

INSTRUCTIONS

Please read the following instructions carefully before attempting to book your appointments.

In order to book appointments with your student's teachers, you will need their OEN number and Date of Birth. The nine digit OEN number is found on any Report Card or Midterm Report.

1. Access the site, <https://www.ugdsb.on.ca/pti> . This is what you will see:

The screenshot shows the 'PARENT-TEACHER INTERVIEW BOOKING SYSTEM' login page. It features a header with a logo of two children and the system name. Below the header, there are two login sections: 'Parent log in' and 'Staff log in'. The 'Parent log in' section has fields for 'Student OEN' and 'Date of Birth' (format DD/MM/YYYY) and a 'Log In' button. The 'Staff log in' section has a 'Staff Logged Logon' button.

2. Type in the OEN number and the birthday. Make sure you use the DD/MM/YYYY format or you will get an error.
3. Click Login. You will be taken to a new screen which will list all the teachers.
4. Click beside the teachers you want to book an appointment with as shown below:

The screenshot shows the 'Available Teacher List' page. It displays a list of teachers with checkboxes next to their names. The teachers listed are: Bosomworth, Jordan; Cox, Renee; Gunn, Toshi; Brasil, Jose; Cranwell, Shannon; Jordan, Joel; Britton, Landry; Danckert, Joseph; Kanters, Cheryl; Button, Holly; De Fabrizio, John; Carr, Ida; Fisher, Sarah; Clement, Gordon; and Fuller, Michelle. A 'Book for Selected' button is visible in the top right corner.

Book for Selected

5. Then click the button:
6. You will now see the teachers and available time slots in blue. If they are red, the time slot is taken:

The screenshot shows the 'Book Appointments by Clicking on It' page. It displays a grid of time slots for four teachers: Britton, L.; Carr, I.; Cranwell, S.; and Gunn, T. Each teacher's section shows a list of time slots for the date Jul. 29. The time slots are color-coded: blue for available and red for taken. A 'Book Appointments by Clicking on It' button is visible in the top right corner.

7. Click the up to two time slots you want for each teacher, which turns green, and then:

Close to view schedule

Print

8. You can now print out the schedule by clicking: