

Parent Teacher Interviewer – Parent Manual

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

IMPORTANT REMINDERS:

- Parents can only have one ParentConnect browser open at a time; if you try to log in on two different browsers at the same time, it will crash.
- Consider walk time. You may want to leave a timeslot between each interview

From ParentConnect there is an <interview> tab to lookup and/or edit interview times.

The screenshot shows the Parent Connect interface for WACHOVIA SECONDARY SCHOOL. The top navigation bar includes tabs for Asgmt, Attend, Basic, Bulletin, Calend, EPlan, Fees, Foldr, Forms, Grades, Help, Intrvw, PssWrd, PckCrs, Reports, Sched, SndMsg, TxtBK, and Logout. The user is logged in as PC-0011, with a last signon of 11/29/2013 and a signon count of 84. The main area shows a form for selecting a student (ELAINE AFINOGENOV), school (WACHOVIA SECONDARY SCHOOL), and guardian (CHRISTOPHER OBSUT). A meeting schedule for 001 shows times for November 27th, 28th, and 29th. A table titled "My Interview Schedule - All students - All schools" displays the following data:

Date	Time	Teacher	Student	School
Wednesday 11/27/2013	04:00 pm to 04:15 pm	H SEFFEL	A.J. AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	04:15 pm to 04:30 pm	D ARNOSON	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	04:30 pm to 04:45 pm	D WANNIER	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 GRABOWSKA	ELAINE AFINOGENOV	WACHOVIA SECONDARY SCHOOL
Wednesday 11/27/2013	05:15 pm to 05:30 pm			
Wednesday 11/27/2013	05:30 pm to 05:45 pm			
Wednesday 11/27/2013	05:45 pm to 06:00 pm			

The right side of the screen confirms what has already been scheduled and will include all students in your family and the times selected. Use the 'print' button for a printer-friendly PDF copy of the schedule.

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: you with the same ParentConnect id 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 division, 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 all of the teachers who teach this student. Below that is a box that is defaulted with a check to limit the selection to teachers who teach that student. Unchecking this box will allow you to book with someone (for example a coach or resource teacher) who may not have a scheduled course with the student.

The screenshot shows the 'Parent Connect' interface for WACHOVIA SECONDARY SCHOOL. At the top, there's a navigation menu with options like 'Agmt', 'Attend', 'Basic', 'Bulletin', 'Calend', 'EPlan', 'Fees', 'Foldr', 'Forms', 'Grades', 'Help', 'Intrvw', 'PssWrd', 'PckCrn', 'Reports', 'Sched', 'SndMag', 'TxtBk', and 'Logout'. The user is logged in as 'Last Signon 11/29/2013' with a 'Signon Count' of 58.

Below the navigation, there are dropdown menus for 'Student(s)' (ELAINE AFINOGENOV), 'School(s)' (WACHOVIA SECONDARY SCHOOL), and 'Guardian' (CHRISTOPHER OBSUT). A 'Select a Teacher' dropdown is set to 'D ARNOSON -Course BI 101 EN 000'. There are 'Print' and 'Help' buttons.

A table titled 'My Interview Schedule - All students - All schools' is displayed. The table has columns for 'Date', 'Time', 'Teacher', 'Student', and 'School'. The first row shows a timeslot on Wednesday, 11/27/2013, from 04:15 pm to 04:30 pm, with teacher 'D. ARNOSON' and student 'ELAINE AFINOGENOV'. Other rows show various timeslots for different teachers and students.

At the bottom of the table, there are 'Previous' and 'Next' buttons. A red circle highlights these buttons, and an arrow points to the 'Limit to Date' and 'Start' fields.

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 (not the same teacher showing all of their available times). Then you can set up interviews without going separately to each individual teacher.

The top right of the screen offers the opportunity to waitlist an interview. If you are going through the available times and absolutely nothing works to see a teacher, you can 'add waitlist'

Select a teacher, a date, a start and stop time (can be a timeframe or specific time), and then leave a comment for the teacher as to why this waitlist is requested. Then hit 'add to waitlist'

It will then be up to the teacher to decide if that time will work or not.

The screenshot shows the 'Add to Waitlist' form. At the top, there are 'Add' and 'Add to Waitlist' buttons. Below them, there's a 'My Waitlist' section with a table of waitlisted interviews. The table has columns for 'Date', 'Time', 'Teacher', 'Student', and 'School'. The first row shows a waitlisted interview on Wednesday, 11/27/2013, from 04:15 pm to 04:30 pm, with teacher 'D. ARNOSON' and student 'ELAINE AFINOGENOV'.

Below the table, there's a form to add a new waitlist entry. It includes dropdown menus for 'Parent' (CHRISTOPHER OBSUT) and 'Student' (A.J. AFINOGENOV). There are fields for 'Select a Teacher' (T. CROCODILE), 'Select a Date' (11/27/2013), 'Select a Start Time' (15), and 'Select a Stop Time' (30). There's a 'Comment' field with the text 'We leave for holidays, and this is the only time X'. At the bottom, there's an 'Add to Waitlist' button.

To see a more reader-friendly copy of your booked appointments, use the <print> button to create a PDF copy. If you have more than one student, it will put each student on a different page.

