



217 Brookbanks Drive  
Toronto, Ontario M3A 2T7  
Tel: 416-391-1441 Fax: 416-444-0949

# Crestwood Preparatory College IT Department

Parent/Teacher On-Line Scheduler Walkthrough  
October 20<sup>th</sup>, 2009

Student Name: Test, Student

Student ID: **xx-xxx**

Password: **XXXXX**

## Parent/Teacher Interview Booking Procedure

The booking system will be open from Monday, January 18<sup>th</sup> until Monday, January 25<sup>th</sup>. Interviews will be accepted on a first come, first served basis. All interviews will need to be booked by 3:00 p.m. on Monday, January 25<sup>th</sup>. Some interviews will be initiated by staff and will take first priority in the scheduling.

## Help Line

The help line will be available every day from 9:00 a.m. to 3:00 p.m. starting Monday, January 18<sup>th</sup> till Monday, January 25<sup>th</sup>. The contact is Matthew David at 416-391-1441 ext. 61.

**The Web Address for access to the booking system is as follows:**

**Note: This is different than the school website.**

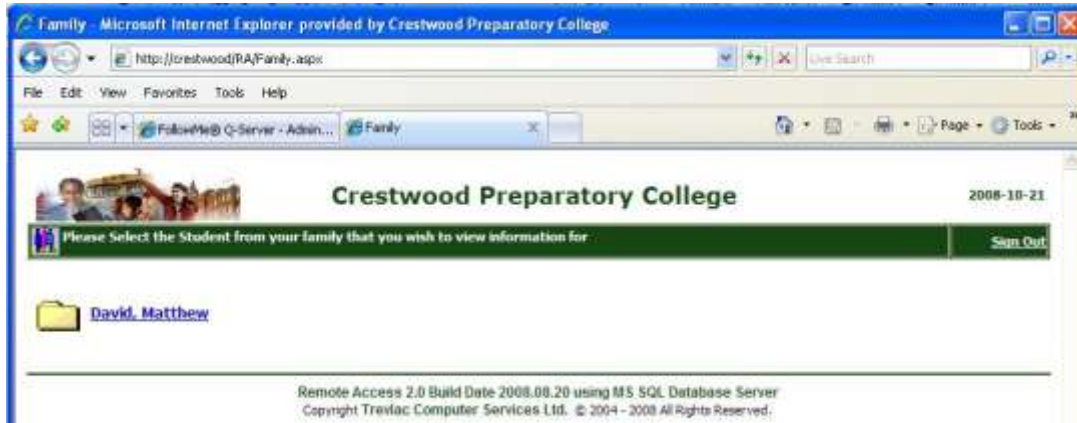
<http://crestwood.crestwoodprepc.com/ra>

## Steps to log in and book an appointment

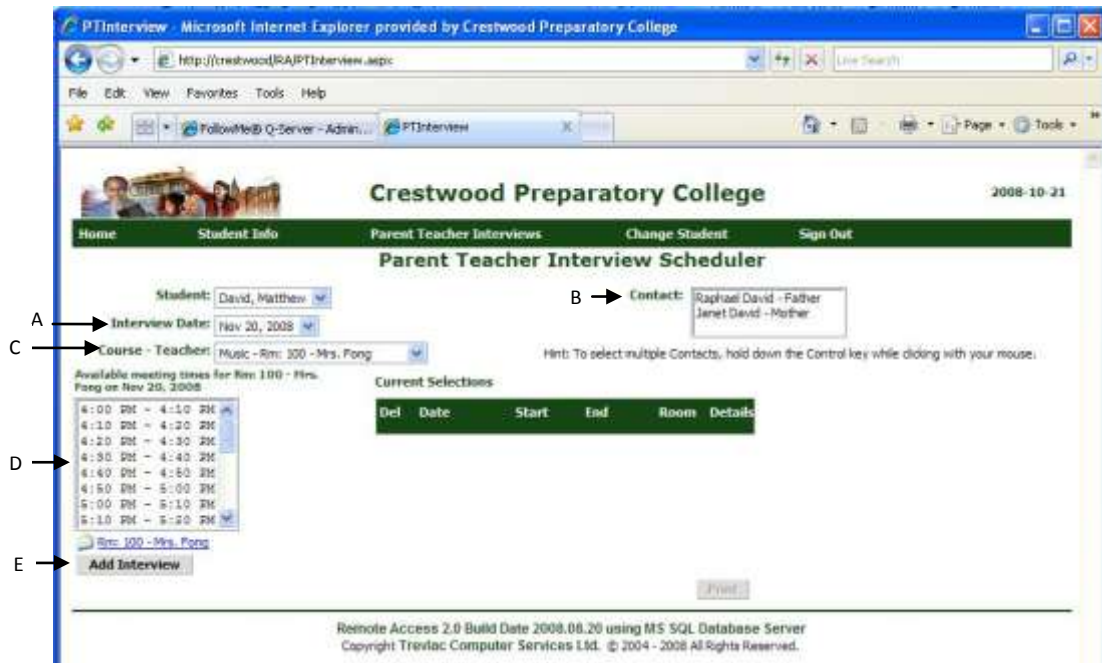
- 1) Using Internet Explorer (or Safari if you are on a Mac), type in the following web address:  
<http://crestwood.crestwoodprepc.com/ra>



- 2) Enter your child's student ID into the Student ID field (**found at the top of this page**). Enter the password into the Password field. (Note: The password is **case sensitive**)
- 3) Click the Login button. (Note: Pressing the Enter key on your keyboard will not log you in, you **must** click on the **Login** button after entering your ID and password)
- 4) If you have multiple children attending Crestwood, you will see a list of names from which you can select, click on the name for whom you want to schedule an interview for. (Note: If you only have one child attending Crestwood, you will only see one name)



- 5) Click on **Parent Teacher Interviews** in the menu bar.
- 6) To book an appointment:
  - a. Select the Interview Date from the drop down box.
  - b. Select the Contact (The person coming to the Interview) from the contact box.
  - c. Select the Course and Teacher from the drop down box.
  - d. Select a time from the available times list (Note: If **no times appear**, the teacher is **fully booked** for that day).
  - e. Click on the **Add Interview** button.



- 7) If you want to book an appointment with another teacher, repeat the above instructions in Step 6.
- 8) When you have finished entering all your appointments, click on the **Print** button (near the middle of the screen) to get a print out of your appointment schedule.
- 9) If you want to book appointments for another child you have at the school, click on **Change Student** in the menu bar to go back to the student selection screen.
- 10) When you are done, click on **Sign Out** in the menu bar.