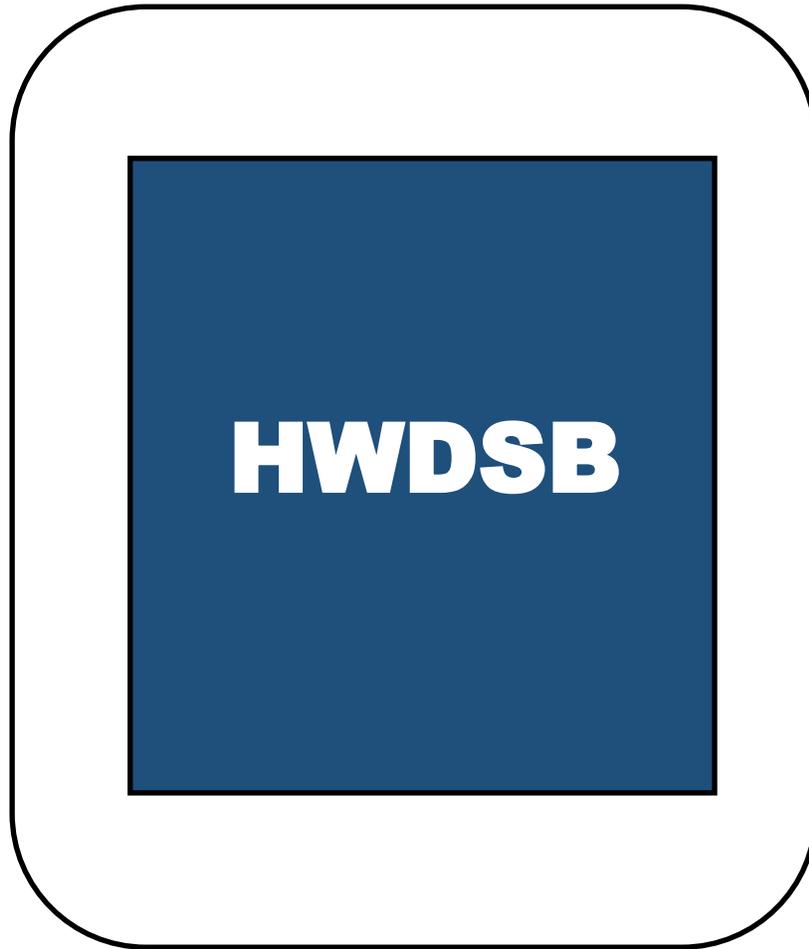


On your iPad, select MyHome



MyHome

Select **The HUB**



The HUB

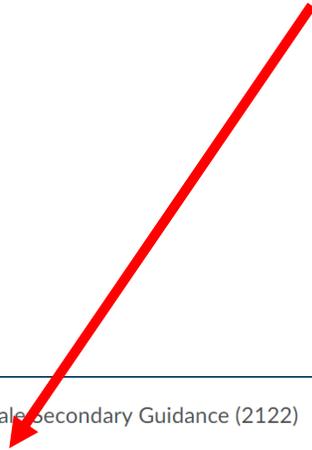
Learning Centre for Ontario Students
[Hub 1.0 FAQ](#)

Select the Glendale Secondary Guidance (2122) icon



Glendale Secondary
Guidance (2122)
BL_GUI_GUIDANCE-
12_913081_2122BL_GLENDALE
• 2122BL
Ends August 31, 2022 at 11:59
PM

Select "Book Appt"



Home | **HWDSB HUB** | Glendale Secondary Guidance (2122) | [Grid Icon] | [Email Icon] | [Chat Icon] | [Bell Icon] | [Profile Icon] Marsha Willson

Course Home | Content | **Book Appt** | Xello | Gigit | Calendar | Class Tools | Course Admin

Guidance HUB PAGE--Glendale Secondary (2021-22)



Announcements ▾

Booking Guidance Appointments

Kiki Miminis posted on Sep 21, 2020 11:03 AM • Edited

Please note that all guidance appointments will continue to occur through MS Teams or via phone call. You can book your appointment with your guidance counsellor using the "Book Appt" icon above.

- Mr. Ireland--students with last names A-K
- Ms. Miminis--students with last names L-Z
- Ms. Hewitt--students who are taking ESL classes and are English Language Learners

eLearning Help ▾



How Can I Support You?

