

School Appointments - Parent Instructions

Go to <https://salish.schoolappointments.com> to set up parent teacher interviews.

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.

The screenshot shows the 'SCHOOL APPOINTMENTS ON-LINE' header with a language dropdown set to 'English'. Below the header is a navigation bar with links: LOGIN, HELP, FORGOT PASSWORD, and REGISTER. The main content area is titled 'Register for an Account' and contains a registration form. The form has a title bar 'Register for an Account' and a note: '** All fields are required **'. The form fields are: 'Your First Name' (with placeholder 'Your First Name' and hint 'Please enter your name'), 'Your Last Name' (with placeholder 'Your Last Name'), 'Home Phone' (with placeholder 'Home Phone'), 'Email Address' (with placeholder 'Email Address' and hint 'Your email address will be your user ID for access to the application.'), 'Enter Your Password' (with placeholder 'Enter Your Password'), and 'Enter Your Password Again' (with placeholder 'Enter Your Password Again'). There is also a 'Selected Language' dropdown set to 'English'. At the bottom of the form is a 'Register Now' button.

Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" add more children.

After logging into the system parents will be required to add the students to the system prior to scheduling appointments.

The screenshot shows a welcome message from the Smallville High on-line parent teacher interview booking system. The text reads: 'Welcome to the Smallville High on-line parent teacher interview booking system. Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation.' Below this text is a box containing the message: 'There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period.' At the bottom of this box is an 'Add a Student' button.

SchoolAppointments.com

Scheduling Parent Teacher Appointments Can be Easy for Everyone!

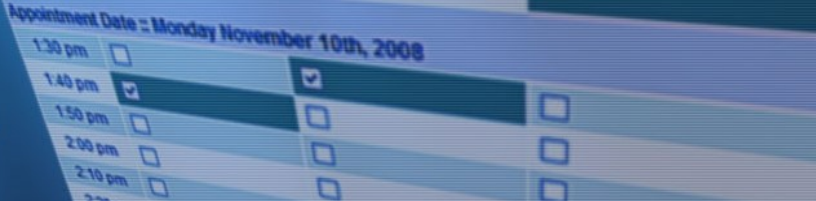
As each student is added to the system, the students are listed for parents to edit or delete them, or to schedule appointments. Note the schedule "Short Title" on the button.

Student Administration		
Displaying 2 Entries		
First Name	Last Name	
Sandy	Fester	  Nov 2009 Parent Teacher
Johnny	Test	  Nov 2009 Parent Teacher
Insert New		

Parent Appointment Scheduling

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.

Spring 2011 PTI - Appointment Scheduling for Mike Fester
Spring 2011 PTI Student :: Mike Fester Select up to 4 teachers from the list. Use the "Ctrl" key to select more than one. Calendars: Spring 2011 PTI Chase, K4 - Science, room 101 Dawn, Rena - French, room 102 Fay, Sophie - Math, room 103 Gray, Amber - English, room 104 Jay, Eric - Discovery1, Room 105 Sarah, Taylor - Gym, gym boys smith, john Sterling, Ashion - I.T. room 106 computer lab 1 Todd, Mia - 3/3, room 107 Zack, Alex - Gym, gym girls Time Blocks All Time Blocks Wednesday Apr 20 - 2:00pm to 4:30pm Wednesday Apr 20 - 5:00pm to 7:00pm Thursday Apr 21 - 2:00pm to 5:00pm View Calendars Return to Home Page



Teacher Appointment Calendars

Next, parents are shown the calendars of the selected teachers.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

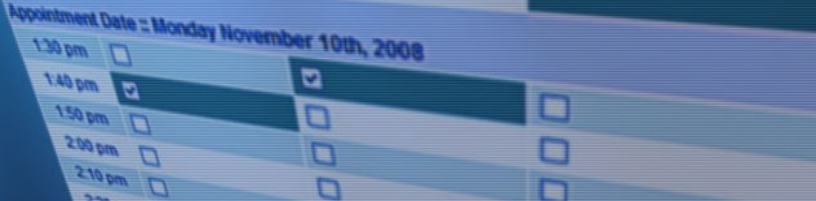
Student :: Mike Fester

Appointment Date :: Wednesday April 20th, 2011				
	Chase, Kit Science, room 101	Dawn, Rena French, room 102	Jay, Eric Discovery1, Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	☐	☐	☐	☐
02:00pm	☐	☐	☐	☐
02:10pm	Unavailable	☐	☐	☐
02:20pm	☐	Unavailable	☐	☐
02:30pm	☐	☐	☐	☐
02:40pm	☐	☐	☐	☐
02:50pm	☐	☐	☐	☐
03:00pm	☐	☐	☐	☐
03:10pm	☐	☐	☐	☐
03:20pm	☐	☐	☐	☐
03:30pm	☐	☐	☐	☐
03:40pm	☐	☐	☐	☐
03:50pm	☐	☐	☐	☐
04:00pm	☐	☐	☐	☐
04:10pm	☐	☐	☐	☐
04:20pm	☐	☐	☐	☐

