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.

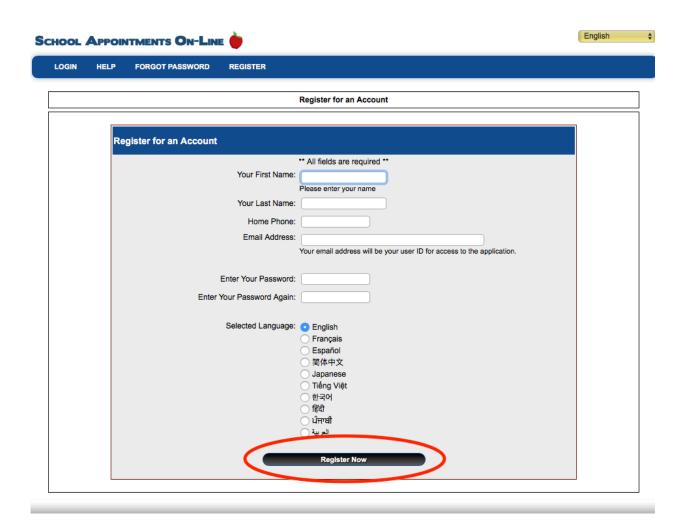
On-line appointment booking is not permitted at this time.

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



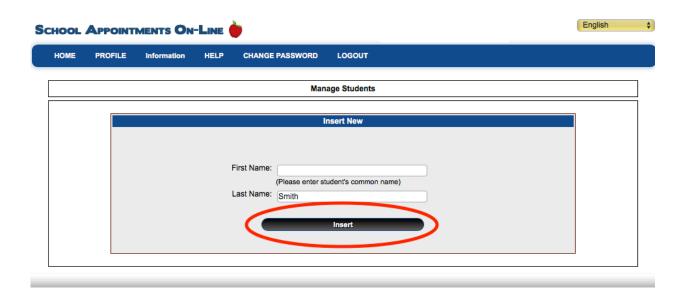
Step 2: Fill in your details and create a password. Don't forget to write your password down! Then click the "Register Now" button.



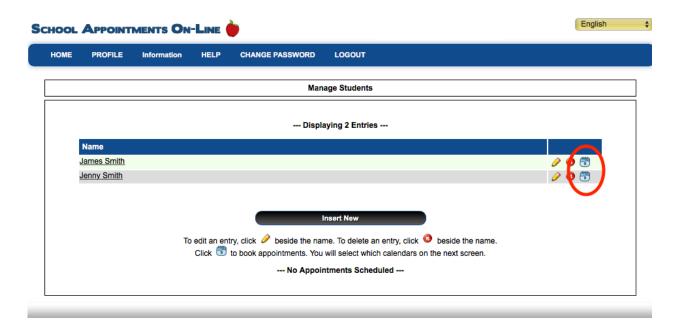
Step 3: Click the "Add a Student" button to add your children's names.



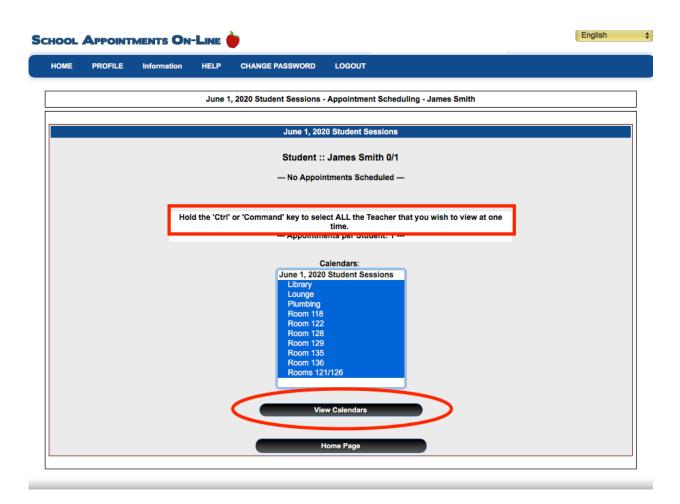
Step 4: Fill out your children's names and click the "Insert" button. Repeat this step until all of your children are entered.



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.



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 <u>all</u> 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.



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.

