



ÉCOLE CARIBOO HILL SECONDARY SCHOOL

8580 – 16th AVENUE, BURNABY, BC V3N 1S6 / TELEPHONE (604)296-6890 / FAX (604)296-6893

PARENT / TEACHER CONFERENCES

THURSDAY, NOVEMBER 16TH, 2017

1:30 - 4:30 and 5:30 - 7:30 p.m.

Parents will be able to **register for appointments** with individual teachers **starting at 7:00 am on Friday, November 3rd**. In order to request a conference with teachers, please visit the following website <http://chss.schoolappointments.com> to create an account and register. Please note students will be dismissed early on Thursday, November 16th and Friday, November 17th. See the schedules at the bottom of this notice.

Sign up will be closed at 6:00 pm on Thursday, November 9th. If you experience difficulties with online registration, please contact Ms. Seel in the office.

Online Interview Scheduler Instructions

First, open <http://chss.schoolappointments.com> in your web browser.

How do I register a new account so I can start making appointments?

- At the *Welcome* screen (the first page you see), click the *Register* tab.
- You should now see a registration form. Fill in the required information and click the *Register Now* link located at the bottom of the form. *Note: even if you have registered in previous years, you must register again this year.*

How do I schedule appointments?

- Once you have logged in, you may set up the account for your student/s, and then the Appointment screen automatically opens.
- Select teachers from the list with whom you'd like to meet. Use the "Ctrl" key to select more than one. Then click the *View Calendars* link at the bottom.
- On the next screen you will see a list of available appointments for selected teachers.
- Check the appointments you would like, and then click the *Book Appointments* link at the bottom of the page. .

How do I cancel or change the time and/or date of an appointment I have already scheduled?

- Click the *Appointments* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Delete Entry* link next to an appointment.
- Choose a new time and/or date from the options available and then click the *Book Appointments* link below.



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How do I print my interview schedule?

- Click the *“Print Appointments”* link from the menu.

I already have an account but I can't remember my password. What do I do?

If you have lost your password it can be e-mailed to you.

- At the Welcome login screen (the first page you see) click the tab *“Forgot Password.”*
- You should now see a form called *“Forgotten Password Recovery”* and enter either your User ID or Email address and click the *“Recover Password”* link.
- Your password will now be e-mailed to you.
- Check your e-mail to retrieve your password.
- You may now go back to the login screen and login with your User ID and password.

Schedule for Thursday, November 16th

Warning bell	8:35 – 8:40
Period 5	8:40 – 9:35
Period 6	9:40 – 10:35
Break	10:35 – 10:45
Period 7	10:50 – 11:40
Period 8	11:45 – 12:35
Student Dismissal	12:35 pm
Conferences:	1:30 - 4:30 pm
Conferences:	5:30 - 7:30 pm

Schedule for Friday, November 17th

Warning bell	8:35 – 8:40
Period 1	8:40 – 9:45
Break	9:45 – 9:55
Period 2	10:00 – 11:05
Lunch	11:05 – 11:45
Period 3	11:50 – 12:55
Period 4	1:00 – 2:00
Student Dismissal	2:00 pm