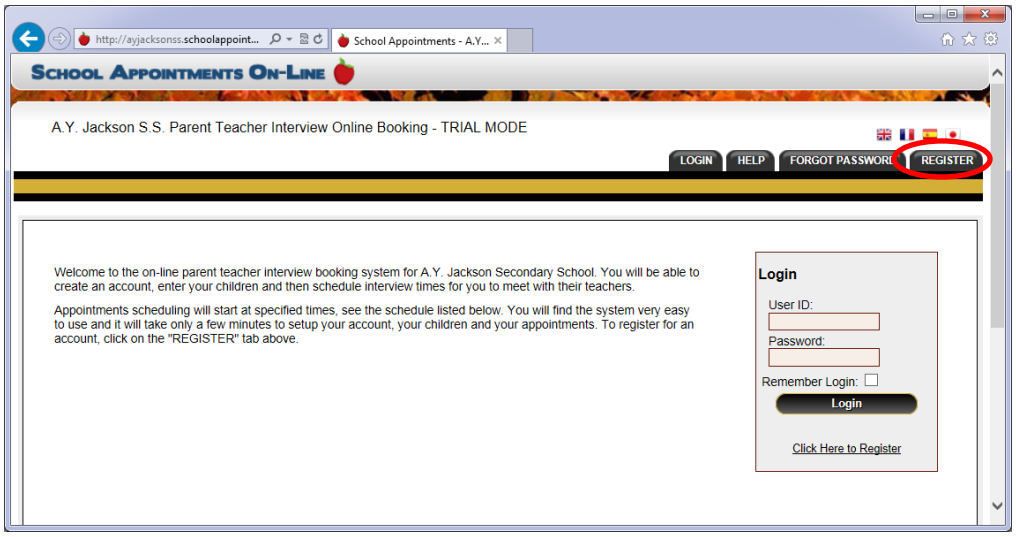
Parent Teacher Interview Online Sign up System – Parent Instruction Guide

Register for an Account

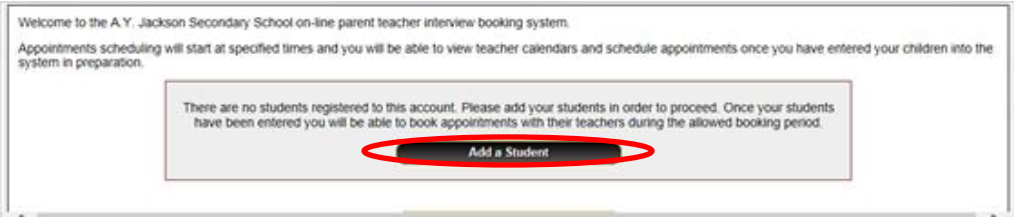


Parents click on the “REGISTER” tab and fill in the registration form to create an account. All fields are required on the parent registration form to create an account. School Access Code can be found on the letter that was sent home with students regarding Parent Teacher Interviews.

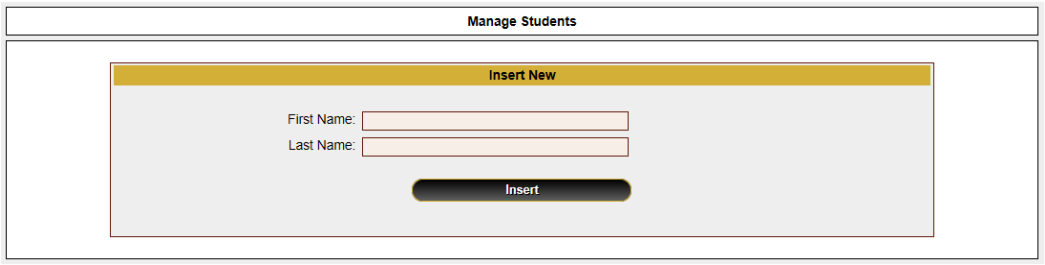
Once parents have successfully registered, they can login to the system and add their child’s name(s).

Parent Login

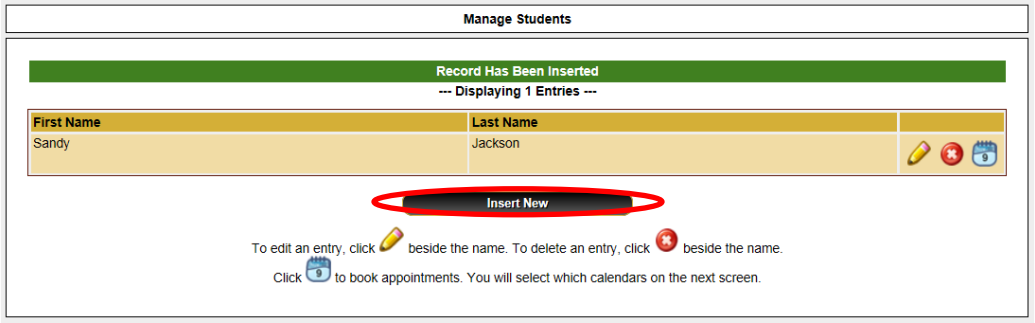
After logging into the system, parents will be required to add the student(s), one at a time, to the system prior to scheduling appointments.



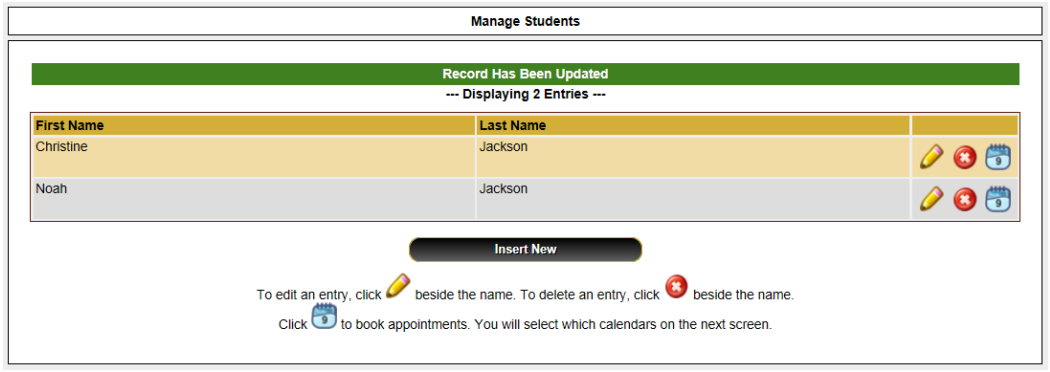
By clicking on the “Add a Student” button, parents will be able to add a student.



Additional students can be added by clicking on “Insert New”. (See also “Parents with More Than One Student)



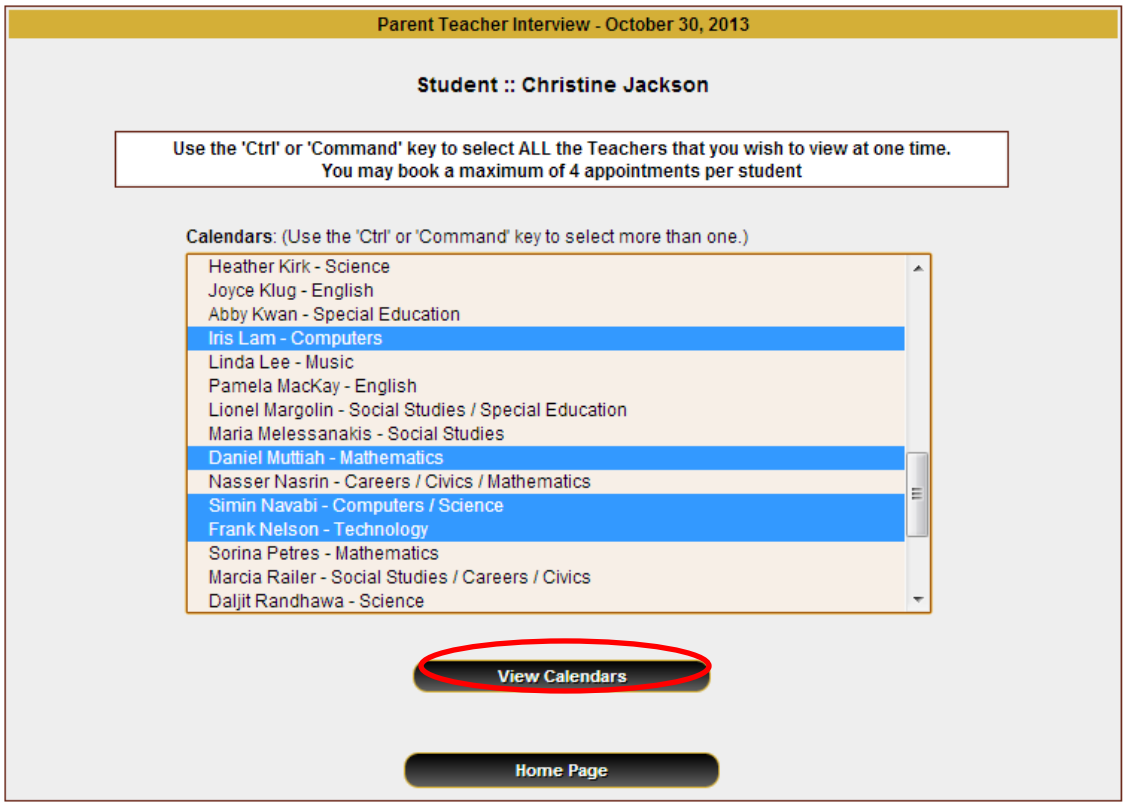
As each student is added to the system, the students are listed for parents to edit or delete them, or to schedule appointments.



