


## School Appointments - Parent Instructions

We are offering only in-person interviews for the April 21, 2022 Parent Teacher Night, with appointments available between 4:00 and 9:30 for most staff. If you are not available to attend on April 21, see Step 7a.

1. Go to our school appointments web site for your school: <https://nns.schoolappointments.com>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. If you used the system in the fall, and if you remember your login information, you can use that login. A password recovery option is available. Please use the phone number that you like to be called at (not necessarily your home phone number)
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**Manage Students**", then click the "**Book Appointment**" icon beside each child's name to schedule appointments.
- a. Note that there are two sets of teacher appointments, one for the Grade 1, 2, 3 and 4 Student-Led conferences, and a second one for all the other grades, that will be 15 minute, in-person interviews.

5. 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.



6. Then click the "**View Calendars**" button.
7. Click on available time slots to book your appointments to make your bookings. Appointment bookings can be printed.
  - a. If you are not available on April 21st, you can choose to get a callback (which may not happen on April 21st). To book a callback, follow steps 1 to 7 above, except instead of booking an available time slot (in step 7), click in the "Call Back Request" slot at the top of the teacher's column

We hope you will be able to join us on April 21st, between 4:00 and 9:30 PM