How to Book your Guidance Appointment on <u>"TeachAssist"</u> <u>for Students ONLY</u>

• <u>Parent/Guardian appointments</u> should be booked directly with Ms Yoshizu, the Guidance Secretary by phone or in person.



2. Scroll Down on TeachAssist Homepage to book appt. with your guidance counsellor by Alpha last name.



opointment Bookings	
No appointments today	
Book Appointment for the date 2019-02-28	
Open Calendar	
All open appointments	
Fremont, M : (Alpha L-V)	
Today @ 09:05:00 with Fremont, M	
Today @ 09:20:00 with Fremont, M	
Today @ 09:35:00 with Fremont, M	
Today @ 10:00:00 with Fremont, M	
Today @ 10:15:00 with Fremont, M	
Today @ 10:30:00 with Fremont, M	
Today @ 10:45:00 with Fremont, M	
Today @ 11:00:00 with Fremont, M	

3. Choose the <u>Date</u> you would like to book your appointment on the calendar. Then "Click" on the <u>Time</u> you would like to book.

5. Show the TeachAssist notice to your classroom teacher, then come to Guidance for your appt.

6. Your guidance counsellor will give you a paper slip, with the <u>Time</u> your appt finished. Return to class and give the slip to your classroom teacher.

