

# Campbellton Middle School

"The Journey is the Reward"

Principal  
Michael Graham

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Vice-Principal  
Brenda Parker

Hello Parents/Guardians,

Due to COVID-19 Restrictions Parent/Teacher interviews will again not be in person this year. Parent/Teacher interviews at CMS will be held online on **Microsoft Teams** or by **phone**.

Here are the directions to book a ten-minute Parent/Teacher Interview appointment for Thursday, December 2<sup>nd</sup> (from 5:00pm to 7:00pm) or for Friday, December 3<sup>rd</sup> (from 9:00am to 12:00pm).

Please click the following link to begin:

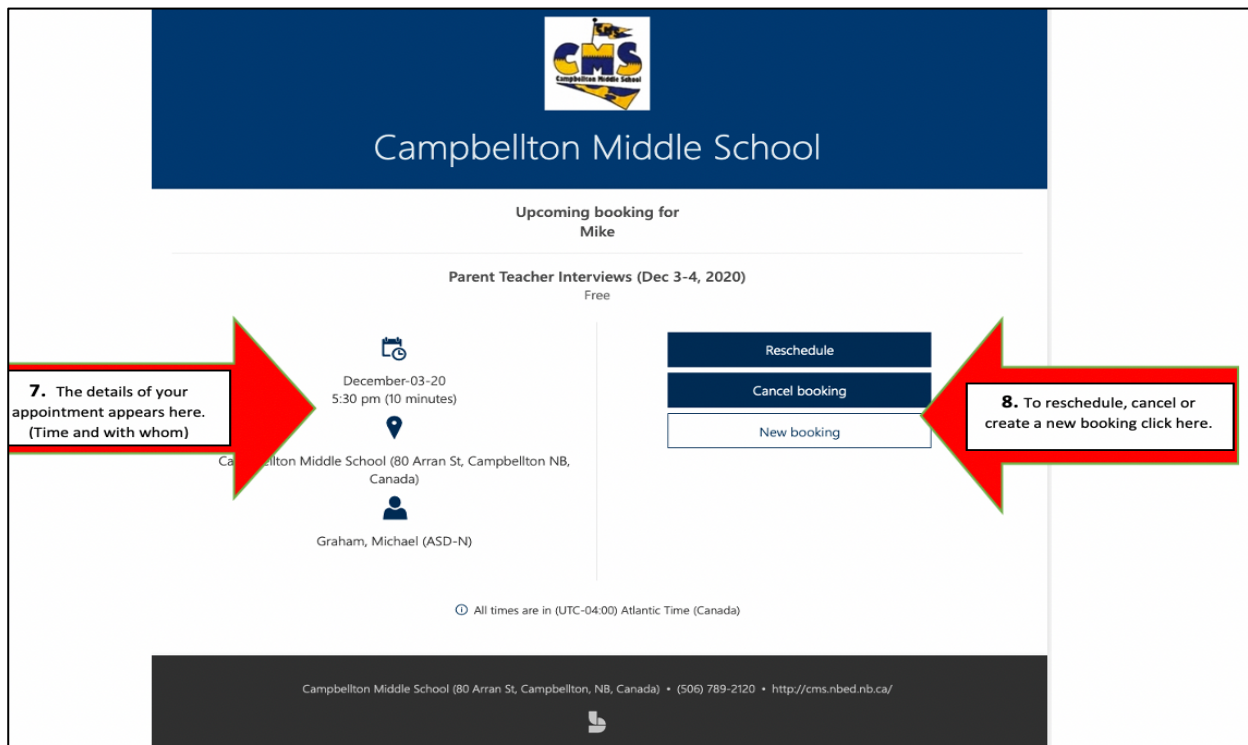
<https://outlook.office365.com/owa/calendar/CampbelltonMiddleSchool1@nbed.onmicrosoft.com/bookings/>  
(this link is also posted on the School Website at <http://cms.nbed.nb.ca> and on the CMS Facebook page at <https://facebook.com/campbelltonmiddleschool>)

This link will bring you directly to the MS Bookings site for Campbellton Middle School. Please follow the instructions below to learn the steps needed to book your Parent/Teacher interview time:

