Meet-the-Teacher: Parent Guide

Welcome to MEET THE TEACHER, the online parent-teacher conference scheduler. This will allow parents to schedule a conference with their students’ teachers online. The system is designed to track all schedules and take the guesswork out of trying to coordinate schedules among teachers.

Parents, once you schedule a conference(s), you will receive an email confirmation and have the opportunity to print-out the appointment schedule.

To begin, click https://tvsd.meettheteacher.com/

**Step 1: Login**
Fill out the details on the page then click the Login button.
A confirmation of your appointments will be sent to the email address you provide.

(*Note - your name must match what we have in Home Access Center)

**Step 2: Select Parents’ Evening**
Click on the date you wish to book.
Unable to make all of the dates listed?
Click “I'm unable to attend”.

**Step 3: Select Booking Mode**
Choose Automatic if you’d like the system to suggest the shortest possible appointment schedule based on the times you’re available to attend. To pick the times to book with each teacher, choose Manual. Then press Next.

**Step 4: Choose Teachers**
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers* you’d like to book appointments with. A green tick indicates they’re selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking Add a Teacher.

*If you are a Middle School parent, you may only have the choice of your child’s language arts teacher since you will be meeting with your child’s team.
Step 5a (Automatic): Book Appointments
If you chose the automatic booking mode, you’ll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking Delete. Then choose an alternate time. Once you’re finished booking all appointments, at the top of the page in the alert box, press click here to finish the booking process.

Step 6: Finished
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing Print.

Click Subscribe to Calendar to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.