

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 menu, there are fields for 'Student(s)', 'School(s)', and 'Guardian', each with a dropdown arrow. A 'Print' button is visible. The main area displays a table for booking appointments, with columns for 'Date', 'Time', 'Teacher', 'Student', and 'School'. A 'Refresh' button is also present. The interface is titled 'Parent Connect' and 'Powered by CIMS'.

HOW TO BOOK A PHONE 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 conducted by phone from the teacher at your scheduled meeting time.**

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