The screenshot shows the booking interface for Campbellton Middle School. At the top, there is a blue header with the school logo and name. Below this, a dark blue box indicates the event: "Parent Teacher Interviews (April 15-16, 2021)", "10 minutes", and "Free". The main content area is titled "April 15 with Graham, Michael (ASD-N)". It features a calendar for April 2021 with the 15th selected. To the right of the calendar is a "Select staff (optional)" dropdown menu with "Graham, Michael (ASD-N)" selected. Below the calendar is a table of available times: 5:30 pm, 5:45 pm, 6:00 pm, 6:15 pm, 6:30 pm, 6:45 pm, 7:00 pm, 7:15 pm, and 7:30 pm. The bottom section is titled "Add your details" and includes fields for Name, Email, and Phone number. Below that is a "Provide additional information" section with a "Student Name:" field and a dropdown for "Do you prefer to be contacted by phone or online?". At the bottom, there is a "Book" button. Red arrows point to various elements with numbered instructions: 1. Choose the date of your appointment. (points to the calendar), 2. Choose the teacher you want to meet (points to the staff dropdown), 3. Choose the time of the interview. (Available times are visible) (points to the time slots), 4. Add your name, e-mail address and phone number. (points to the contact details fields), 5. Enter the student's name (points to the student name field), 6. Enter if you prefer to be contacted ONLINE or by PHONE. (points to the contact preference dropdown), and 7. Click « Book » (points to the Book button).

If there are no longer any times available to meet, you have a few options:

1. You can contact the teacher by e-mail. All of the e-mail addresses for teachers can be found on our school website ([cms.nbed.nb.ca](http://cms.nbed.nb.ca)) under the "staff" tab.
2. You can also call the school for assistance at 789-2120.



7. The details of your appointment appears here. (Time and with whom)

8. To reschedule, cancel or create a new booking click here.

Once you have completed your booking, you will receive a confirmation e-mail with you're the time of your scheduled interview.

There is also a link in your e-mail to join the MS Teams meeting.

Simply click the link prior to the time of your meeting.

Your appointment will be with Graham, Michael (ASD-N).

Campbellton Middle School  
Campbellton Middle School (80 Arran St, Campbellton, NB, Canada)  
(506) 789-2120  
<http://cms.nbed.nb.ca/>

[Manage Booking](#)

Join Teams Meeting

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MzlkOGY0NzMiNDY4NS00OTk1LWJjODItNWE3MTU4MDNmZGI%20context=%7b%22Tid%22%3a%224d2b5fd-c4d2-4911-8709-68cc2f465c9f%22%2c%224aee-bea8-2aaaff18a816%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzlkOGY0NzMiNDY4NS00OTk1LWJjODItNWE3MTU4MDNmZGI%20context=%7b%22Tid%22%3a%224d2b5fd-c4d2-4911-8709-68cc2f465c9f%22%2c%224aee-bea8-2aaaff18a816%22%7d)

After clicking the link, you will be asked you how you would like to join the meeting.

You may be prompted to download the PC or Mac App, or to simply continue on your browser (Chrome, Edge Safari, Firefox, etc.)

If the MS Teams App is already installed on your device, it will be used it by default.

**How do you want to join your Teams meeting?**



**Download the Mac app**  
Use the desktop app for the best experience.



**Continue on this browser**  
No download or installation required.



**Open your Teams app**  
Already have it? Go right to your meeting.

Parent/Teacher interviews are 10 minutes each. Please make sure to open the meeting in MS Teams prior to the scheduled time in order not to waste time.

If you are doing the interview by MS Teams, please test the computer ahead of time to see if all is working properly.

Once you have clicked the link, you will be prompted to put in your name and click "Join Now"

Choose your audio and video settings for

**Meeting now**



Your Name|(Guest)

Join now

Microphone icon:  Video icon:  Devices

Other join options

Audio off | Phone audio

**When the meeting starts, we'll let people know you're waiting.**

If you're the organiser or the invite came from your work or school, please sign in.



Microphone icon:  Video icon:  Devices

Please wait for the teacher to join you in your "Parent/Teacher Meeting"

If you run into problems during the parent teacher interviews, please contact the school at 789-2120 or 789-2133.

Thank you for your patience as we continue to use this new platform.