

COLLÈGE GARDEN CITY COLLEGIATE

STUDENT PARENT TEACHER CONFERENCES AND PARENT CONNECT

The screenshot shows the Parent Connect website interface. At the top, there is a green header with the logo and text: "Parent Connect", "Seven Oaks School Division", and "Powered by CIMS". Below the header is a navigation menu with tabs: "Attendance", "Basic", "Bulletin", "Calendar", "Fees", "Folder", "Forms", "Grades", "Interview", "Password", "Reports", "Schedule", "SendMag", "Help", and "Logout". The "Interview" tab is selected and circled in red. Below the navigation menu, there is a section for "Last Signon" (10/29/2015) and "Signon Count" (26). There are two dropdown menus for "Student(s)" and "School(s)", both circled in red. Below these are fields for "Guardian" and "Select a Teacher" (with a "Print" button). There are also "Start" and "Stop" dropdowns set to "ALL", and "Limit to Date" set to "ALL Dates". A "Refresh" button is visible. Below the form fields, there are two boxes: "List of Course Teacher's Names" and "List of Dates and Times". To the right, there is a "Conference Info Here" box and a table titled "** My Interview Schedule - All students - All schools **". The table has columns for "Date", "Time", "Teacher", "Student", and "School". The first row contains "No Scheduled Interviews".

HOW TO BOOK AN APPOINTMENT: (One time slot allowed per teacher)

- Login to Parent Connect – <http://www.7oaks.org/Pages/Parents.aspx>
- Click on the **Interview** Tab
- Use the drop down to access the student's name (if you have more than 1 student at Garden City)
- Click **Select** for the teacher and time slot you would like to book.
- To view more dates/times click **Previous/Next**
- Select the next teacher and select a time slot – repeat as necessary.
- The Appointment time/teacher will move to the right side of the screen – **My Interview Schedule**
- Once complete – You may print your interview schedule by selecting the green **Print Tab**
- **This appointment will be in person at the school.**

TO EDIT OR CANCEL APPOINTMENTS:

- Go back on the main list where you selected the appt. time and click on the **Cancel**

IF TEACHER APPOINTMENT TIME SLOTS ARE FULL:

- Login to Parent Connect - <http://www.7oaks.org/Pages/Parents.aspx>
- Choose **Resources Tab – Send Message**
- Find Teacher(s) and email your request to see them.
- Teacher will respond to your email request.

ANY QUESTIONS OR CONCERNS PLEASE CALL THE OFFICE AT 204-339-2058