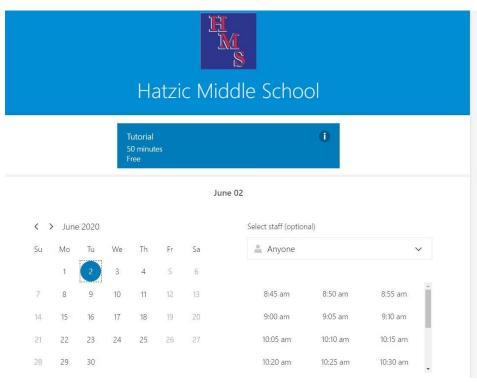
How to Use Microsoft Bookings

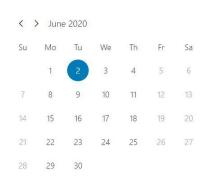
 Click the link to access Hatzic Middle Booking Site: <u>https://outlook.office365.com/owa/calendar/HatzicMiddleSchool@sd75.onmicrosoft.com/bookings/</u>



2. Choose the teacher the student wants to see. The teacher schedules are below.

Anyone	~		
8:45 am	8:50 am	8:55 am	
9:00 am	9:05 am	9:10 am	
10:05 am	10:10 am	10:15 am	
10:20 am	10:25 am	10:30 am	

3. Check the days of the weeks that teachers are available, and then choose the date.



- 4. Make a choice of time, please note the staggered time for safe entrance.
- June 03, 8:55 am with Ralph Vos 2020 Select staff (optional) Tu We Th Fr Sa 💄 Ralph Vos \sim 4 5 6 9 10 11 13 8:40 am 8:45 am 8:50 am 9:05 am 17 9:00 am 16 18 19 20 24 25 26 9:10 am 10:05 am 10:10 am 10:15 am 30 10:20 am 10:25 am
- 5. Add student details and click Book:

Ad	d your details
Name	Please let us know if you have any special requests. Thank you.
Email	Notes (optional)
Phone number (optional)	
Address (optional)	

6. Students and teachers will get a confirmation email with time and date and teacher tutorial.

June 02



Students can make up to 4 bookings per week. Alternately, teachers may request students to attend and families will receive an email to set a time. **Please arrive at the Front Office entrance 5 minutes before the start of your tutorial.** Tutorials will be 50 -60 minutes. End times of tutorials are set as follows:

9:00 session ends at 10:00 am				
10:15 session ends at 11:15 am				
12:15 session ends at 1:15 pm				
1:30 session ends at 2:30 pm				

Teacher Days of Weeks for June 1-19

M	onday, June 1, 2020	Tu	uesday, June 2, 2020	We	dnesday, June 3, 2020	Th	ursday, June 4, 2020	
Counsellor	Susan Curror	Counsellor	Katy Brookes	Counsellor	Yvonne Hale	Counsellor	Gareth Bartlett	
Area:	UPSTAIRS	Area:	UPSTAIRS	Area:	UPSTAIRS	Area:	UPSTAIRS	
Teacher 1	Grant Colegate	Teacher 1	Will Dirks	Teacher 1	Dana MacBlain	Teacher 1	Jed Minor	
Teacher 2	Stephen Greaux	Teacher 2	Sheila Grant	Teacher 2	Rene Portillo	Teacher 2	Jamie Munro	
Teacher 3	Darran Forrest			Teacher 3	Julie MacLeod			
Area:	MATH/SCIENCE WING	Area:	MATH/SCIENCE WING	Area:	MATH/SCIENCE WING	Area:	MATH/SCIENCE WING	
Teacher 4	Sheila Balakshin	Teacher 3	Mitchell Dueck	Teacher 4	John Kapty	Teacher 3	Christine Chen	
Teacher 5	Zoltan Bertalan	Teacher 4	Marie Sebel	Teacher 5	Mike MacBlain	Teacher 4	Rebekaah Stenner	
		Teacher 5	Justine Riches	Teacher 6	Kelly Lawlor	Teacher 5	Karli Owens	
Area:	OFFICE WING	Area:	OFFICE WING	Area:	OFFICE WING	Area:	OFFICE WING	
Teacher 6	Christa Borden	Teacher 6	Andrew Mckimmon	Teacher 7	Lyn O'Grady	Teacher 6	Tasheena Styran	
Teacher 7	Farid Azar	Teacher 7	Kristi Johnston					
Area:	FOODS ROOM WING	Area:	FOODS ROOM WING	Area:	FOODS ROOM WING	Area:	FOODS ROOM WING	
Teacher 8	Amanda Draper	Teacher 8	Lorraine Kienas	Teacher 8	Dianne Knox	Teacher 7	Camielle Laslo (AM)	
Teacher 9	Matt Manion	Teacher 9	Kathryn Majdanski			Teacher 8	Nathan Williams	
Area:	WOOD-DRAMA-GYM WING	Area:	WOOD-DRAMA-GYM WING	Area:	WOOD-DRAMA-GYM WING	Area:	WOOD-DRAMA-GYM WING	
Teacher 10	Richard Blaschek	Teacher 10	Julie Aldridge	Teacher 9	Dave Randhawa	Teacher 9	Patti-Lee Simpson	
Teacher 11	Preet Bamnia	Teacher 11	Dave Ragsdale	Teacher 10	Ben Woolley	Teacher 10	Michael Bruins	
		YCW	Joan Velestuk					