Parent Appointment Scheduling

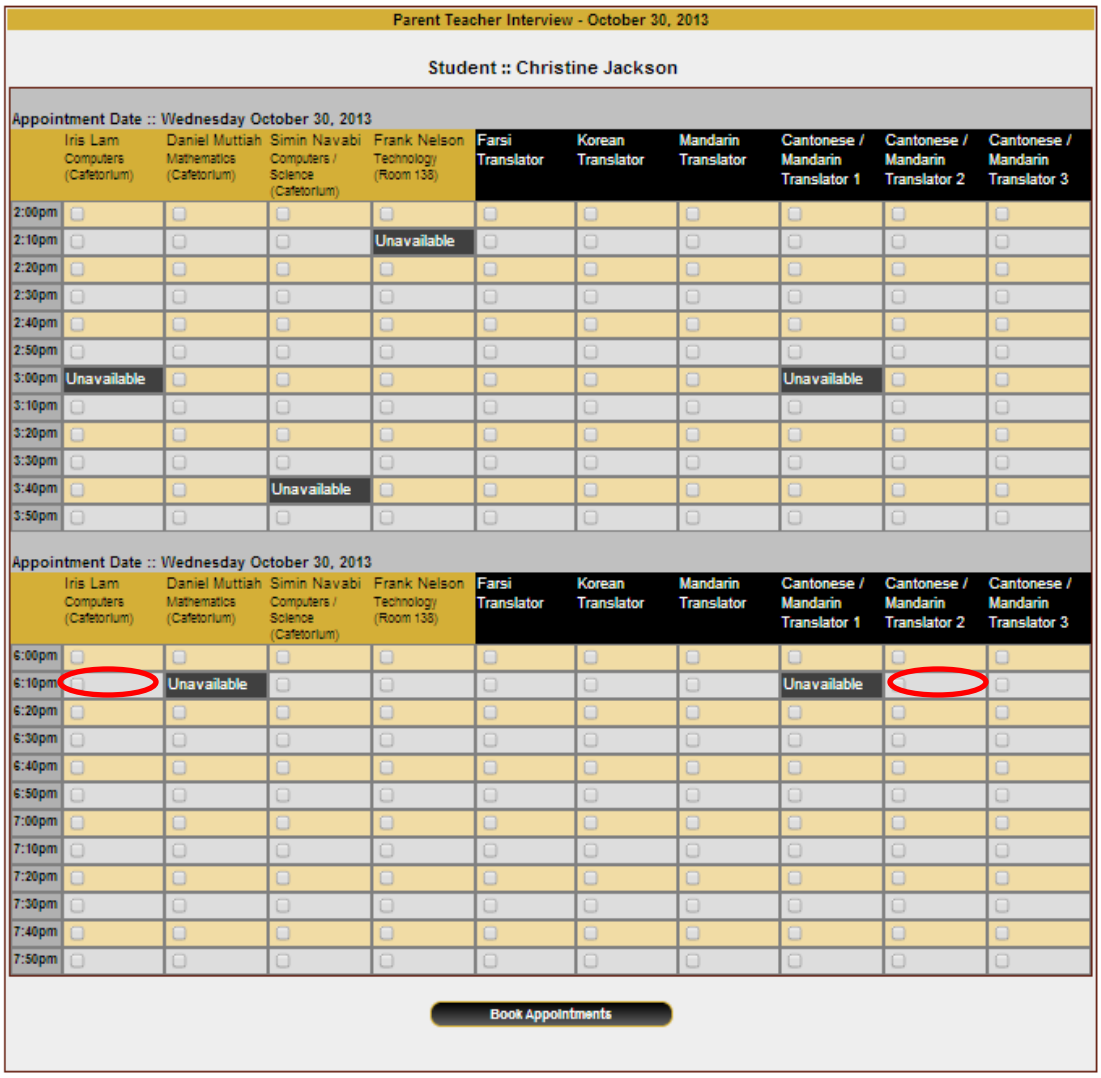
Select Teachers

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" icon beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard. After teachers are selected, click on "View Calendars"



Teacher Appointment Calendars

Next, parents are shown the calendars of the selected teachers.



