

# How to Book your Guidance Appointment on “TeachAssist” for Students ONLY

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

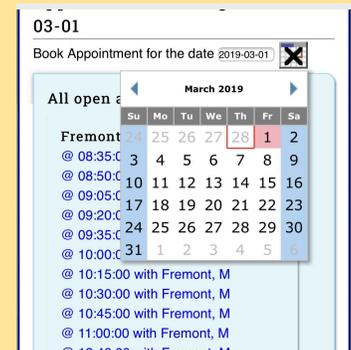


1. Log into your Teachassist.ca account using your GAPPS account information.

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



3. Choose the Date you would like to book your appointment on the calendar. Then “Click” on the Time 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 Time your appt finished. Return to class and give the slip to your classroom teacher.

