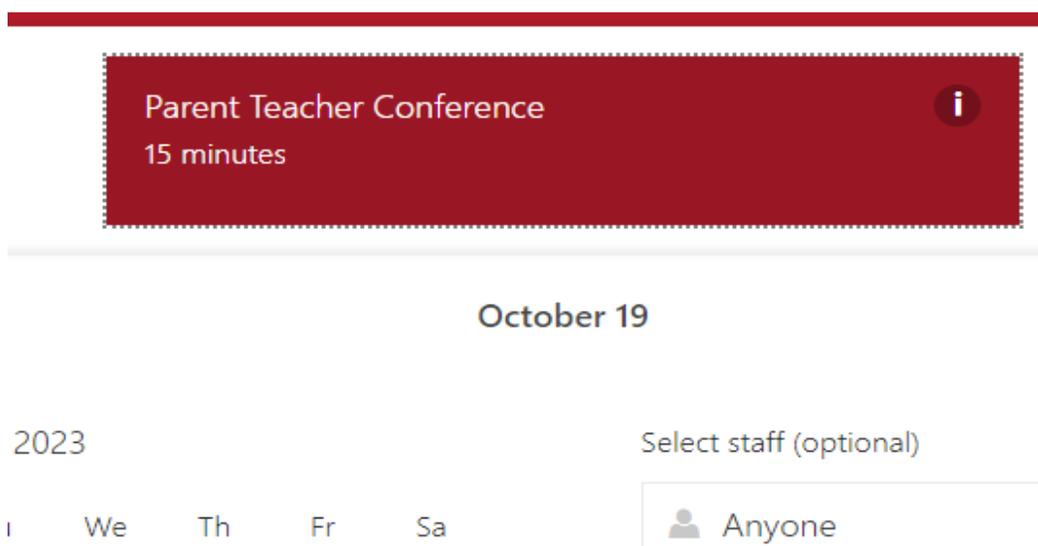


# Dewdney Elementary Learning Conferences

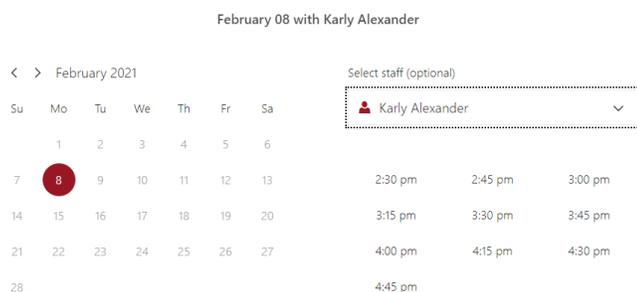
## Booking Instructions

Please refer to the Learning Conference reference sheet and follow the instructions below to book your conference:

1. Use the reference chart to see a list of teacher names and times your child's teacher is offering. If you wish, you can also book with our LST/ISP teacher Aron Newman if your child participates in those programs.
2. Go to:  
<https://outlook.office365.com/owa/calendar/DewdneyElementary@sd75.onmicrosoft.com/bookings/>
3. At the top of the page, you'll notice where it says "Parent Teacher Conference", please ensure this is highlighted by clicking on it.



4. Scroll down and use the calendar to select the date (October 19<sup>th</sup>). Once you select the date, the times populate and the drop down menu appears that you can use to select your teacher.



5. Choose your child's teacher.

6. Choose a time that works for you and your family by clicking on the desired time slot.
7. Scroll down to the “Add your details” section to enter your name and email address etc. and any notes that you may want to say to the teacher.
8. Add your child’s name under “Provide Additional Information” and then click “Book” to book the appointment.

Call Mrs. Anderson in the office if you have any trouble with the bookings site at 604-826-2516, thank you!