

## OVERVIEW

The **Parent Teacher Interview** module allows parents to book interview times with their children’s teachers or other Teaching support staff during designated Interview dates and times. Parents can schedule times for all students in the family from the same booking screen. The system will only allow the same parent to be booked into one appointment at the same.

In order to display available appointment times, first select either one teacher or ALL teachers who teach the student. Only available interview times will be displayed and once an appointment time has been selected it will be hidden from the rest of the parents. If you select one or all teachers, or limit the appointments to a specific day or time range and there are no appointments then the screen will be blank. If you try selecting an interview time and another parent has chosen that appointment while you were looking at the screen, it will indicate that the selected time has been taken and refresh the screen with the next available times. If you choose a teacher or time by mistake you can always cancel your appointment and select another time. When appointments are cancelled, those times will again be displayed to all parents for selection.

As you select each appointment, they will be recorded and displayed in the right hand panel on the screen for easy viewing. Once you have selected all your appointments, you can print off a hard copy for your records and to bring with you to the school. Appointments for each student will print on their own page.

**\*\* IMPORTANT \*\* When scheduling appointments, parents MUST ensure that there is at least one time slot between appointments to allow for walking time. If you book appointments back to back then you may miss the next appointment if it takes too long to get to the next Teacher.**

## HOW TO BOOK YOUR APPOINTMENTS

1. Sign in to your Parent Connect account
2. Select the “**Intrvw**” tab at the top
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child)
4. Select either a single teacher’s available schedule or choose the “**ALL Teachers for this student**” option to display available times for all the teachers who teach your child. If the “**ALL Teachers for this student**” option was selected, the available schedule will be displayed in date/time/teacher order, making it easy to scroll down through the list and select the available times. Each selection will be added to the running list in the panel on the right.

If you select a specific teacher, or a specific date, or a specific time range, and the system does not display any time slots, then that means there are no appointments available for the teacher for that date and for those times. Choose a different teacher, date, or time range.

**\*\* Remember to leave one time slot between appointments for walking time \*\***

5. If you want to cancel an appointment immediately after you selected it, just click on the “**Cancel**” button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate child and teacher and click on the “**Cancel**” button for the desired appointment. Your appointment will be cancelled and removed from the list on the right.
6. If you would like to make an appointment with a teacher who does not teach your child (such as a coach, counsellor, or special needs teacher) then unselect the “**Limit to who teaches this student**” checkbox and the **Select Teacher** drop down selection will now show **ALL** teachers in the school. Select the appropriate Teacher and make an appointment.
7. Print a hard copy of your interview schedule once you have made all your appointments and bring this schedule with you to the school. The interview schedule will indicate where each teacher is physically located in the school.

# Parent Teacher Interviewer – Parent Instructions

The purpose of the Parent Connect Interview module is to give parents the opportunity to sign up for parent-teacher interviews online, based on pre-set dates and times.

## IMPORTANT THINGS TO KNOW

- Parents can only have **one Parent Connect browser open at a time**; if you try to log in on two different browsers at the same time, it will crash.
- You must leave **at least one time slot between interviews** to accommodate walking time between appointments as they may be in different parts of the school.

From **Parent Connect** there is an **<interview>** tab that allows parents to either lookup and/or edit interview times.

Delta School District  
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# Parent Connect

Powered by CIMS

Asgmt Attend Basic Bulletin Calend EPlan Fees Foldr Forms Grades Help Intrvw PssWrd PckCrs Reports Sched SndMsg TxtBk Logout

PC-0011 Last Signon 11/29/2013 Signon Count 56

Student(s) ELAINE AFINOGENOV  
School(s) WACHOVIA SECONDARY SCHOOL  
Guardian CHRISTOPHER OBSUT

Select a Teacher No Teacher Selected

Limit to who teaches this student

Print

Start ALL

Limit to Date ALL Dates

Stop ALL

Meeting Schedule for 001:  
November 27th 4pm - 9pm  
November 28th 4pm - 9pm  
November 29th 4pm - 9pm  
Max 2 timeslots per teacher

Help

\*\* My Interview Schedule - All students - All schools \*\*

Date	Time	Teacher	Student	School
Wednesday 11/27/2013	04:00 pm to 04:15 pm	M SEMELCO	A.J. AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	04:15 pm to 04:30 pm	D ARNOSO	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	04:30 pm to 04:45 pm	D WARNNIER	A.J. AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	04:45 pm to 05:00 pm	J ELWOUND	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	05:00 pm to 05:15 pm	D. SPADOWSKI	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	05:15 pm to 05:30 pm	D. SPADOWSKI	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	05:30 pm to 05:45 pm	T. C. ...	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	05:45 pm to 06:00 pm	T. C. ...	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL

The right side of the screen confirms what has already been scheduled and will include all students in your family and the times selected.

