

INSTRUCTIONS TO BOOK FAMILY/TEACHER CONFERENCES

Parent Connect Seven Oaks School Division Powered by CIMS
WEST KILDONAN COLLEGIATE Community Begins Here

Assignment Attendance Basic Bulletin Fees Folder Forms Grades **Interview** Password Reports Schedule SendMsg Logout

Last Signon 11/03/2014 PC-0011
Signon Count 10

Student(s) PARENT NAME
School(s)
Guardian
Select a Teacher Select ALL Teachers for this Student **Print**
 Limit to who teaches this student Start ALL Stop ALL
Limit to Date ALL Dates

Parent Teacher Conferences:
Thursday, Nov. 20, 2014: 5 - 8 p.m.
Friday, Nov. 21, 2014: 8:30 a.m. - noon
Friday, Nov. 21, 2014: 1 p.m. - 3 p.m.
One timeslot allowed per teacher

Add Waitlist Refresh Waitlist is manually scl
** My Waitlist **

Previous Next	Delete	Date	Time	Teacher	Stud
	DELETE		No WaitList		
	DELETE				

LIST OF COURSE TEACHER'S NAMES

Select	Teacher	Date	Time
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:00 pm to 05:10 pm
Select		Thursday 11/20/2014	05:10 pm to 05:20 pm

**** My Interview Schedule - All students - All schools ****

Previous Next	Date	Time	Teacher	Student	School
		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**
- 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**