Parent Teacher Interview - October 30, 2013

Student :: Christine Jackson

Appointment Date :: Wednesday October 30, 2013

	Iris Lam Computers (Cafetorium)	Daniel Muttiah Mathematics (Cafetorium)	Simin Navabi Computers / Science (Cafetorium)	Frank Nelson Technology (Room 138)	Farsi Translator	Korean Translator	Mandarin Translator	Cantonese / Mandarin Translator 1	Cantonese / Mandarin Translator 2	Cantonese / Mandarin Translator 3
2:00pm										
2:10pm				Unavailable						
2:20pm										
2:30pm										
2:40pm										
2:50pm										
3:00pm	Unavailable							Unavailable		
3:10pm										
3:20pm										
3:30pm										
3:40pm			Unavailable							
3:50pm										

Appointment Date :: Wednesday October 30, 2013

	Iris Lam Computers (Cafetorium)	Daniel Muttiah Mathematics (Cafetorium)	Simin Navabi Computers / Science (Cafetorium)	Frank Nelson Technology (Room 138)	Farsi Translator	Korean Translator	Mandarin Translator	Cantonese / Mandarin Translator 1	Cantonese / Mandarin Translator 2	Cantonese / Mandarin Translator 3
6:00pm										
6:10pm		Unavailable						Unavailable		
6:20pm										
6:30pm										
6:40pm										
6:50pm										
7:00pm										
7:10pm										
7:20pm										
7:30pm										
7:40pm										
7:50pm										