Elaine and A.J. are from the same family, with the same guardians; therefore they can both be scheduled using the student scroll (top left). The student you are on will appear in black, and the other(s) in blue.  
Note Parents/guardians can only sign up for one timeslot at the same time, regardless of how many students they have.

The top left indicates **student(s)**, **school(s)** and **guardian**. If you are a guardian or parent for more than one student in the district, use the scroll button to select the appropriate student you want to schedule the interview for. Below that, select the appropriate school (if the student attends more than one school). The guardian represents who is registering for the interviews. If guardian 1 and guardian 2 are registered under the same account, there will be a scroll down with the ability to choose either guardian. If you do not have more than one guardian sharing an account, the guardian (you) will already be selected.

'Select a teacher' provides a scroll bar with a list of teachers. Depending on whether you select the "Limit to who teaches this student" option, either all teachers at the school or only those teachers teaching your child will be displayed. Unchecking this "limit to" box will allow you to book with someone who may not have a scheduled course with your child.

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# Parent Connect

Powered by CIMS

PC-0011 Forms

Student(s): ELAINE AFINOGENOV  
School(s): WACHOVIA SECONDARY SCHOOL  
Guardian: CHRISTOPHER OBSUT

Select a Teacher: No Teacher Selected

Limit to who teaches this student

Limit to Date: ALL Dates

Start: ALL

Stop: ALL

Print

Meeting Schedule for 001:  
November 27th 4pm - 9pm  
November 28th 4pm - 9pm  
November 29th 4pm - 9pm  
Max 2 timeslots per teacher

\*\* My Interview Schedule - All students - All schools \*\*

Previous Next	Cancel	Teacher	Date	Time
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	04:15 pm to 04:30 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	06:15 pm to 06:30 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	06:45 pm to 07:00 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	07:00 pm to 07:15 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	07:15 pm to 07:30 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	07:30 pm to 07:45 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	07:45 pm to 08:00 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	08:00 pm to 08:15 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	08:15 pm to 08:30 pm
Select		D ARNOSON -Course BI 101 EN 00	Wednesday 11/27/2013	08:30 pm to 08:45 pm

Note: to see more dates, click on next/previous.

You may use the 'limit to date and time' for specific times; for example, if you are only free for one evening, limit to this evening and the teachers will be sorted in order of timeslot availability, then you can set up interviews without going separately to each individual teacher.

You must choose a teacher in order to see available interview times.

If you either selected a wrong teacher/time or no longer want that meeting time then choose the teacher again and click the "Cancel" button to remove the appointment.

To print a hard copy, use the <print> button to create a PDF report. If you have more than one student, the report will print each student on a different page.

131682411.PDF - Adobe Reader

File Edit View Window Help

Tools Sign Comment

## WACHOVIA SECONDARY SCHOOL PARENT-TEACHER SCHEDULE

ELAINE M. AFINOGENOV

Interview	Start	Teacher	School	Booked by	Last Changed
NOVEMBER 27, 2013					
	4:00 PM	T ROGERR	WACHOVIA	CHRISTOPHER OBSUT	NOV22/13 131682411
	4:15 PM	HLEN HUNT	WACHOVIA	CHRISTOPHER OBSUT	NOV22/13 131682411
	6:15 PM	M SEMELOV	WACHOVIA	CHRISTOPHER OBSUT	NOV22/13 131682411
	6:30 PM	M SEMELOV	WACHOVIA	CHRISTOPHER OBSUT	NOV22/13 131682411
NOVEMBER 28, 2013					
	4:15 PM	D. GRABOWESKI	WACHOVIA	SUSAN OBSUT	NOV22/13 131682411
	4:30 PM	D. GRABOWESKI	WACHOVIA	SUSAN OBSUT	NOV22/13 131682411