

Parent/Teacher Interviews

March 16, 2023

DTSS will hold our Parent/Teacher Interview Night on **Thursday March 16th** from **5:00pm – 7:00pm**. We are **booking online appointments as of Thursday February 23rd**. The process takes only a few minutes and may be changed right up until 9:00am on March 16th.

The following steps will help parents to negotiate the site and set up appointments:

1. Open your internet browser. In the address bar type this address: **dtss.schoolappointments.com**. This address is not typical because it DOES NOT begin with www Hit “enter” and you should arrive at the David Thompson Secondary School Appointments Website.
2. Below the “Login” button, parents will see the link to register as a new user. Click this link and follow the onscreen instructions. We are asking parents to enter and “Preferred user ID” in this format: `firstname.lastname`
Select a password unique and private.
3. After registration, parents may immediately “Add a student”.
4. Students are identified only by their names; parents will NOT NEED to enter any ministry or school student numbers. Once created, parents then “Manage Students” by clicking this button. At this window, you will see a button on the right side of the screen labeled, “March 16, 2023 Parent/Teacher Interviews” Click this button to see a list of DTSS teachers.
5. Parents may select up to 6 teachers and see their appointment schedules all at once. While scrolling through the list of teachers with your mouse, hold down the “Ctrl” key on your keyboard. This will allow you to select several teachers from the list by clicking on their names as you hold down the “Ctrl” key. After you have selected the teachers you would like, click the “View Calendars” button.
6. In the next window you will see columns of teacher appointment schedules placed side by side. In this fashion, parents can easily see available appointments and book all the interviews they want in one step. After you have chosen the times that work in your evening schedule, click the “Book Appointments” button. This will complete the process. The next window will allow parents to print a copy of their appointments. Clicking “Print Appointments”, will launch a pdf version of the schedule which can be saved and printed. Parents can return to this site to add, remove, or change appointments anytime up to 9am on March 16th.
7. If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email. To do so please select the bar to the right of the **Call Backs** bar above the appointment times.