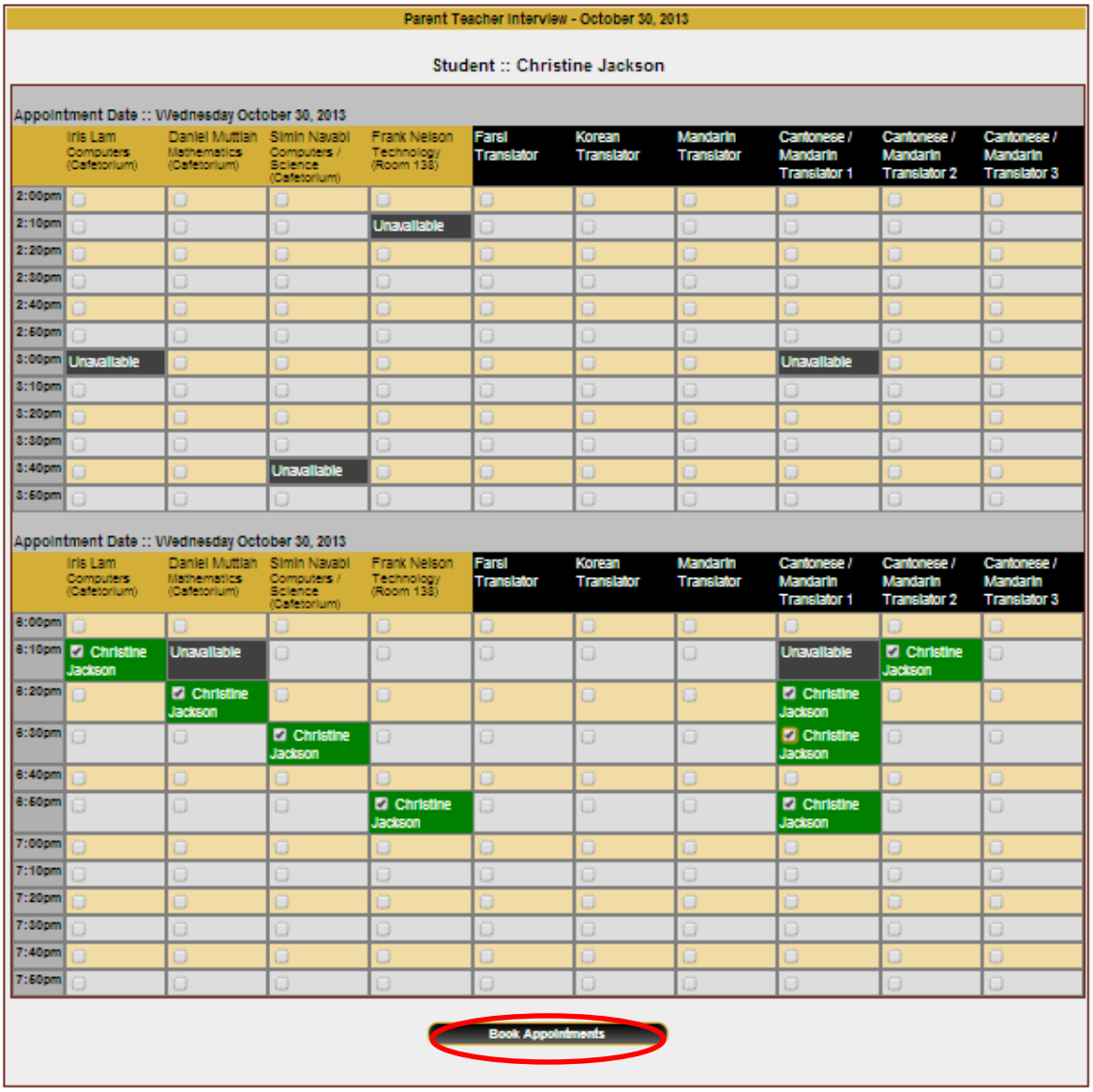
Book Appointments

The calendar above displays the appointment calendar for four teachers and shows the appointment times that are unavailable for booking. In addition, the appointment calendar for the six translators, (Farsi, Korean, Mandarin and Cantonese), is always displayed.

Parents can select appointment times by simply clicking the check boxes, or clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. If a translator is need, book an appointment with the translator for the same time as the appointment with the teacher. For example, if you would like an appointment with Ms. Iris Lam at 6:10 pm and you need a Cantonese translator, you would click on the two blocks indicated above.

Teacher Appointment Calendars with Appointments Selected

It is not possible for parents to select more than one appointment at the same time, unless it is with a translator, or to select more than one appointment with the same teacher.



Parent Teacher Interview - October 30, 2013

Student :: Christine Jackson

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2:10pm				Unavailable						
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3:10pm										
3:20pm										
3:30pm										
3:40pm			Unavailable							
3:50pm										

Appointment Date :: Wednesday October 30, 2013

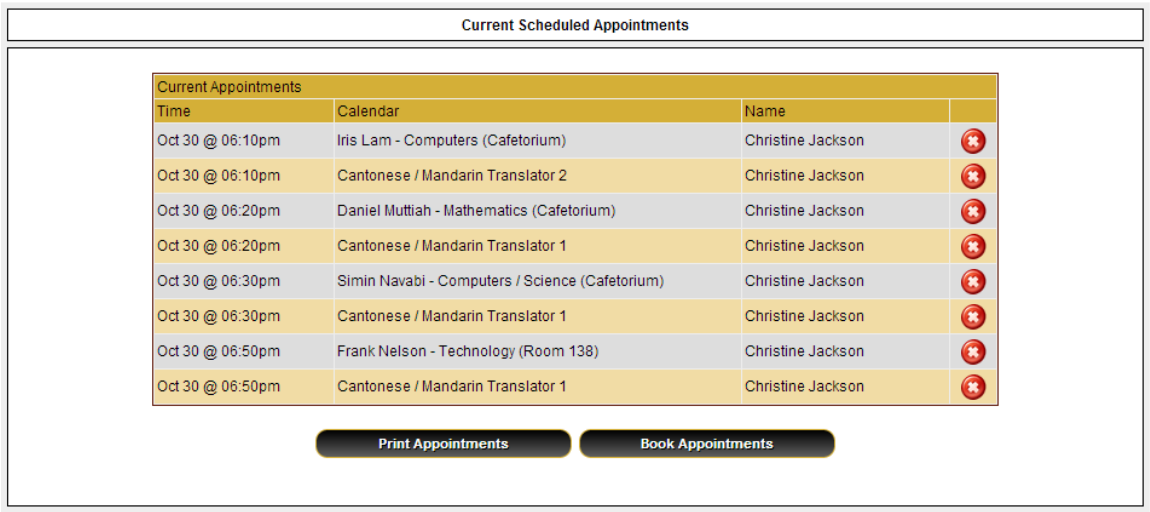
	Iris Lam Computers (Cafetorium)	Daniel Muttiah Mathematics (Cafetorium)	Simin Navabi Computers / Science (Cafetorium)	Frank Nelson Technology (Room 138)	Farsi Translator	Korean Translator	Mandarin Translator	Cantonese / Mandarin Translator 1	Cantonese / Mandarin Translator 2	Cantonese / Mandarin Translator 3
6:00pm										
6:10pm	☑ Christine Jackson	Unavailable						Unavailable	☑ Christine Jackson	
6:20pm		☑ Christine Jackson						☑ Christine Jackson		
6:30pm			☑ Christine Jackson					☑ Christine Jackson		
6:40pm										
6:50pm				☑ Christine Jackson				☑ Christine Jackson		
7:00pm										
7:10pm										
7:20pm										
7:30pm										
7:40pm										
7:50pm										

Book Appointments

After all the appointment blocks have been selected, click on “Book Appointments”.

