

McRoberts Parent-Teacher Conferences Information Sheet (Semester 2)



Parent-Teacher Conferences are taking place on:

- Wednesday, April 24th, from 2-4 & 6-8 PM
 - *Appointment booking closes on Tuesday, April 23rd at 3 PM*
- Thursday, April 25th, from 2-4 PM.
 - *Appointment booking closes on Wednesday, April 24th at 3 PM*

Please note that students will be dismissed from school at 1:00 PM on Apr 24 and 25 to accommodate for Parent-Teacher Conferences.

We have an online system for booking appointments which can also be accessed from our school website.

Appointments can be booked starting at 6:00pm on Friday, April 19. Please note that you will need to re-register if you have used this system in the past; however, you can still use your old password, but this is not mandatory. All new users will need to set up a new password for this system. The instructions are as follows:

1. Go to <https://mcroberts.schoolappointments.com>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon  beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key  to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments to make your bookings.

Here is a sample of what your appointment list can look like when you click on 'view appointments'.

Current Appointments	
Time	Calendar
Nov 23 2:00 pm	Parent Teacher Conferences: Nov 23 & 24, 2022 Anco Ascarza, E. - French/Spanish/ Social Studies (In Person) eancoazcarza@sd38.bc.ca - Room 109
Nov 23 2:10 pm	Parent Teacher Conferences: Nov 23 & 24, 2022 Arnold, D. - PHE/Social Studies (In Person) - Portable 2
Nov 23 2:20 pm	Parent Teacher Conferences: Nov 23 & 24, 2022 Bains, A. - English/Resource/Math (In Person) anbains@sd38.bc.ca - Room 221

In this example, there are 3 appointments scheduled. The meeting room is listed at the bottom on each entry as highlighted in the example above.

Getting Ready for Conferences:

Please print your own schedule or have the information readily accessible on your phone before attending the conferences. Click "print appointments" to download your schedule. This schedule will have the location of your appointments as well. School maps will be available in the main office.

If you have any questions, please contact us by sending an email to mcroberts@sd38.bc.ca.