb.bc.ca/schools/vancouver-technical/About-Us/Our-Staff/Pages/Default.as

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