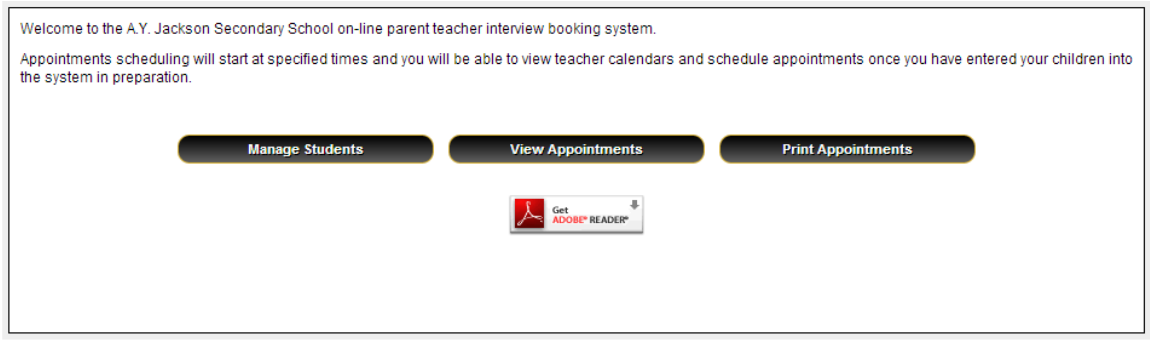
Appointments Booked Successfully

Once the appointments are booked, the screen will display the list of appointments for the student.