My name is Lu Angel and my main role is STUDENT SUPPORT, such as:

HUB navigation

- where is my course?
- what's a homepage?

<https://outlook.office365.com/owa/calendar/GlendaleStudentSupport@hwdsbonca.onmicrosoft.com/bookings/>

Type here to search | 54°F Cloudy

Select your Guidance Counsellor and then scroll further down for the day and time and additional Information required.

https://outlook.office365.com/owa/calendar/glendalestudentsupport@nwaspnca.onmicrosoft.com/bookings/

Glendale Student Services

Select service

Guidance-Last Names A-K (Ireland) 15 minutes	 	Guidance-Last Names L-Z (Miminas) 15 minutes	 
Guidance - ELL (Hewitt) 15 minutes	 	Resource - Last Names A-K 15 minutes	 
Resource - Last Names L-Z 15 minutes		Student Success Appointment 30 minutes	 
Teacher Librarian 15 minutes	 	Technology Support 15 minutes	 

Select time

< > September 2021

Su Mo Tu We Th Fr Sa

Select a service and date to see available times.

1 2 3 4

Type here to search

54°F Cloudy ENG INTL 10:44 2021

Select an available date and time.

Guidance-Last Names A-K (Ireland) 15 minutes	 
Guidance - ELL (Hewitt) 15 minutes	 
Resource - Last Names L-Z 15 minutes	
Teacher Librarian 15 minutes	 

Guidance-Last Names L-Z (Miminas) 15 minutes	 
Resource - Last Names A-K 15 minutes	 
Student Success Appointment 30 minutes	 
Technology Support 15 minutes	 

September 24

< > September 2021

Su	Mo	Tu	We	Th	Fr	Sa	9:00 am	9:15 am	9:30 am
			1	2	3	4	9:45 am	10:00 am	10:15 am
5	6	7	8	9	10	11	10:30 am	10:45 am	12:30 pm
12	13	14	15	16	17	18	12:45 pm	1:15 pm	1:30 pm
19	20	21	22	23	24	25	1:45 pm	2:00 pm	2:15 pm
26	27	28	29	30					

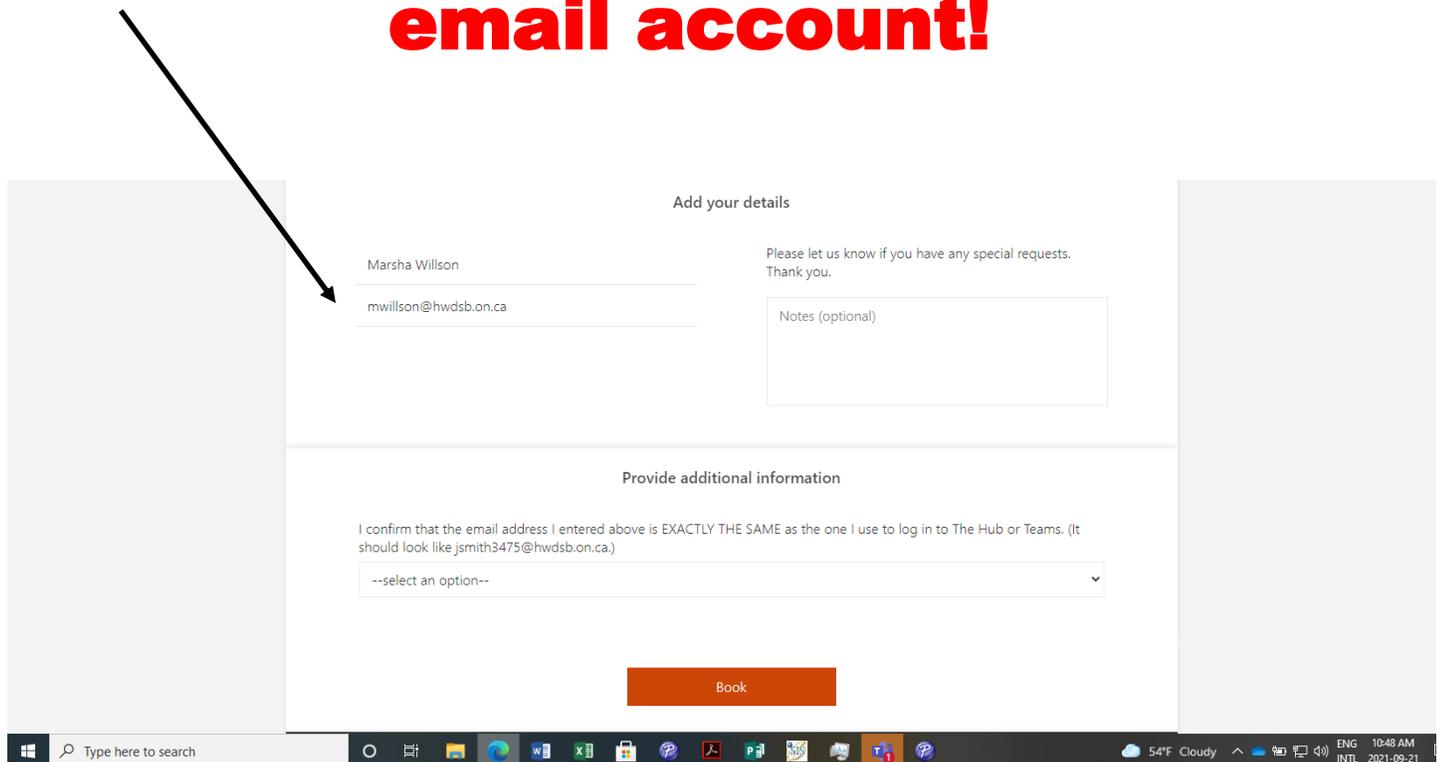
All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Type here to search