Appointment Date :: Wednesday April 20th, 2011

The calendar above displays the appointment calendar for four teachers, and shows various appointment times that are unavailable for booking.

Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.



Teacher Appointment Calendars with Appointments Selected

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Mike Fester

Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Jay, Eric Discovery1. Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	☐	☐	☐	☐
02:00pm	☐	☐	☐	☐
02:10pm	Unavailable	☐	☐	☐
02:20pm	☐	Unavailable	☐	☒
02:30pm	☐	☐	☒	☐
02:40pm	☒	☐	☐	☐
02:50pm	☐	☒	☐	☐
03:00pm	☐	☐	☐	☐
03:10pm	☐	☐	☐	☐
03:20pm	☐	☐	☐	☐
03:30pm	☐	☐	☐	☐
03:40pm	☐	☐	☐	☐
03:50pm	☐	☐	☐	☐
04:00pm	☐	☐	☐	☐
04:10pm	☐	☐	☐	☐
04:20pm	☐	☐	☐	☐

Appointment Date :: Wednesday April 20th, 2011

Chase, Kit Dawn, Rena Jay, Eric Sterling, Ashton

It is not possible for parents to select more than one appointment at the time or to select more than one appointment with the same teacher.

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student.

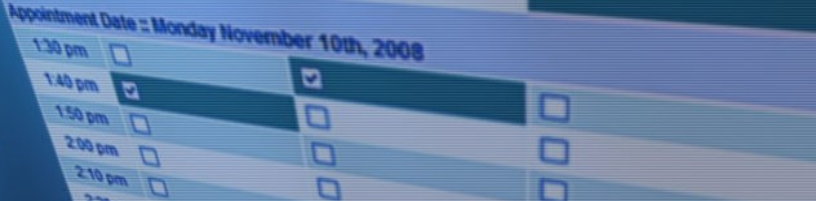
Current Scheduled Appointments

Mark Fester

Time	Calendar	Name	
Apr 20 @ 02:20pm	Sterling, Ashton - I.T. room 106 computer lab 1	Mike Fester	☒
Apr 20 @ 02:30pm	Jay, Eric - Discovery1. Room 105	Mike Fester	☒
Apr 20 @ 02:40pm	Chase, Kit - Science. room 101	Mike Fester	☒
Apr 20 @ 02:50pm	Dawn, Rena - French. room 102	Mike Fester	☒

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Parents with More Than One Student

If a parent has more than one student at your school the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Sandy Fester

Appointment Date :: Wednesday April 20th, 2011				
	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Fay, Sophie Math. room 103	Zack, Alex Gym. Gym girls
Call Back Request	☐	☐	☐	☐
02:00pm	☐	☐	☐	☐
02:10pm	Unavailable	☐	☐	☐
02:20pm		Unavailable		
02:30pm			Unavailable	
02:40pm	Mike Fester			
02:50pm		Mike Fester		
03:00pm	☐	☐	☐	☐
03:10pm	☐	☐	☐	☐
03:20pm	☐	☐	☐	☐
03:30pm	☐	☐	☐	☐
03:40pm	☐	☐	☐	☐
03:50pm	☐	☐	☐	☐
04:00pm	☐	☐	☐	☐
04:10pm	☐	☐	☐	☐
04:20pm	☐	☐	☐	☐

Parent Schedule PDF

If the parent has done well with their scheduling they will have a nice set of consecutive appointments. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.

Smallville High Spring 2009 Parent Teacher Appointments		John Smith
Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange
April 30 @ 03:30pm	Jane Smith	G.S. Apple
April 30 @ 03:40pm	Jane Smith	T. Banana
April 30 @ 03:50pm	Jane Smith	C. Grape
April 30 @ 04:00pm	Bob Smith	C. Grape
April 30 @ 04:10pm	Bob Smith	R.D. Apple