



Magee Secondary Grad Transition Interviews

How to Book Your Grad Transition Interview

We are using an on-line scheduling system ("School Appointments on-line") that will allow students to book on-line their Grad Transition interview with an Educator at Magee. The on-line scheduling system will be accessed during English 12 classes in the week of January 13th to 17th. After booking a Grad Transition interview, students may view and manage their appointment through the following website:

<http://magee.studentappointments.net/admin/>

On this site, you will be able to book, delete and change your appointment.

1. Go to the website and click on the "REGISTER" menu tab and create an account. Then login and add your student information into the system.
2. After your information has been entered, you will be able to schedule an appointment by clicking the button beside the Educator you would like to schedule appointments with.
3. After selecting the Educator from the list, click the "View Calendars" button to see their calendars. Select an available time slot that you would like to book your interview on, click it and then click the "Book Appointments" button to save your selection.
4. Sections of the Educator's calendars that are black are not available for booking as the Educator has another commitment at that time.
5. When you are finished you can view your appointment from the "PROFILE" tab by selecting "View Appointments". You can also print your appointment from the "View Appointments" screen.

Do not miss your appointment!

We look forward to seeing you at your interview!