54°F Cloudy

Scroll down further and add your details. Make sure you select “Book”.

Make sure you use your HWDSB email account!



The screenshot shows a web form with two main sections. The first section, titled "Add your details", contains a name field with "Marsha Willson", an email field with "mwillson@hwdsb.on.ca", and a "Notes (optional)" text area. The second section, titled "Provide additional information", contains a confirmation statement and a dropdown menu. At the bottom of the form is an orange "Book" button. A black arrow points from the red text above to the email field.

Add your details

Marsha Willson

mwillson@hwdsb.on.ca

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

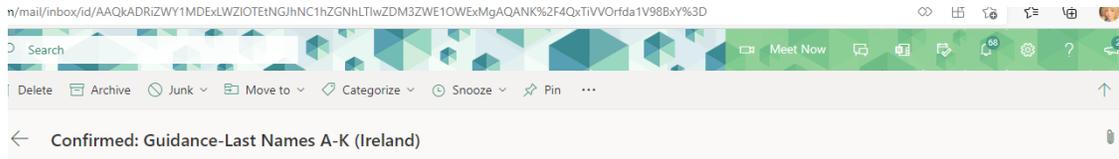
I confirm that the email address I entered above is EXACTLY THE SAME as the one I use to log in to The Hub or Teams. (It should look like jsmith3475@hwdsb.on.ca.)

--select an option--

Book

You will receive a confirmation email in your HWDSB mailbox

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Mail - Marsha Willson [S...]" and the address bar shows the URL: <https://outlook.office365.com/owa/calendar/GlendaleStudentSupport@hwdsbonca.onmicrosoft.com/bookings/>. The page content is dimmed, showing a form titled "Add your details" with the name "Marsha Willson" and email "mwillson@hwdsb.on.ca". A modal dialog box is centered on the screen with the following text: "Thank you for booking with us! You will get a confirmation message in email shortly". Below the text is an orange envelope icon and an "OK" button. At the bottom of the page, there is a "Book" button and a footer that reads "All appts. are through MS Teams and NOT face to face". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the date and time "10:55 AM 2021-09-21".



Please select:

