



# How to book your Parent-Teacher Interview

1. Login into your parent account at PowerSchool at <https://vc.powerschool.com/public/home.html>

PowerSchool SIS

Student and Parent Sign in

Sign In Create Account

Select Language English

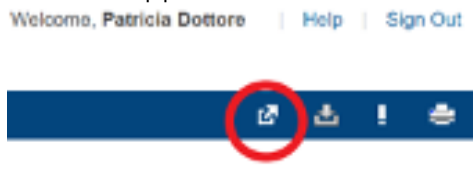
Username

Password

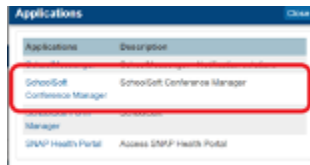
[Forgot Username or Password?](#)

Sign In

2. Click the Application Launcher in the top right of the screen



3. Click the SchoolSoft Conference Manager



4. Select the session Thursday December 9 – VC Parent Teacher Interviews

Welcome

Available conference sessions ✓ -- Select a session --  
Thursday December 9 - VC Parent Teacher Interviews

Conference Manager will: CLOSE - **Wednesday, December 8 2021 at 12:00 PM**

When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.

- A list of teachers will populate and will identify which student they teach. Parent use checks to select the teacher(s) they want to book an appointment with.

Available teachers for the selected session:

Choose the teacher(s) you would like to meet with

SELECT	NAME <a href="#">VIEW MY TIME&gt;RHS</a>	TEACHING ASSIGNMENT
<input type="checkbox"/>	Cynthia Accili	Teacher
<input checked="" type="checkbox"/>	Marc Addison	Teacher
<input type="checkbox"/>	Emma Ashcroft	Teacher
<input type="checkbox"/>	Kate Ayotte	Teacher
<input checked="" type="checkbox"/>	Michael Balogh	Teacher
<input checked="" type="checkbox"/>	Todd Bennett	Teacher
<input type="checkbox"/>	Lindsay Brail	Teacher

- The schedule of the teachers are shown. Blocks that are booked are greyed out. Available blocks can be clicked to complete the booking.

Choose an available time slot:

M. Addison Teacher	M. Balogh Teacher	T. Bennett Teacher	G. Brown Teacher	H. Budai Teacher
8:30	8:30	8:30	8:30	8:30
8:35	8:35	8:35	8:35	8:35
8:40	8:40	8:40	8:40	8:40
8:45	8:45	8:45	8:45	8:45
8:50	8:50	8:50	8:50	8:50
8:55	8:55	8:55	8:55	8:55
9:00	9:00	9:00	9:00	9:00
9:05	9:05	9:05	9:05	9:05
9:10	9:10	9:10	9:10	9:10
9:15	9:15	9:15	9:15	9:15
9:20	9:20	9:20	9:20	9:20
9:25	9:25	9:25	9:25	9:25
9:30	9:30	9:30	9:30	9:30
9:35	9:35	9:35	9:35	9:35
9:40	9:40	9:40	9:40	9:40
9:45	9:45	9:45	9:45	9:45
9:50	9:50	9:50	9:50	9:50
9:55	9:55	9:55	9:55	9:55
10:00	10:00	10:00	10:00	10:00
10:05	10:05	10:05	10:05	10:05
10:10	10:10	10:10	10:10	10:10


7. Parents complete the booking form. Parents must enter a phone number they can be contacted at in case technical issues arise. Parents can also post a comment/question for the teacher to view. And click submit when done.

**CONFERENCE DETAILS**  
Teacher M. Addison  
Teaching Assignment Teacher  
Date Thursday Dec 09, 2021  
Start Time 8:50 AM  
Finish Time 8:55 AM

**Student Info**  
Name Test Student ▾  
  
**Parent/Guardian Info**  
Theo Gonzales  
tgonzales@mail.vc.bc.ca  
  
**Virtual Conference**  
If your meeting is being conducted using meeting software, you will receive a link to the teacher's meeting room in your Confirmation Email and Reminder Email.  
  
**Phone Number \***  
As a backup, or if the teacher is contacting you by phone, please enter a phone number where you can be reached.  
  
  
**Comments or Questions (Optional)**  
Comments or questions for the teacher regarding this conference.  

I would like to talk about Test#2

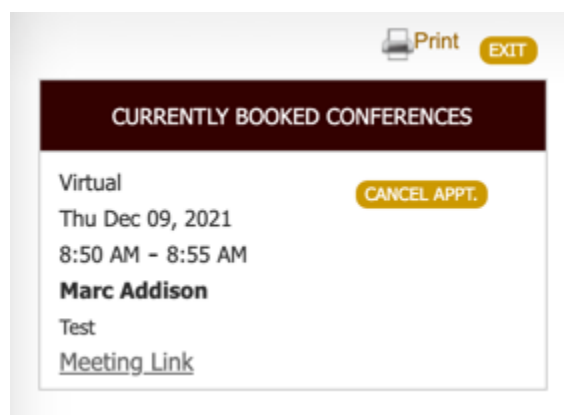
 Warning: If you navigate away from this page, or close the browser, your booking will not be submitted.

SUBMIT

CLOSE WINDOW

8. Once an appointment is booked, it will show in the parent window at the top right of the screen. Parents can also click the MY CONFERENCES tab to get a slightly

more detailed view.



Parents on the day of the interview can also join the zoom meeting by clicking on the MEETING LINK.