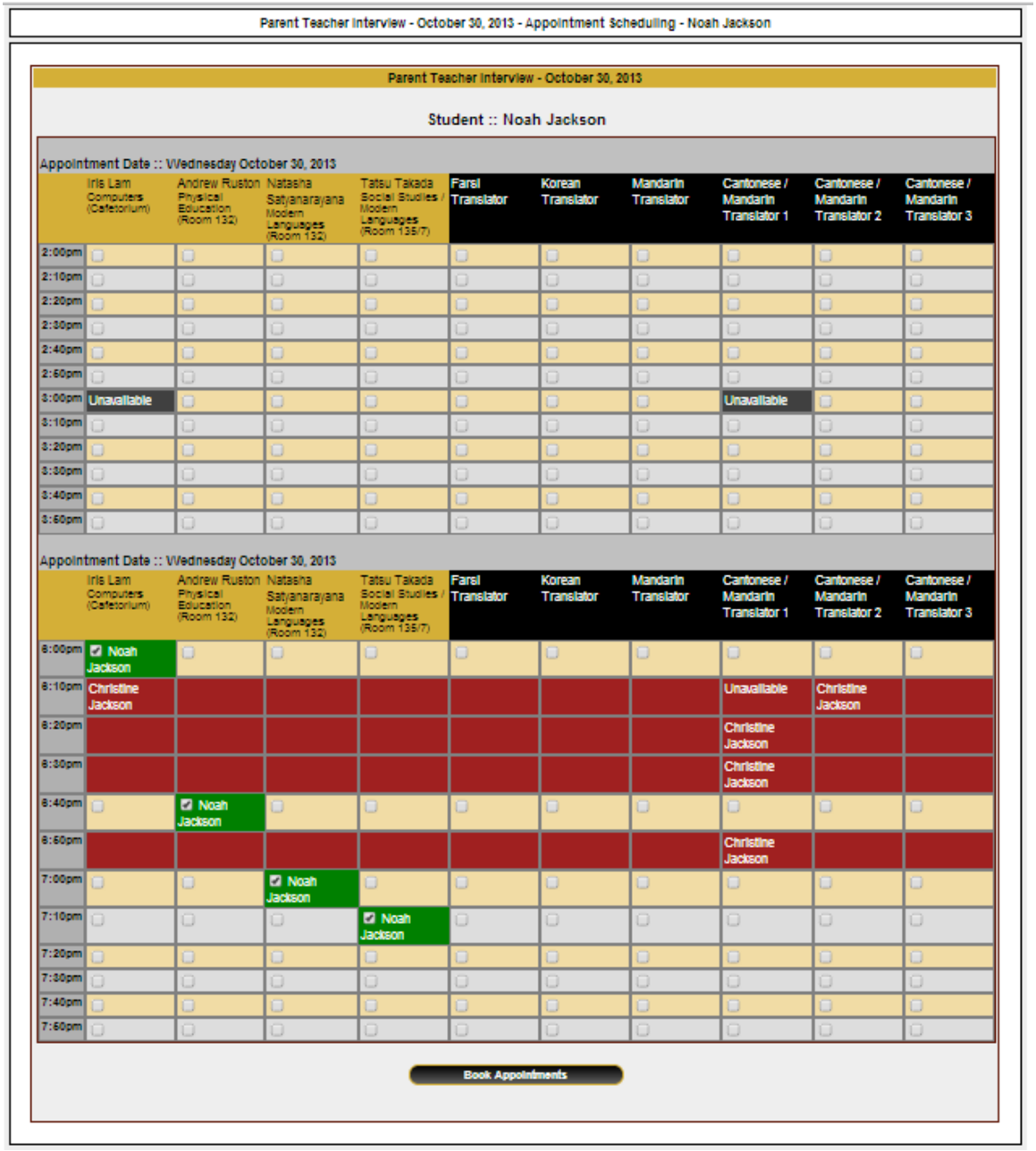
Parent Home Page

When parents click on the “Home” tab at the top, they will return to the home page. They can then book additional appointments for the same student or another student by clicking on “Manage Students”, or view or print the appointments for all students by clicking on “View Appointments” or “Print Appointments” respectively.



Parents with More than One Student

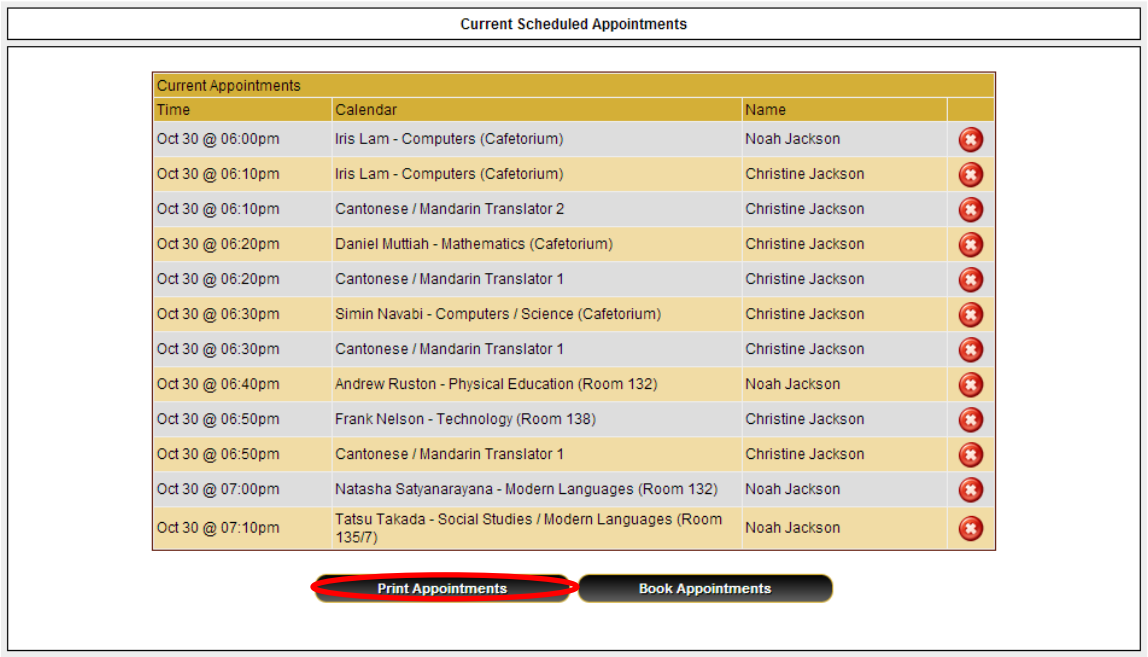
If a parent has more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student booking are made.



This calendar displays the appointment times for four teachers and six translators and shows “Unavailable” appointment times. There are two regions that cannot be booked: from 6:10 pm up to 6:30 pm and 6:50 pm. These set of appointment times have been scheduled already for another student, “Christine Jackson”

Viewing Parent Appointment Schedules

A parent can view all their appointments by clicking on “View Appointments” on the Home page or selecting “View Appointments” from the PROFILE” menu tab. This will list all their appointments in chronological order and will allow the parent to delete any of the appointments. A PDF document that lists all the appointments will be generated when parent clicks on “Print Appointments”. This document can then be printed.

