

# Prince of Wales Virtual Parent-Teacher Interviews

## Walkthrough

Dear PW Families,

In preparation for Thursday night, November 25<sup>th</sup>, please go through the following instructions.

1) Go to <http://pw.schoolappointments.com>

2) Login to your account

Welcome to the on-line parent teacher interview booking system for Prince Of Wales. Please register for an account now and enter your children now in preparation for scheduling interview times for you to meet with their teachers. To register for an account, click on the "REGISTER" tab to the right.

Appointments scheduling will start at 7pm on Friday November 19th, 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, your children and your appointments.

In order to give all families an opportunity to connect with teachers, parents will only be able to book a maximum of 2 appointments in the first registration window, and a further 2 appointments in the second registration window. A full time teacher may have 120 students and only 22 appointment slots available for parent interviews.

If you are unable to book at teacher appointment, you can request a callback.

**Login**

User ID:

Password:

**Login**

[\[Click Here to Register\]](#)

[\[Forgotten Password Recovery\]](#)

**Upcoming Appointment Schedule**

Schedule	Schedule Start Date	Booking Start
PT Interviews 2021-22, Semester 1	2021-11-25	2021-11-22 07:00 pm

3) Click on view appointments

Welcome to the Prince Of Wales on-line parent teacher interview booking system.

Parent / Teacher Conference Night is on Thursday, November 25, 2021 from 5:00 - 7:30 pm.

The interviews themselves last 7 minutes and as travel time between virtual classes is needed, please do NOT book back-to-back sessions.

The first window for online appointments scheduling will be in effect from

Friday November 19th (7 pm) to Sunday November 21 (11:59 pm).

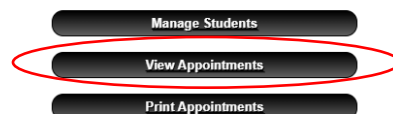
at this time you may book up to two appointments.

The second window for online appointments scheduling will be in effect from

Monday November 22 (7 pm) to Wednesday November 24 (11:55 pm).

at this time you may book up to two additional appointments.

Interpreters are available. You can also book them on-line simultaneously when you make an appointment with a teacher.



4. You will now see the appointments you have booked. Remember that booking closes tonight at 11:59pm, so if you need anymore appointments, please book today (Nov 24). For each appointment, you will see the time, the teacher, your child’s name, AND, the link to join the meeting.

Current Scheduled Appointments			
Current Appointments			
Time	Calendar	Name	
2021-11-25 06:45 pm	PT Interviews 2021-22 Semester 1 <b>Scott Morgan</b> (Virtual Meeting) - <a href="#">[Click to Join Virtual Meeting]</a>	Will Umarrimee	+
2021-11-25 06:59 pm	PT Interviews 2021-22 Semester 1 <b>Allison Brett</b> (Virtual Meeting) - <a href="#">[Click to Join Virtual Meeting]</a>	Will Umarrimee	+
2021-11-25 07:13 pm	PT Interviews 2021-22 Semester 1 <b>Patricia Jakoy &amp; Rosa De Iaco</b> (Virtual Meeting) - <a href="#">[Click to Join Virtual Meeting]</a>	Will Umarrimee	+
2021-11-25 07:27 pm	PT Interviews 2021-22 Semester 1 <b>Julie Baerg</b> (Virtual Meeting) - <a href="#">[Click to Join Virtual Meeting]</a>	Will Umarrimee	+

Each meeting is 7 minutes long. Tomorrow, on the night of Thursday Nov 25<sup>th</sup>, you will click on the “Click to Join Virtual Meeting link” to join the meeting 1 or 2 minutes before your time, and you will enter a virtual waiting room. At the designated start time, the teacher will admit you into the meeting. In order to keep the night running smoothly and on schedule, please be mindful of the 7 minutes allotted to your appointment, and leave the meeting when the teacher has to move onto their next meeting.

If it is possible, we encourage parents to login with their child’s TEAMS account.

If not possible, here is a guide to logging into a meeting without a TEAMS account:

<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

If you have requested a phone call interview, please make sure the phone number you have registered in your account is accurate, in order to ensure the teacher can reach you.

If you have any questions or need help, please contact VP Mr. Cacchioni [dcacchioni@vsb.bc.ca](mailto:dcacchioni@vsb.bc.ca)

Thank you,  
The PW Admin.