

# PARENT-TEACHER INTERVIEWS – ALL LEVELS

THURSDAY, MARCH 28, 2019

1:00 - 4:30 p.m. **OR** 6:00 - 8:30 p.m.

## PLEASE LOG IN TO YOUR PARENT PORTAL TO ACCESS SCHEDULER FOR PARENT TEACHER INTERVIEWS

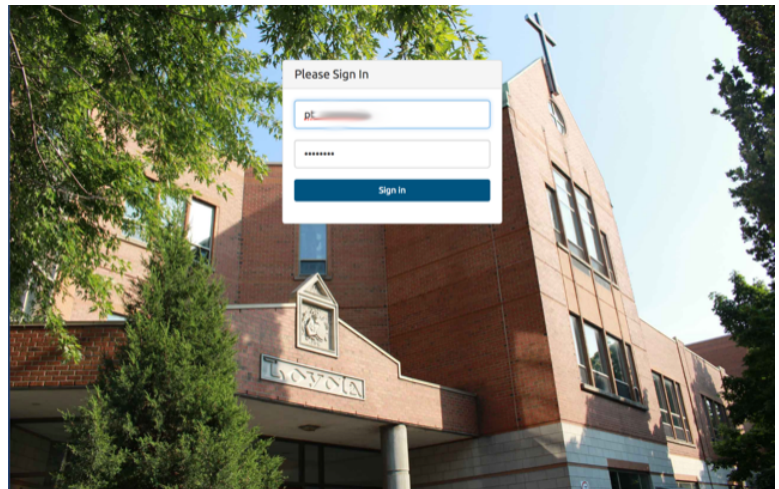
Appointments may be booked beginning **Thursday, February 28<sup>th</sup> at 10:00 a.m. until Thursday, March 21<sup>st</sup> midnight.** We encourage all parents to book as soon as possible if your son has low grades (65% or less) or, if an interview has been requested.

**Please respect the above deadlines. Once these dates have passed, the system will be closed and interviews can no longer be scheduled. Alternate arrangements to meet with teachers, at a later date, will have to be made between you and the teacher(s).**

REMINDER: Maximum **four** interviews per student.

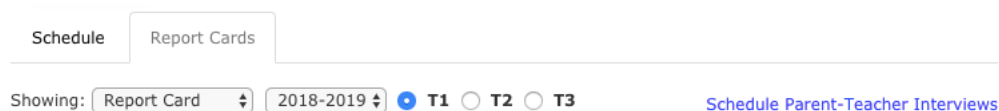
### To Log In:

1. Use your web browser (Chrome or Firefox is recommended) to log in.
2. Type <https://parents.loyola.ca> in the address bar.
3. This will bring you to the log in page for your parent homepage.
4. **\*\*Please refer to your user name and password that you received in an email on October 9<sup>th</sup> (Progress Reports). \*\*See below note** Codes are CASE SENSITIVE.
5. Click the *Sign In* button. This will bring you to your parent homepage.



### To Submit a Request:

1. Log in to your homepage (as instructed above).
2. Click on the *Courses* link in the upper left of your browser
3. Click on the *Reports* tab found just above your son's schedule.
4. Choose the appropriate reporting period (Term 1)
5. Select the link that is above the report on the right - *Schedule Parent-Teacher Interviews*



6. Select your son's name using the drop-down box and click the GO button.
7. You will then be asked to select the teacher you wish to see.
8. Then select a time from the available times listed in the dropdown box.
9. Click *Submit* when you are ready to confirm your interview request.

### To Remove a Request:

1. Log in to your homepage and navigate to the *Schedule Parent-Teacher* link (as instructed above).
2. Select the checkbox to the left of the request you wish to remove.
3. Click the GO button to the right of the phrase. Delete selected records.

### To Print Your Finalized Schedule:

When you have completed your requests, the option to create an appointment will be replaced with a link to a *PRINTABLE VERSION*. This will generate a pdf version of your schedule. Use your browser print features to print a copy.

Your appointments will remain as requested unless you are contacted by the school advising you of a change.

**PLEASE BRING THE PRINTED VERSION, INDICATING TIMES AND LOCALES, WITH YOU THE DAY OF THE INTERVIEWS.**

**\*\*IF YOU DID NOT SAVE THE CODES, KINDLY SEARCH THROUGH YOUR EMAILS BEFORE CONTACTING THE OFFICE. WE ANTICIPATE A SIGNIFICANT DELAY BEFORE WE WILL BE ABLE TO RESPOND TO YOUR REQUEST.**