Join your appointment

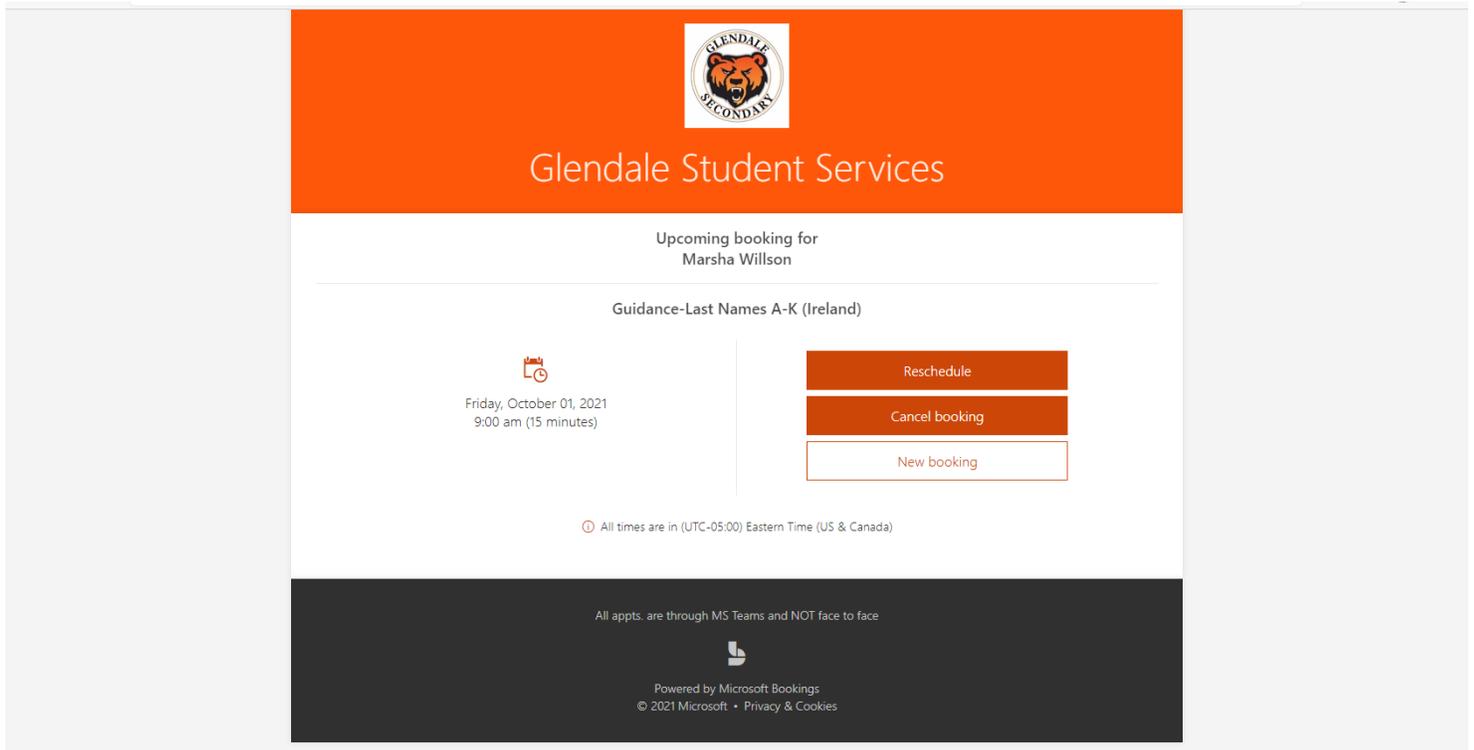
5 minutes before it begins.

Wait for your counsellor to arrive.

