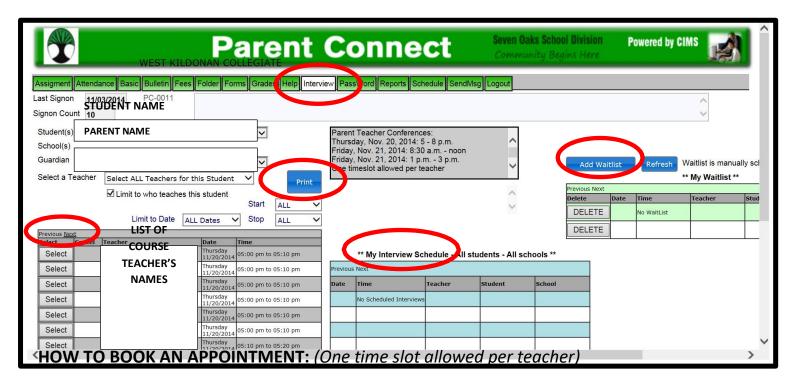
## INSTRUCTIONS TO BOOK FAMILY/TEACHER CONFERENCES



- LOGIN TO PARENT CONNECT http://www.7oaks.org/Pages/Parents.aspx
- CLICK ON THE INTERVIEW TAB
- CLICK ON PARENT INTERVIEW SCHEDULE
- USE THE PULL DOWN TO ACCESS THE STUDENT'S NAME (MORE THAN 1 STUDENT)
- SELECT A TEACHER ALL OR SPECIFY
- LIMIT TO DATE click on the date you would like to book your appt.
- TO VIEW MORE TIMES CLICK ON PREVIOUS / NEXT
- Click **SELECT** for the teacher and time you would like to book
- THE APPT. TIME/TEACHER WILL MOVE TO THE RIGHT SIDE OF THE SCREEN MY INTERVIEW
  SCHEDULE
- ONCE COMPLETE PRINT icon

## TO EDIT OR CANCEL APPOINTMENTS:

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