

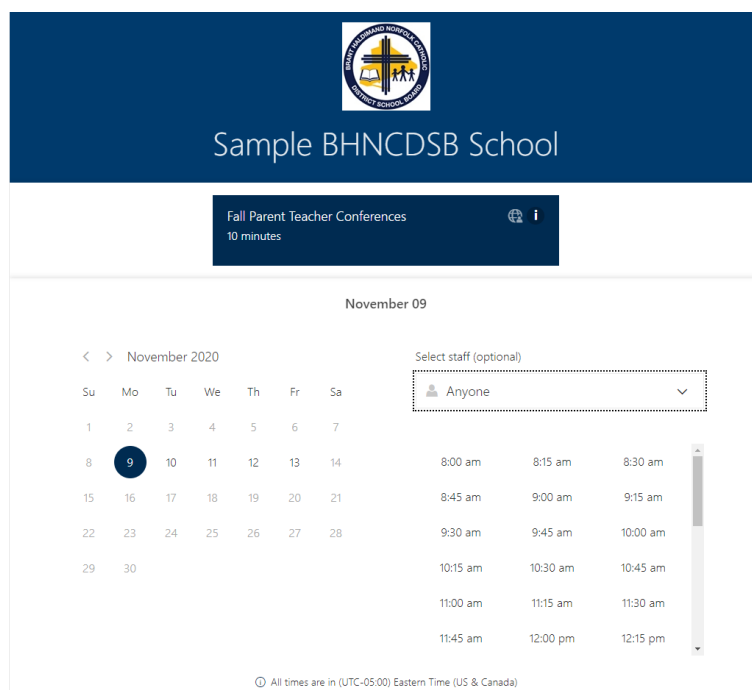
# How to Use Bookings for Parent Teacher Conferences

## Overview

We are pleased to be introducing Bookings to manage the parent teacher conference process. Bookings is an online tool that parents can use to book a conference with their child's teacher. Bookings will provide parents with an email confirmation, a reminder email, the opportunity to add the event to their calendar, and create the online meeting that can be used to facilitate the conference. Both the calendar event and the reminder email will include a link to the online meeting. Joining is as simple as clicking the link in the calendar event or reminder email. The online conferences will take place using Teams, our online communication tool. If a parent prefers to communicate via the telephone, they can indicate that at the time they create the booking. The teacher will see that information and call at the time specified when the event was booked.

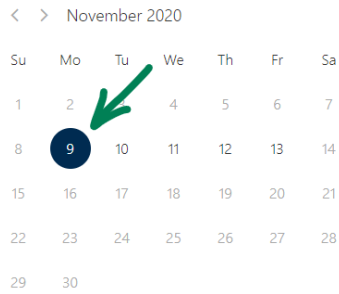
## Booking your Parent Teacher Conference

The school will provide a link to the parent teacher conference Bookings page. Click the link to access your school's Booking page. Below is a sample page.

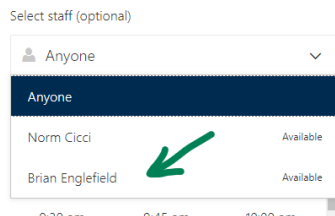


The image shows a sample booking page for 'Sample BHNCD SB School'. At the top, there is a blue header with the school's logo and name. Below the header, a dark blue button labeled 'Fall Parent Teacher Conferences' with a timer showing '10 minutes' is visible. The main content area features a calendar for 'November 09'. The calendar shows dates from 1 to 30, with the 9th highlighted. To the right of the calendar is a 'Select staff (optional)' dropdown menu currently set to 'Anyone'. Below the calendar and staff selection, there is a grid of time slots ranging from 8:00 am to 12:15 pm in 15-minute increments. A vertical scrollbar is on the right side of the time slots. At the bottom, a small note states: 'All times are in (UTC-05:00) Eastern Time (US & Canada)'.

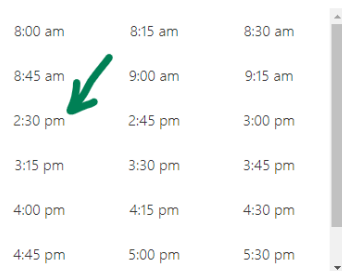
1. Select a date by **clicking a date on the calendar**. Please note: The school will determine the dates available for booking parent teacher conferences. Only those dates will be bookable. The day number of available dates will appear a shade darker than the unavailable dates.



2. Select your child's teacher using the **Select staff** drop-down menu



3. Select an available time by **clicking on it**



4. Enter your **name** and **email address**. If you wish to be contacted by phone, **enter your phone number**.

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requests.  
Thank you.

Notes (optional)

5. Provide **additional information**
  - a. First and last name of your child
  - b. Preference for how the conference will take place (Teams or phone call)
  - c. Area to discuss (optional)

Provide additional information

Please provide the first and last name of your child

Please indicate whether you prefer to use Teams, our board's online communication platform, or receive a phone call for the conference.

