

February 2018

Dear Parents/Guardians of WGSS students:

WGSS is once again offering online booking of Parent/Teacher Interviews. This system allows you to select your appointments to suit your schedule. It will also allow you to coordinate meeting times if you have more than one child. This program is simple and easy to use.

You will be able to register your student(s) and book your interviews online starting at **3:30 PM** on **Monday March 5** until **Monday March 12** at **11:55 PM** for **Parent/Teacher Interviews** on March 14 and 15.

Parent Registration

Please go to www.wgss.schoolappointments.com, click on the "Register" tab and fill in the registration form to create an account. Once you have successfully registered, you can login to the system using your new user ID and password. You must register **each** of your children with the "add a student" button. **Please note that even if you registered for appointments in previous years, you must re-register for the March 2018 session.**

To Book Appointments

Select Teachers

You can schedule appointments for any student you have added to the system by clicking on the "March 2018 Parent/Teacher Interviews" or "Course Planning Information" button beside the student's name. You are then taken to a page where you can select the teachers with whom you wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Mac keyboard.

Teacher Appointment Calendars

You will be shown the calendars of the selected teachers. It shows appointment times that are available for booking. You may 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. If no appointments are available, click on the "Call Back" button at the top of the list. The teacher will telephone you at a later date for an interview.

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

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Parents with More Than One Student

If you have more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student's name will be displayed for you, thus making it easier to book adjacent appointments.

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. If you click on the "Return to Home Page" button, you will return to the home page with your students and appointments listed. You can book additional appointments or book appointments for another student.

Printing Parent Appointment Schedule

From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the "Print Appointments" button a window will pop-up asking you what you wish to do with the document. In Internet Explorer, it is recommended that you click the "Save" button, save the file and then click "Open" to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Click "Open" after the download is complete to view the PDF.

Parent Schedule PDF

The generated PDF will list the appointment times, the student and the teacher/room number with whom the appointment is booked.