

Booking a Work Site Visit Appointment Time in the Co-op Portal

STEP 1

- Navigate and login to: <https://learninginmotion.uvic.ca/>
- The following pages within this document will guide you through the next steps. See next page for Step 2.

STEP 2

Select “Appointments”
Menu

The screenshot displays a web application interface. At the top left, there is a hamburger menu icon and the word "OVERVIEW". Below this, a dark blue sidebar contains a navigation menu. The menu items are: "Home | Dashboard", "CO-OP" (highlighted in blue), "Career/general job postings", "Volunteer opportunities", "Scholarships", "Casual job board", "Casual work registry", "Tutor board and tutor registry", "Mock Interview Clinic", "Events and workshons", "Appointments" (highlighted with a red box), "Co-curricular", and "Logout".

The main content area has a dark header with a blue bar, the text "2020 - Fall - Health Information Science", and a "Co-op Acceptance Granted" badge. Below the header, there is a text box with the following content:

Use the main navigation menu to navigate through the co-op module. You can also find [portal](#) section of our website.

You may notice some edits to competency definitions. The fundamental meaning some of the language to make our definitions simpler and easier to understand. [Learn more about the initiatives to make Co-op and Career more inclusive and acc](#)

Below the text box, there is a table with three columns:

Date Created	Start Term	
Aug 27, 2020	2020 - Fall	Health

At the bottom right, there is a user profile card for "Co-ordinator Jason Bond".

STEP 3

Select “All other co-op programs” option

OVERVIEW

You are currently logged in as [redacted]

- Home | Dashboard
- Co-op
- Career/general job postings
- Volunteer opportunities
- Scholarships
- Casual job board
- Casual work registry
- Tutor board and tutor registry
- Mock Interview Clinic
- Events and workshops
- APPOINTMENTS**
- OVERVIEW**
- Career services
- Business co-op
- ECS co-op
- All other co-op programs
- International opportunities
- Indigenous co-op
- Equity, diversity & inclusion support
- Co-curricular
- Logout

I would like to make an appointment with a staff member from:

- Career Services
- Business co-op
- Engineering & Computer Science co-op
- All other co-op programs**
- International co-op
- Indigenous co-op
- Equity, diversity & inclusion support

Need help? Check out our guide on [how to book an appointment](#).



You are currently logged in as



Home | Dashboard

Co-op

Career/general job postings

Volunteer opportunities

Scholarships

Casual job board

Casual work registry

Tutor board and tutor registry

Mock Interview Clinic

Events and workshops

APPOINTMENTS

Overview

Career services

Business co-op

ECS co-op

ALL OTHER CO-OP PROGRAMS

International opportunities

Indigenous co-op

Equity, diversity & inclusion support

Co-curricular

Logout

All other Co-op Programs appointments

+ Select "Book by Appointment Provider" below to find appointment availability for your spe

Please select a booking option:

Book by Appointment Provider

STEP 4

Select "Book by Appointment Provider" Menu

STEP 5

Select “Book” under Jason Bond Co-op Coordinator – Health Information Science

OVERVIEW

You are currently logged in as [redacted]

- Home | Dashboard
- Co-op
- Career/general job postings
- Volunteer opportunities
- Scholarships
- Casual job board
- Casual work registry
- Tutor board and tutor registry
- Mock Interview Clinic
- Events and workshops
- APPOINTMENTS**
- Overview
- Career services
- Business co-op
- ECS co-op
- ALL OTHER CO-OP PROGRAMS**
- International opportunities
- Indigenous co-op
- Equity, diversity & inclusion support
- Co-curricular
- Logout

All other Co-op Programs appointments: Book by Appointment Provider

+ Find and select your coordinator, then select the type of appointment you want to book and click of appointment.

+ If no appointments are available for your coordinator, please email to arrange a time.