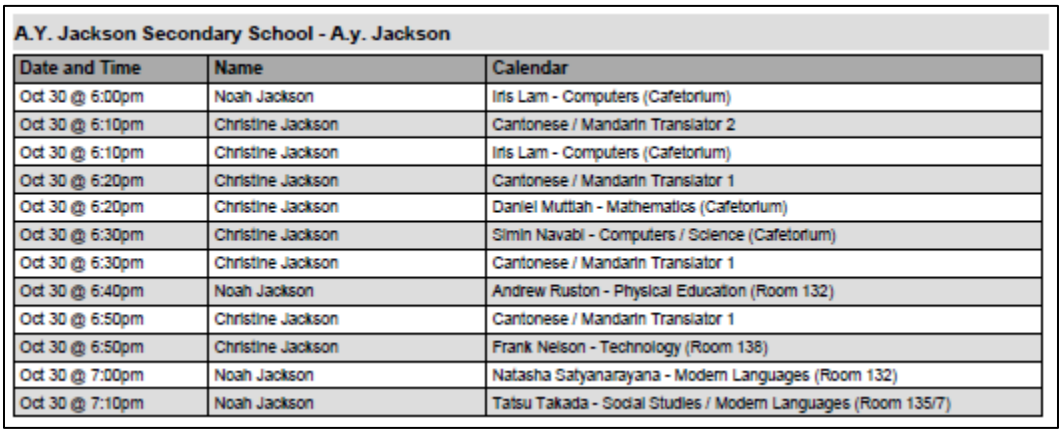


Current Scheduled Appointments

Current Appointments

Time	Calendar	Name	
Oct 30 @ 06:00pm	Iris Lam - Computers (Cafetorium)	Noah Jackson	
Oct 30 @ 06:10pm	Iris Lam - Computers (Cafetorium)	Christine Jackson	
Oct 30 @ 06:10pm	Cantonese / Mandarin Translator 2	Christine Jackson	
Oct 30 @ 06:20pm	Daniel Muttiah - Mathematics (Cafetorium)	Christine Jackson	
Oct 30 @ 06:20pm	Cantonese / Mandarin Translator 1	Christine Jackson	
Oct 30 @ 06:30pm	Simin Navabi - Computers / Science (Cafetorium)	Christine Jackson	
Oct 30 @ 06:30pm	Cantonese / Mandarin Translator 1	Christine Jackson	
Oct 30 @ 06:40pm	Andrew Ruston - Physical Education (Room 132)	Noah Jackson	
Oct 30 @ 06:50pm	Frank Nelson - Technology (Room 138)	Christine Jackson	
Oct 30 @ 06:50pm	Cantonese / Mandarin Translator 1	Christine Jackson	
Oct 30 @ 07:00pm	Natasha Satyanarayana - Modern Languages (Room 132)	Noah Jackson	
Oct 30 @ 07:10pm	Tatsu Takada - Social Studies / Modern Languages (Room 135/7)	Noah Jackson	

Print Appointments Book Appointments



A.Y. Jackson Secondary School - A.y. Jackson

Date and Time	Name	Calendar
Oct 30 @ 6:00pm	Noah Jackson	Iris Lam - Computers (Cafetorium)
Oct 30 @ 6:10pm	Christine Jackson	Cantonese / Mandarin Translator 2
Oct 30 @ 6:10pm	Christine Jackson	Iris Lam - Computers (Cafetorium)
Oct 30 @ 6:20pm	Christine Jackson	Cantonese / Mandarin Translator 1
Oct 30 @ 6:20pm	Christine Jackson	Daniel Muttiah - Mathematics (Cafetorium)
Oct 30 @ 6:30pm	Christine Jackson	Simin Navabi - Computers / Science (Cafetorium)
Oct 30 @ 6:30pm	Christine Jackson	Cantonese / Mandarin Translator 1
Oct 30 @ 6:40pm	Noah Jackson	Andrew Ruston - Physical Education (Room 132)
Oct 30 @ 6:50pm	Christine Jackson	Cantonese / Mandarin Translator 1
Oct 30 @ 6:50pm	Christine Jackson	Frank Nelson - Technology (Room 138)
Oct 30 @ 7:00pm	Noah Jackson	Natasha Satyanarayana - Modern Languages (Room 132)
Oct 30 @ 7:10pm	Noah Jackson	Tatsu Takada - Social Studies / Modern Languages (Room 135/7)