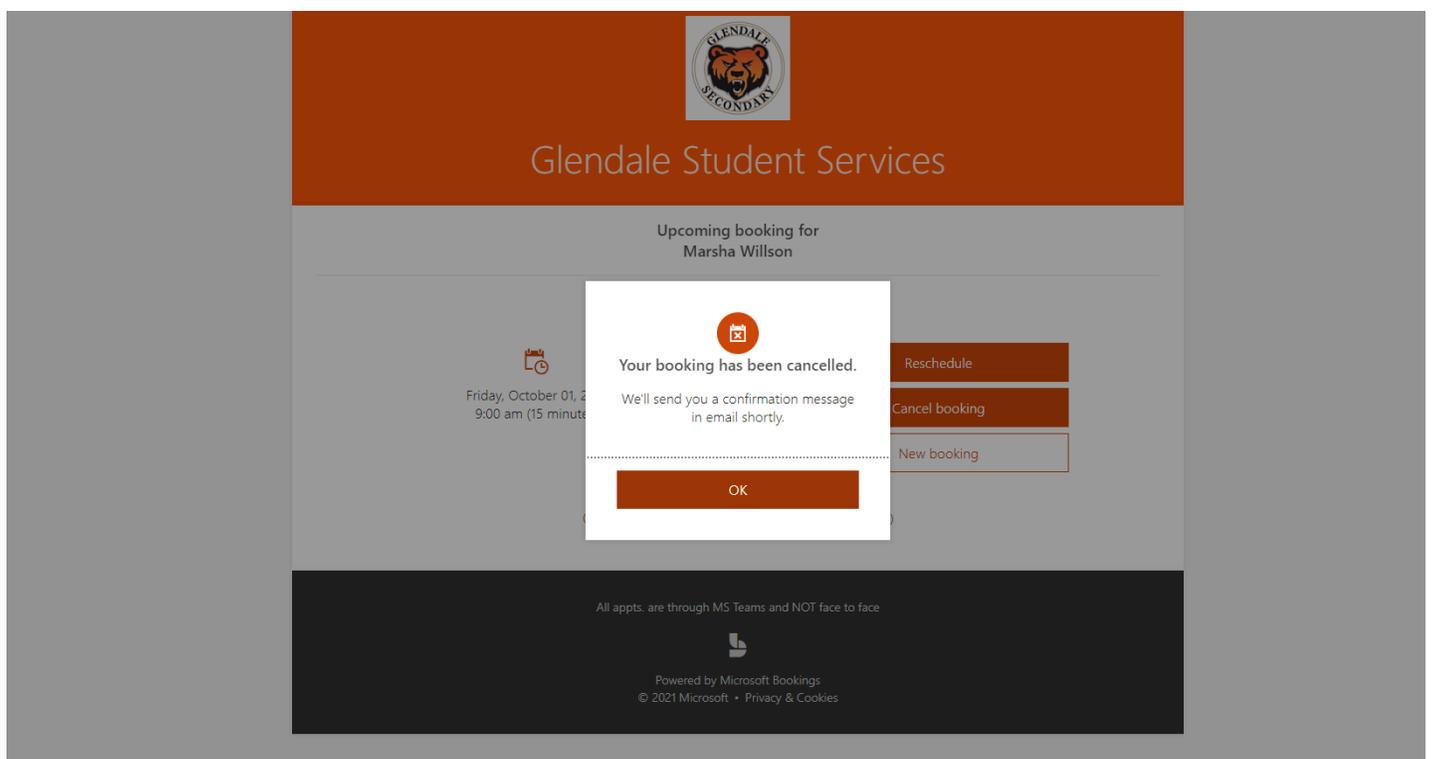
The image shows the content of an appointment confirmation email. At the top is the Glendale Secondary logo. Below it, it says "Confirmed booking for Marsha Willson". The appointment is for "Guidance-Last Names A-K (Ireland)" on "Monday, October 4, 2021" from "9:00 AM - 9:15 AM" (UTC-05:00). A blue button labeled "Join your appointment" is present, with the text "via Microsoft Teams" below it. Under "Additional Information", it states that reminder emails will be sent one day and one hour prior, and that appointments can be rescheduled or canceled using the "Manage booking" button. A bolded warning states: "IF THIS MESSAGE HAS NOT BEEN SENT TO YOUR HWDSB EMAIL ACCOUNT, USE THE 'MANAGE BOOKING' BUTTON TO CANCEL YOUR APPOINTMENT AND RE-BOOK USING YOUR HWDSB EMAIL ACCOUNT." Below this, it explains how to add the appointment to a calendar. At the bottom, there is a link "Change your appointment" and a footer for "Glendale Student Services" and "Powered by Microsoft Bookings". A red arrow points from the bottom of the page to the "Change your appointment" link.

If you need to cancel, or reschedule, please click here

You will be directed here so you can either cancel or rebook



The screenshot shows the Glendale Student Services booking interface. At the top is the Glendale Secondary logo, a bear's head in a circle with the text "GLENDALE SECONDARY". Below the logo is the heading "Glendale Student Services". The main content area is titled "Upcoming booking for Marsha Willson" and "Guidance-Last Names A-K (Ireland)". On the left, there is a calendar icon and the text "Friday, October 01, 2021 9:00 am (15 minutes)". On the right, there are three buttons: "Reschedule", "Cancel booking", and "New booking". At the bottom, there is a note: "All appts. are through MS Teams and NOT face to face." and "Powered by Microsoft Bookings © 2021 Microsoft • Privacy & Cookies".



This screenshot is identical to the one above, but with a white dialog box overlaid in the center. The dialog box has a red calendar icon with a red 'X' and contains the text: "Your booking has been cancelled. We'll send you a confirmation message in email shortly." Below the text is an "OK" button. The background of the page is dimmed.