

# St. Marguerite Bourgeoys Catholic School

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## PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES – November 2018

On Tuesday, November 6<sup>th</sup>, the Elementary Progress Reports for Grades K – 8 students will be distributed. Parent-teacher conferences are scheduled for Wednesday, November 7<sup>th</sup>, from 3:45 to 5:30 p.m. and from 6:15 to 8:30 p.m. and Thursday, November 8<sup>th</sup>, from 3:45 to 5:45 p.m. Each parent-teacher conference is scheduled for fifteen minutes, and **must be booked online**, in advance on the **marg.schoolappointments.com/** site. Instructions on how to book an on-line appointment will be sent to parents. The instructions are also found below. Parents and guardians should feel free to contact their child's teacher at any time in order to learn more about his/her performance. Please note that these parent-teacher interviews are optional and can happen at the request of the parent or the teacher.

On-line appointments for Parent-Teacher interview – November 7<sup>th</sup> and 8<sup>th</sup>, 2018

Parents will be able to choose interview appointments electronically by logging in to the SMB appointment booking at the following times:

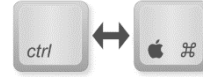
- November 2<sup>nd</sup> – 7<sup>th</sup> parents are able to access the online appointment set up.
- The access to interviews for November 7<sup>th</sup> will close on November 7<sup>th</sup> at 12:00 pm
- The access to interviews for November 8<sup>th</sup> will close on November 8<sup>th</sup> at 12:00 pm

### The instructions are as follows:

1. Go to our school website <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx> and choose **Book Parent-Teacher Conferences On-line** under the **Parent Info** tab.
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. If you have already registered (if you signed up for parent-teacher interviews online last year, you are already registered), sign in with your user ID and password.

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 and then click the "**Book Appointments**" button to save your bookings.