

Takhini Elementary School

Second Term Student-Led Conferences

Who is invited?	All students and parents/caregivers
What is it?	Student-led conferences provide the student with the opportunity to lead by sharing examples of their work, discussing their strengths, areas to work on, and setting next steps to achieving learning goals.
What it's not?	Conversations or meeting time that focuses on student behavior should be scheduled outside of this time.
When?	Thursday March 15 after school and Friday morning, March 16. There are no classes on Friday, however, students are expected to attend the conference at the time selected. <u>All appointments are scheduled on-line. See the instructions on the back of this sheet.</u>
Where?	Takhini Elementary School – in the student's classroom
Why?	A student-led conference allows students to give voice to their learning. This means they can talk about and show their work, share their areas that they feel successful about and those that are challenging for them, and provide this information in their own words. This process teaches students to accept responsibility (with teacher and parent support) for their learning. Students will have a better sense of how far they have come and where they need to go to reach the learning goals. It also opens lines of communication among the student, teacher and parent.

How can parents help? Parents and caregivers are asked to participate in the conversation about the student's learning. There will be opportunity to share. Some prompts to help in the discussion are:

I noticed that...

I'm wondering about...

Two compliments I have are... and one thing I'd like to see next time is...

I see a strength in ... and an area for improvement will be...

Students may be shy at first in the conference. Parents can help by asking:

What are you learning?

How is it going?

What will you do next?

To schedule an appointment see the instructions on the back of this sheet.

Takhini Elementary School

Student Led Conferences

Online Booking: <http://takhini.schoolappointments.com>

****If you do not have a computer/internet access, or experience difficulty, please call the school office at 667-3625 and Michele Cross, will assist you.**

Parent Registration: Go to <http://takhini.schoolappointments.com>

1. Parents click on the "Register" tab and fill in the registration form to create an account. Once parents have successfully registered, they are logged into the system and can register their students. Parents can begin booking appointments February 27th @ 4:00 pm up until March 14th @12:00 am.

To Book Appointments:

2. Select Teachers - click on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.

Teacher Appointment Calendars:

3. Parents are shown the calendars of the selected teachers. It also shows appointment times that are unavailable for booking. Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. JavaScript enabled browsers are required for validation on the screen.

Appointments Booked Successfully

4. Once the appointments are booked, the screen will display the list of appointments for the student. When the parent clicks on the "Return to Home Page" button, they will return to the home page with their students and their appointments listed. They can book additional appointments, or they can book appointments for another student.

Parents with More Than One Student

5. If a parent has more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student's name will be displayed for a parent, thus making it easier to book adjacent appointments.

Printing Parent Appointment Schedule

6. From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the "Print Appointments" button, a window will pop-up asking the parent what they wish to do with the document. In Internet Explorer, it is recommended that people click the "Save" button, save the file and then click "Open" to view the file. Internet Explorer sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Parent Schedule PDF: Click "Open" after the download is complete to view the PDF.

7. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.