Choose Provider

Joy Andrews
Co-op Coordinator - Humanities and Fine Arts
Email: hufaco@uvic.ca
Office: CLE D128a
[Book](#)

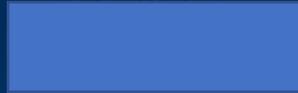
Jason Bond
Co-op Coordinator - Health Information Science
Email: hiscoop@uvic.ca
Office: HSD A204
[Book](#)

Heather Croft
Co-op Coordinator - Biochemistry/Microbiology

STEP 6

Select “Book” under
Work site visit – phone
or virtual

You are currently logged in as



- Home | Dashboard
- Co-op
- Career/general job postings
- Volunteer opportunities
- Scholarships
- Casual job board
- Casual work registry
- Tutor board and tutor registry
- Mock Interview Clinic
- Events and workshops
- APPOINTMENTS**
- Overview
- Career services
- Business co-op
- ECS co-op
- ALL OTHER CO-OP PROGRAMS**
- International opportunities
- Indigenous co-op
- Equity, diversity & inclusion support
- Co-curricular
- Logout

Work site visit - Downtown/Burnside/Vic West ONLY

Timeslot reserved specifically for work site visits in the Downtown/Burnside/Vic West area ONLY.

Book

Work site visit - Lower mainland: Burnaby, Delta, Richmond, Coquitlam, Surrey ONLY

Timeslot reserved for work site visits in the Lower mainland – Burnaby, Delta, Richmond, Coquitlam, Surrey ONLY.

Book

Work site visit - on campus at UVic ONLY

Timeslot reserved for work site visits for students working on campus at UVic ONLY.

Book

Work site visit - phone or virtual

Timeslot reserved for phone and virtual work site visits (e.g. skype, zoom, etc.) Please provide your contact information when you book your timeslot.

Book

Work site visit - Saanich Peninsula ONLY

Timeslot reserved specifically for work site visits in the Saanich Peninsula ONLY.

Book

STEP 7

Select a date within the Next Available Appointments Section to see the available times

The screenshot displays a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: Home | Dashboard, Co-op, Career/general job postings, Volunteer opportunities, Scholarships, Casual job board, Casual work registry, Tutor board and tutor registry, Mock Interview Clinic, Events and workshops, APPOINTMENTS (highlighted in purple), Overview, Career services, Business co-op, ECS co-op, ALL OTHER CO-OP PROGRAMS (highlighted in purple), International opportunities, Indigenous co-op, Equity, diversity & inclusion support, Co-curricular, and Logout. The main content area is titled 'OVERVIEW' and features a 'Choose Type' section with five appointment categories, each with a 'Book' button: *Science work site visit (Work site visit timeslots for Science students ONLY), Co-op Journey Planning (Discuss your co-op journey, which includes debriefs of your work term.), Co-op pre-admission meeting, Co-op Work Permit Assistance (As an international student seek assistance with understanding and completing your application to work in Canada.), and Co-op/work term planning (Discussion/planning for your work term). To the right of the 'Choose Type' section is a 'Next Available Appointments' section, which is highlighted with a red border. This section displays the provider 'Jason Bond' and the type 'Work site visit - phone or virtual'. Below this, a list of dates is shown: Friday, June 9, 2023; Tuesday, June 13, 2023; Wednesday, June 14, 2023; Thursday, June 15, 2023; Friday, June 16, 2023; Wednesday, June 21, 2023; Thursday, June 22, 2023; Wednesday, June 28, 2023; and Thursday, June 29, 2023.

OVERVIEW

Choose Type

***Science work site visit**
Work site visit timeslots for Science students ONLY
[Book](#)

Co-op Journey Planning
Discuss your co-op journey, which includes debriefs of your work term.
[Book](#)

Co-op pre-admission meeting
[Book](#)

Co-op Work Permit Assistance
As an international student seek assistance with understanding and completing your application to work in Canada.
[Book](#)

Co-op/work term planning
Discussion/planning for your work term
[Book](#)

Next Available Appointments

Provider: Jason Bond Type: Work site visit - phone or virtual

Friday, June 9, 2023

Tuesday, June 13, 2023

Wednesday, June 14, 2023

Thursday, June 15, 2023

Friday, June 16, 2023

Wednesday, June 21, 2023

Thursday, June 22, 2023

Wednesday, June 28, 2023

Thursday, June 29, 2023