

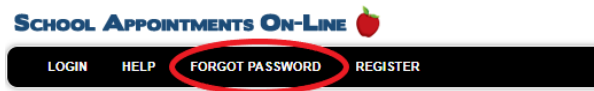
# Quarter 2 Parent Teacher Interviews

Wednesday, December 9<sup>th</sup>

1:30 – 5:30 p.m.

**Bookings will open Wednesday, November 25<sup>th</sup> at 8:00 a.m.**

1. Go to <https://bellerose.schoolappointments.com>
2. Log in to your account created in Q1 (if you forgot your password, click on "forgot password").



Then click on "Manage Students".


\*\*\*If you do not have an account from Q1 Parent Teacher Interviews, you must set one up by clicking the "REGISTER" menu tab.



Choose a user ID and password and click the "Register Now" button.

**Note: If you would like to use your POWERSCHOOL login and password for this program you must first register it.**


Add your children into the system by clicking the "Add a Student" button. Click "Insert". If you need to add more children, click on "Insert New".

1. Click on "Manage Students".
3. Click the "date"  icon beside each child's name to schedule appointments.
4. Select the staff you wish to book appointments with. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time.
5. Select your preferred method for the interview. Appointment options are either virtual meeting or by phone.
  - a. **Virtual Meeting (default)** – these appointments will be via Google Meet. If you choose to meet virtually, you must download Google Meet and have a microphone and camera on your device.
  - b. **By phone** – The phone number that you will be contacted at is the number entered when the account was created.
6. Click on the "View Calendars" button.
7. Click on available time slots to book your appointments to make your bookings.

**Bookings will close Tuesday, December 8<sup>th</sup> at 2:00 p.m.**

# To View Appointments and Access Virtual Meeting Links

1. Log into your account.
2. Click on “**View Appointments**”. You can then “**click to Join Virtual Meeting**”.

Current Appointments			
Time	Calendar	Name	
2020-12-09 01:30 pm	John Anderson (Virtual Meeting) - <a href="#">Click to Join Virtual Meeting</a>		
2020-12-09 01:50 pm	Jason Bertlett (Virtual Meeting)		