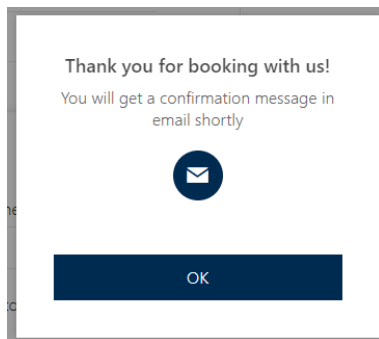
--select an option--

Please indicate if there is a specific area of your child's progress that you would like to discuss. (optional)


- Click **Book** to submit your parent teacher conference booking

Book

- A confirmation message will appear. Click **OK** to continue




- The Bookings tool will take you to a confirmation page where you can see your booking details. Buttons provide the opportunity to reschedule or cancel the booking. You can also create a new booking for another child in your household.




Sample BHNCD School

Upcoming booking for  
Sample Parent

Fall Parent Teacher Conferences



November-09-20  
2:30 pm (10 minutes)



Brian Englefield

Reschedule

Cancel booking

New booking

⌚ All times are in (UTC-05:00) Eastern Time (US & Canada)

## Sample Confirmation Emails

Parents will receive a confirmation email at the address provided when the event was booked. A sample is shown below. Click the **Manage Booking** link to return to the page shown above to reschedule, cancel, or create another booking.

Fall Parent Teacher Conferences > Inbox x

Sample BHNCD SB School <TestSchool2@bhncdsbca.onmicrosoft.com> 6:41 AM (7 minutes ago) ☆ ↶ ⋮

to me

	<b>Fall Parent Teacher Conferences</b> <a href="#">View on Google Calendar</a> When Mon Nov 9, 2020 14:30 – 14:40 (EST) Who Sample BHNCD SB School* <a href="#">Yes</a> <a href="#">Maybe</a> <a href="#">No</a> <a href="#">More options</a>	<b>Agenda</b> Mon Nov 9, 2020 No earlier events 14:30 Fall Parent Teacher Conferences 17:15 Fall Parent Teacher Conferences
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Your appointment will be with Brian Englefield.

Sample BHNCD SB School  
<http://www.bhncdsb.ca>

[Manage Booking](#)

Additional Information

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Please refer to the help sheet that came home with your child's progress report for additional details on how Teams works.

A second email will be sent by the Bookings tool. This email includes the details of the event.

- Click **Add to Calendar** to get the appointment on your calendar
- Click **Change your appointment** to reschedule or cancel the appointment

Confirmed: Fall Parent Teacher Conferences > Inbox x

Sample BHNCD SB School <TestSchool2@bhncdsbca.onmicrosoft.com> 6:41 AM (14 minutes ago) ☆ ↶ ⋮

to me

	<b>Fall Parent Teacher Conferences</b> When Mon Nov 9, 2020 14:30 – 14:40 (EST) Who Sample BHNCD SB School* <a href="#">Add to calendar &gt;</a>	<b>Agenda</b> Mon Nov 9, 2020 14:30 Fall Parent Teacher Conferences 14:30 Fall Parent Teacher Conferences 17:15 Fall Parent Teacher Conferences
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Confirmed booking for  
**Sample Parent**

Fall Parent Teacher Conferences with  
Brian Englefield

November 9, 2020  
2:30 PM - 2:40 PM  
(UTC-05:00) Eastern Time (US & Canada)

[Join your appointment](#)  
via Microsoft Teams

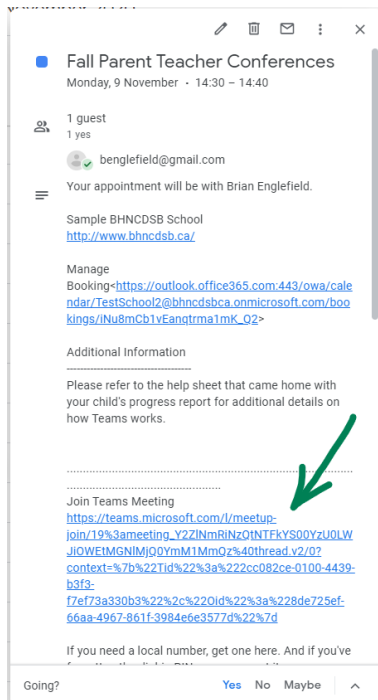
Additional Information

Please refer to the help sheet that came home with  
your child's progress report for additional details on  
how Teams works.

Have a conflict?  
[Change your appointment](#)

## Joining the Parent Teacher Conference

You will receive a reminder email the day before the parent teacher conference. It will include a link to join the meeting. On the day of the conference, either access that email and click the link or go to your calendar, open the event, and click the link. If the phone option was selected when booking the event, the teacher will call the phone number provided at the specified time.



Clicking the link will open a webpage that presents a series of options.

- Parents who have the Teams app installed can use it to join the parent teacher conference
- Parents can choose to download the free Teams app and join using it
- Parents can click Continue on this browser to join the parent teacher conference online

