

# PARENT-TEACHER INTERVIEW BOOKING SYSTEM

## Instruction for Parents

Visit the website at [www.ugdsb.ca/pti/](http://www.ugdsb.ca/pti/). We recommend Chrome browser. Internet Explorer is incompatible with this application.

### 1. Login

Login with the Ontario Education Number (OEN, 9 digits) and Date of Birth of your child **during the booking period**. Parents may find the OEN on the Student's Report Card. Please contact the school with the OEN and name of your child if you cannot login.

### 2. Book

Check the timeslot when you like to meet the teacher (parents of elementary students need to select teacher first), uncheck to cancel. The appointments will be saved automatically.

Book Appointments by Clicking on it

Available    Booked by yourself    Break Time    Booked by others

Fowler, R	Roberts, J	Mulcahey, E	Cutten, B
<b>Oct. 01</b>	<b>Oct. 01</b>	<b>Oct. 01</b>	<b>Oct. 01</b>
<input type="checkbox"/> 7:00PM	<input type="checkbox"/> 7:00PM	<input checked="" type="checkbox"/> 7:00PM	<input checked="" type="checkbox"/> 7:00PM
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Close above window you will see your interview schedule with location information.

# Teacher - Parent Interviews Using Google Meet

When booking your interview time using the Parent-Teacher Interview Booking System, your teacher will have entered a code into the location field. The code for joining a Meet follows a simple format.

meet.google.com/xxx-xxxx-xxx

Please make a copy of this link code. You will need this code to join the meeting. If you forget or lose this code, you can return to the Parent-Teacher Interview Booking System at any time to retrieve this information.

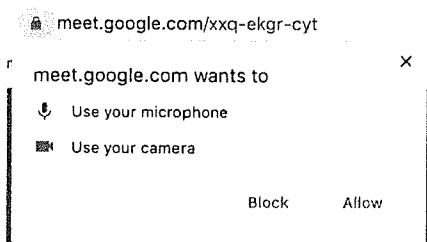
To participate successfully in a video conference call we recommend the following:

- Use a laptop (laptops come with cameras, microphones and speakers)
- Close any other tabs you may have running in the background
- Close other programs running on your computer
- Ensure your Internet connection is working
- Use Google Chrome browser for best results

At the scheduled time, type the code provided to you by your child's teacher into your computer browser. You may be prompted by your browser to allow the use of your computer's camera and audio (microphone and speaker).

At the agreed upon time, click the green Ask to join button. The teacher will receive a notification that you are waiting,

**Please note that if you attempt to join before the agreed upon time your request may be denied.**



Ready to join?

