

## Parent-Teacher Conferences via MS Teams on Thursday, March 11<sup>th</sup>

We will be conducting our Semester 2/Quarter 3/Linear Parent-Teacher Conferences via MS Teams.

Parents will be able to book their appointment through <https://nwss.schoolappointments.com/admin/?action=login-form> on **Monday, March 1st at 8:00pm and closes on Tuesday, March 9th at 10:00pm.**

### **School Appointments - Parent Instructions**

1. Go to our school appointments web site: <https://nwss.schoolappointments.com/admin/?action=login-form>
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.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Select how your meetings will be held.
7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments to make your bookings.

A few important points to note:

The purpose of this Parent-Teacher Conference is for parents to have a conversation with their child's Semester 2, Quarter 3 or Linear course teachers.

- Each interview will be 7 minutes in length and will be conducted through your child's MS Teams account. **It is important that you obtain this MS Teams login information from your child prior to the Parent Teacher Conference.**
- Each teacher will call (audio or video format) the student's MS Teams account and parents need to be available at the scheduled time. If no one answers, the teacher will try again.
- It is important that families make their own arrangements if a translator is required to communicate with your child's teachers.
- For any reason if connection is lost during your scheduled appointment, please remain online. Our teacher will do their best to re-establish the MS Teams connection. If internet re-connection is unsuccessful during your scheduled appointment, our teacher will reach out to you at their earliest convenience.
- Note that the schedule below is a slight change to what was posted on the Friday, February 28th Parent Bulletin

## Parent-Teacher Conferences via MS Teams Schedule

1. 2:30 – 2:37pm
2. 2:40 – 2:47pm
3. 2:50 – 2:57pm
4. 3:00 – 3:07pm
5. 3:10 – 3:17pm
6. 3:20 – 3:27pm
7. 3:30 – 3:37pm
8. 3:40 – 3:47pm
9. 3:50 – 3:57pm
10. 4:00 – 4:07pm
11. 4:10 – 4:17pm
12. 4:20 – 4:27pm

### Teachers on **BREAK** from 4:30 - 5:30pm

13. 5:30 – 5:37pm
14. 5:40 – 5:47pm
15. 5:50 – 5:57pm
16. 6:00 – 6:07pm
17. 6:10 – 6:17pm
18. 6:20 – 6:27pm
19. 6:30 – 6:37pm
20. 6:40 – 6:47pm
21. 6:50 – 6:57pm
22. 7:00 – 7:07pm
23. 7:10 – 7:17pm

It is important to note that Thursday, March 11th is a truncated day. Please view schedule below.

Class	Time
Warning Bell	11:55am
Semester 2 Block A	Class Begins: 12:00pm Class Ends: 12:30pm
Semester 2 Block B	Students remain in their classroom Class Begins: 12:35pm Class Ends: 1:05pm
Semester 2 Block C	Class Begins: 1:15pm Class Ends: 1:45pm
Semester 2 Block D	Class Begins: 1:50pm Class Ends: 2:20pm

Class	Time
Quarter 3 Morning Class	Warning Bell: 11:55am Class Begins: 12:00pm Class Ends: 1:05pm
Quarter 3 Afternoon Class *March 11th is a Day 2	Class Begins: 1:15pm Class Ends: 2:20pm

Sincerely,

NWSS Administrative Team