

# COLLÈGE GARDEN CITY COLLEGIATE

## STUDENT PARENT TEACHER CONFERENCES AND PARENT CONNECT

The screenshot shows the 'Parent Connect' web application. The navigation menu includes 'Attendance', 'Basic', 'Bulletin', 'Calendar', 'Fees', 'Folder', 'Forms', 'Grades', 'Interview', 'Password', 'Reports', 'Schedule', 'SendMag', 'Help', and 'Logout'. The 'Interview' tab is selected. Below the navigation, there are fields for 'Student(s)', 'School(s)', and 'Guardian', each with a dropdown arrow. A 'Print' button is visible. The main content area is divided into two sections: 'List of Course Teacher's Names' and 'List of Dates and Times'. A table titled 'My Interview Schedule - All students - All schools' is shown with columns for Date, Time, Teacher, Student, and School. The table currently displays '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 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**