

Step 1: Click on "Click Here to Register"

Welcome to the on-line student appointments booking system for **R.C. Palmer Secondary School**. You will be able to create an account, enter your students and then schedule convenient dates and times for students to come into the school to meet with their teachers.

Appointment scheduling will start at specified times, see the schedule listed below. You will find the system very easy to use and it will take only a few minutes to setup your account, add your students and book your appointments. To register for an account, click on the "REGISTER" tab above.

Teachers and staff will provide on-site support to students in the form of tutorial support.

Students will be supervised by teachers and EAs in designated spaces and classrooms. During this time, students will have flexibility and choice regarding learning tasks they wish to focus on. Students will be responsible for planning ahead and bringing the necessary learning materials with them to school in order to maximize the use of their scheduled on-site time. The tutorial on-site support is meant to support and extend online learning currently taking place. As such, teachers and EAs will be accessible to students for additional help and guidance on current and ongoing learning. Remote learning will continue for all students. For in-school support, the expectation would be that teachers will **not** be teaching new course material at school. Please note, students may not have access to their own subject teachers. Although students can sign up for on-site support each day of the week, in general, it is expected that students will sign-up, up to 3 times per week so that all students can be accommodated.

Students in **Grades 8 - 10** will book appointments in the **9:00am-11:00am** time slot.

Students in **Grade 11 - 12** will book appointments in the **12:00pm - 2:00pm** time slot.

On-line appointment booking is not permitted at this time.

Login

Email Address:

Password:

Login

[Click Here to Register](#)

Upcoming Appointment Schedule

Schedule	Schedule Start Date	Booking Start
June 1, 2020 Student Sessions	Jun 1, 2020	May 27, 2020 12:00 pm
June 2, 2020 Student Sessions	Jun 2, 2020	May 27, 2020 12:00 pm
June 3, 2020 Student Sessions	Jun 3, 2020	May 27, 2020 12:00 pm
June 4, 2020 Student Sessions	Jun 4, 2020	May 27, 2020 12:00 pm
June 5, 2020 Student Sessions	Jun 5, 2020	May 27, 2020 12:00 pm

Step 2: Fill in your details and create a password. Don't forget to write your password down! Then click the "Register Now" button.

Register for an Account

Register for an Account

**** All fields are required ****

Your First Name:

Please enter your name

Your Last Name:

Home Phone:

Email Address:

Your email address will be your user ID for access to the application.

Enter Your Password:

Enter Your Password Again:

Selected Language: English

Français

Español

简体中文

Japanese

Tiếng Việt

한국어


हिंदी

ਪੰਜਾਬੀ

العربية

Register Now

Step 3: Click the “Add a Student” button to add your children’s names.

SCHOOL APPOINTMENTS ON-LINE  English

HOME PROFILE Information HELP CHANGE PASSWORD LOGOUT

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Students in **Grades 8 - 10** will book appointments in the **9:00am-11:00am** time slot.
Students in **Grade 11 - 12** will book appointments in the **12:00pm - 2:00pm** time slot.


On-line appointment booking is not available at this time.

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](#)

[Manage Students](#)

[View Appointments](#)



Step 4: Fill out your children's names and click the "Insert" button. Repeat this step until all of your children are entered.

SCHOOL APPOINTMENTS ON-LINE  English

HOME PROFILE Information HELP CHANGE PASSWORD LOGOUT

Manage Students


Insert New

First Name:

(Please enter student's common name)

Last Name:







Step 5: After you have added all of your children, click on the calendar icon to the right of your children's names to bring up the schedule where you will choose your dates and times for students to come into the school.




SCHOOL APPOINTMENTS ON-LINE  English

HOME PROFILE Information HELP CHANGE PASSWORD LOGOUT

Manage Students

--- Displaying 2 Entries ---

Name	
James Smith	  
Jenny Smith	  

To edit an entry, click  beside the name. To delete an entry, click  beside the name.
Click  to book appointments. You will select which calendars on the next screen.

--- No Appointments Scheduled ---



Step 6: See the box at the centre of the screen marked “Calendars”, scroll and find the date you would like to come into the school. Then select all of the classrooms listed for the date(s) you chose as these are where classes will be taking place. Then click the “View Calendars” button.

The screenshot displays the 'School Appointments On-Line' website. At the top, there is a navigation bar with links for HOME, PROFILE, Information, HELP, CHANGE PASSWORD, and LOGOUT. A language dropdown menu is set to 'English'. The main content area is titled 'June 1, 2020 Student Sessions - Appointment Scheduling - James Smith'. Below this, it shows 'Student :: James Smith 0/1' and '--- No Appointments Scheduled ---'. A red-bordered box contains the instruction: 'Hold the 'Ctrl' or 'Command' key to select ALL the Teacher that you wish to view at one time.' Below this, a 'Calendars:' section shows a list of rooms for 'June 1, 2020 Student Sessions': Library, Lounge, Plumbing, Room 118, Room 122, Room 128, Room 129, Room 135, Room 136, and Rooms 121/126. At the bottom, the 'View Calendars' button is circled in red, with a 'Home Page' button below it.

Step 7: Please first note **Grade 8-10 will book in the upper 9:00am-11:00am** time slots, **Grade 11-12 will book in the lower 12:00pm-2:00pm** time slots.

Simply find the teacher you would like to see and click in the box beneath that column and it will book you into that classroom/teacher time slot.

Repeat for the different dates you would like to come in.

SCHOOL APPOINTMENTS ON-LINE  English 

HOME PROFILE Information HELP CHANGE PASSWORD LOGOUT

June 1, 2020 Student Sessions - Appointment Scheduling - James Smith

June 1, 2020 Student Sessions

Student :: James Smith - 1/1

	Library	Lounge	Plumbing	Room 118	Room 122	Room 128	Room 129
	Mr. Morley (English), Mr. Shim (Science)	Ms. Calaciura (English), Mr. Fresque (Science, Math)	Mr. Sharkey (Plumbing)	Ms. Mashkooor (Resource, English)	Ms. van Kralingen (French, CLE)	Mr. Gault (RAIL, CLE, Resource, Social Studies)	Mr. Fukazawa (French, Japanese)
Appointment Date :: Jun 1, 2020 - Grade 8 - 10							
9:00 am - 11:00 am				1 / 10 James Smith			
Appointment Date :: Jun 1, 2020 - Grade 11 - 12							
	Mr. Morley (English), Mr. Shim (Science)		Mr. Sharkey (Plumbing)	Mr. Kwan (Math, ICT)		Ms. Calaciura (English)	Mr. Fukazawa (French, Japanese)

Manage Students
View Appointments

