

Booking Parent Teacher Interviews

The Parent Teacher Interview module in Parent Connect allows parents to book appointments with their child's teachers during designated interview dates and times. Parents can schedule times for all students in one family from the same screen. Appointments are 5 minutes in length. Parents are not able to book double slots for students who have the same teacher for more than one subject.

HOW TO BOOK AN APPOINTMENT:

Sign on to your Parent Connect account.

1. Select the "**Interview**" tab at the top of the screen.
2. Select the child for whom you want to schedule appointments. If you have more than one child, use the drop down selection box to choose the appropriate child.
3. Select either a single teacher or choose "**Select ALL teachers for this student**". This will display the available time slots for the selected teacher(s).
4. You may select "**Limit to Date**" and choose the "**Start**" and "**Stop**" times that you are available before selecting appointment times. If you select a specific teacher, or a specific date or time range, and the system does not display any time slots, this means there are no appointments available for that teacher during that date and time. In that case, you will need to select a different teacher, date or time range.
5. Select the time slot that you would like for a particular teacher. As you select each appointment, it will be displayed on the right hand side of your screen. **Be sure to allow at least one time slot between appointments for walking time.**
6. If you wish to cancel an appointment, select the appropriate teacher (and student, if applicable) and click the "**Cancel**" button.
7. To print a hard copy of your schedule, click the "**Print**" button.
8. You **DO NOT** need to **SAVE** your appointment selections. Once they appear on the right hand side of your screen (under "My Interview Schedule) they are saved.

IMPORTANT NOTES:

- 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.
- 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.

PC-0011 Last Signon 02/03/2014
 Signon Count 11

Student(s) **EIGHT CIMSBU**

School(s)

Guardian **JOSHUA CIMSBU**

Select a Teacher **BYLSMA M** Limit to who teaches this student

Start 5:00pm Stop 9:00pm

Limit to Date 02/20/2014

Thursday, February 20, 2014 2:00 - 4:00 p.m.
 Thursday, February 20, 2014 5:00 - 7:30 p.m.
 Maximum 1 time slot per teacher.
 REMEMBER TO LEAVE TRAVEL TIME BETWEEN INTERVIEWS

To see more dates, click Next/Previous.

Select	Cancel	Teacher	Date	Time
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:05 pm to 05:10 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:10 pm to 05:15 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:12 pm to 05:25 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:30 pm to 05:35 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:35 pm to 05:40 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:45 pm to 05:50 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	05:50 pm to 05:55 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	06:05 pm to 06:10 pm
<input type="button" value="Select"/>		BYLSMA M	Thursday 02/20/2014	06:10 pm to 06:15 pm

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

Date	Time	Teacher	Student	School
Thursday 02/20/2014	05:15 pm to 05:20 pm	CRAWFORD B ROOM 111	EIGHT CIMSBU	Burnsview Secondary
Thursday 02/20/2014	05:25 pm to 05:30 pm	GRAHAM J ROOM 118	EIGHT CIMSBU	Burnsview Secondary
Thursday 02/20/2014	05:40 pm to 05:45 pm	MA N LIBRARY	EIGHT CIMSBU	Burnsview Secondary

PC-0011 Last Signon 02/03/2014
 Signon Count 10

Student(s) **EIGHT CIMSBU**

School(s)

Guardian **JOSHUA CIMSBU**

Select a Teacher **MA N** Limit to who teaches this student

Start 5:00pm Stop 9:00pm

Limit to Date 02/20/2014

Thursday, February 20, 2014 2:00 - 4:00 p.m.
 Thursday, February 20, 2014 5:00 - 7:30 p.m.
 Maximum 1 time slot per teacher.
 REMEMBER TO LEAVE TRAVEL TIME BETWEEN INTERVIEWS

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Select	Cancel	Teacher	Date	Time
<input type="button" value="Cancel"/>		MA N	Thursday 02/20/2014	05:40 pm to 05:45 pm

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

Date	Time	Teacher	Student	School
Thursday 02/20/2014	05:05 pm to 05:10 pm	BYLSMA M ROOM 110	EIGHT CIMSBU	Burnsview Secondary
Thursday 02/20/2014	05:15 pm to 05:20 pm	CRAWFORD B ROOM 111	EIGHT CIMSBU	Burnsview Secondary
Thursday 02/20/2014	05:25 pm to 05:30 pm	GRAHAM J ROOM 118	EIGHT CIMSBU	Burnsview Secondary
Thursday 02/20/2014	05:40 pm to 05:45 pm	MA N LIBRARY	EIGHT CIMSBU	Burnsview Secondary

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