

How to Use Microsoft Bookings

1. Click the link to access Hatzic Middle Booking Site:

<https://outlook.office365.com/owa/calendar/HatzicMiddleSchool@sd75.onmicrosoft.com/bookings/>

Hatzic Middle School

Tutorial
50 minutes
Free

June 02

< > June 2020

Select staff (optional)

Anyone

| | | | | | | | | | |
|----|----|----|----|----|----|----|----------|----------|----------|
| Su | Mo | Tu | We | Th | Fr | Sa | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 8:45 am | 8:50 am | 8:55 am |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 9:00 am | 9:05 am | 9:10 am |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 10:05 am | 10:10 am | 10:15 am |
| 28 | 29 | 30 | | | | | 10:20 am | 10:25 am | 10:30 am |

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

Select staff (optional)

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.

June 02

< > June 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

4. Make a choice of time, please note the staggered time for safe entrance.

June 03, 8:55 am with Ralph Vos

2020

| Tu | We | Th | Fr | Sa | Select staff (optional) | | |
|----|----|----|----|----|-------------------------|----------|----------|
| 2 | 3 | 4 | 5 | 6 | Ralph Vos | | |
| 9 | 10 | 11 | 12 | 13 | 8:40 am | 8:45 am | 8:50 am |
| 16 | 17 | 18 | 19 | 20 | 8:55 am | 9:00 am | 9:05 am |
| 23 | 24 | 25 | 26 | 27 | 9:10 am | 10:05 am | 10:10 am |
| 30 | | | | | 10:15 am | 10:20 am | 10:25 am |

5. Add student details and click Book:

Add your details

| | |
|-------------------------|--|
| Name | Please let us know if you have any special requests. Thank you. Notes (optional) |
| Email | |
| Phone number (optional) | |
| Address (optional) | |

Book

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



Confirmed booking for
Lani Vetter

Tutorial with
Ralph Vos
Free



Wednesday, June 3, 2020
8:55 AM - 9:45 AM

(UTC-08:00) Pacific Time (US & Canada)



zic Secondary School (1-34800 Dewdney
Trunk Rd, Mission BC, Canada)

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

| Monday, June 1, 2020 | | Tuesday, June 2, 2020 | | Wednesday, June 3, 2020 | | Thursday, 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 | | | | |