

Goal Setting and P-T-S Conference Scheduling

Westlock Elementary now has an online program to help parents schedule conferences. We are confident this will make scheduling conferences easier for parents and for teachers. Below are the instructions to get you started this program. ***Each September you will need to register for a new account – the account you make in September will be good for all conferences in this school year. If you do not have access to the internet or have any questions about this, contact your child's homeroom teacher.***

To access the program, please follow these steps:

- Go to westlockelementary.ca
- Click the 'Parents' tab
- Click on 'Online Appointments'

Parent Registration

You click on the "Click Here to Register" tab and fill in the registration form to create an account.

Once you have successfully registered, you will be logged into the system and can register your children.



Login

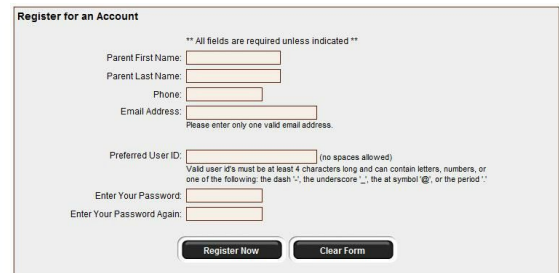
User ID:

Password:

Remember Login:

Login

[Click Here to Register](#)



Register for an Account

**** All fields are required unless indicated ****

Parent First Name:

Parent Last Name:

Phone:

Email Address:
Please enter only one valid email address.

Preferred User ID: (no spaces allowed)
Valid user ID's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

Register Now **Clear Form**

It is important to remember your User ID and password in case you need to change or cancel an appointment.

Click 'Add a Student'



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.

Add a Student

Type in the first and last name of your child and click 'Insert'





First Name:

Last Name:

Insert

Appointment Scheduling

You can schedule appointments for any student that you have added to the system by clicking  on the calendar icon  in the column next to your child's name.

Next, select the day you conference.

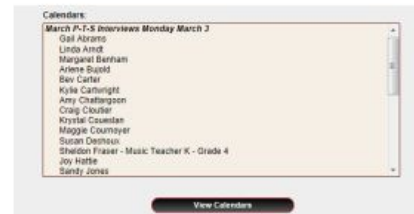
would like to have your



Schedule	Appointments	
March P-T-S Interviews Monday March 3	0	
March P-T-S Interviews Wednesday March 5	0	

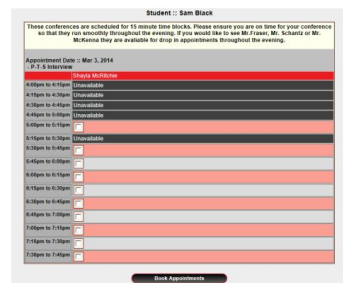
You will then be taken to a page where you can select the teachers with whom you wish to meet. *You will only be allowed to choose one homeroom teacher per student and each conference time slot is set for 15 minutes.* If you wish to meet with Mr. Fraser, Mrs. Schmidt, or Mr. McKenna, they are available both evenings on a drop in basis.

Select appointment times by simply clicking the teacher you wish to see and then click ‘View Calendars’.



Teacher Appointment Calendars with Appointments Selected

It is not possible for you to select more than one appointment with the same teacher. Time slots that are no longer available are blocked out in grey. Simply click the available time slot you would like and click ‘Book Appointments’



Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. Here you have the option to print your appointments in a PDF format.



Parents with More Than One Student in the School

If a parent has more than one student at the school, click the ‘Home’ button, select ‘Manage Students’ and select next child. ‘Insert New’ to add your



Printing Parent Appointment Schedule

From the home page it is possible for parents to generate a PDF document with the list of their appointments.

Click ‘Open’ after the complete to view the

download is PDF.

Westlock Elementary School - Shayla McRitchie		
Date and Time	Name	Calendar
Mar 3 @ 5:45pm	Julie Smith	Sandy Jones
Mar 3 @ 6:15pm	Sam Black	Shayla McRitchie