



PARENT-TEACHER INTERVIEW BOOKING SYSTEM

Instruction for Parents

Visit the website at 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**.

Your child's **OEN number** can be found at the top of the first page of their Progress Report. Please contact the school with the OEN and name of your child if you cannot login.

2. Book

Select the orange "Book" button in the top right hand side of the page.

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
Oct. 01	Oct. 01	Oct. 01	Oct. 01
<input type="checkbox"/> 7:00PM	<input type="checkbox"/> 7:00PM	<input checked="" type="checkbox"/> 7:00PM	<input checked="" type="checkbox"/> 7:00PM
<input checked="" type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM
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Oct. 02	Oct. 02	Oct. 02	Oct. 02
<input type="checkbox"/> 7:00PM	<input type="checkbox"/> 7:00PM	<input checked="" type="checkbox"/> 7:00PM	<input type="checkbox"/> 7:00PM
<input type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM	<input type="checkbox"/> 7:10PM
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<input type="checkbox"/> 7:30PM	<input type="checkbox"/> 7:30PM	<input type="checkbox"/> 7:30PM	<input type="checkbox"/> 7:30PM

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.

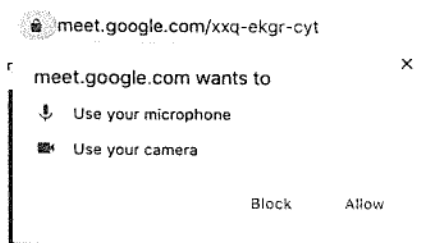
To participate successfully in a video conference call we recommend the following:

- 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 you request may be denied.



Ready to join?



Parent - Teacher Conferences using Google Meet

As with many aspects of our 2020/2021 school year there will be some changes with how Parent - Teacher Conferences will be held, due to COVID19. Instead of in-person conferences, Montgomery Village Public School will be holding video conferences using Google Meet. Parents of students at Montgomery Village Public School will be able to schedule a Google Meet video conference on either Thursday, November 26 (after school/evening) or Friday, November 27 (during regular school hours). Please watch for a message from MVPS with information about when and how to schedule a video conference using the online booking system.

Please note that an alternative to using Google Meet to video conference with your child's teacher is available if a video conference is not feasible. To conduct your Parent-Teacher conference by telephone, please complete and return the attached form.

All conferences must be booked using the electronic booking system. If you are requesting a telephone call instead of a video conference you will be contacted by telephone at the interview time you have booked and can disregard the Google Meet link associated with your booking.

Parent Teacher Conferences, November 26 & 27, 2020 Telephone Call Request
Teacher _____
Please contact me at the following telephone number _____
Name of child _____
Name of parent(s) who will be receiving the call: _____