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 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.

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.

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.