

COLLÈGE GARDEN CITY COLLEGIATE

STUDENT PARENT TEACHER CONFERENCES AND PARENT CONNECT

The screenshot shows the Parent Connect website interface. The 'Interview' tab is highlighted in red. The interface includes a navigation menu, a search bar, and a main content area with a 'Conference Info Here' box and a 'My Interview Schedule' table.

Date	Time	Teacher	Student	School

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 time slots 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