



# *PARENT CONNECT REFERENCE GUIDE*

---

Dear Seven Oaks Families,

In a world of on-line banking, shopping and accessing information of all kinds, schools are no different. Seven Oaks School Division is moving towards a paperless system called ***Parent Connect*** where all the traditional information provided from the school is found on-line.

***Parent Connect*** will allow families to:

- Review attendance (real time to current day)
- View report card marks and comments
- Schedule Parent/Teacher Conference times
- View and edit demographics (address, guardian and emergency contact information)
- View the school calendar
- View your child's current bus route
- Send messages to teachers

It is more important than ever, that families have a working e-mail provided to the school that they check regularly. Memos and communication from your schools may come in the form of an e-mail to families instead of paper memos.

We do understand that some families do not have computer access. We kindly ask that you make a special request for paper copies of report cards and newsletters with your child's teacher.

We hope that this Parent Connect Resource Guide will be of help to you. Please keep this guide at home for future reference.

Please pay special attention to the Report Card section and the booking of conference times!

## ***Parent Connect Authority and Passwords***

The easiest way to log in to ***Parent Connect*** is by using your e-mail address. Enter your e-mail address (the one provided to the school), click on "Select a Student" and enter your password. If it is your first time logging in, click on "Forgot My Password" and a pop-up box will appear. You will be asked to re-enter your e-mail address and the system will send you a temporary password. You can also log in using a MET number, which can be found on a copy of your child's report card or you can call the school to obtain it. Once you have signed on successfully, parents are encouraged to change their password to ensure privacy.

The links to ***Parent Connect*** can be found on our school website by clicking on "Parents" or by typing the following on the address bar:

<https://schoolconnect.7oaks.org/schoolconnect/parentsignore.aspx> (to sign on with your e-mail address) or  
<https://schoolconnect.7oaks.org/schoolconnect/parentsignon.aspx> (to sign on with MET #)

Save the links to your favourites!

## E-mail Sign-On

The screenshot shows a web browser window with the URL <https://schoolconnect.7oaks.org/ParentSignone.aspx>. The page features the "Parent Connect" logo and "Powered by CIMS". Below the logo are navigation tabs for "PopUps", "District", and "Help". A search bar contains the text "PC-0000". The main content area includes a sign-in form with the following elements:

- Text: "EMAIL Address and Password are case sensitive" and "Best viewed 1024 x 768".
- Text: "Enter EMAIL address and click GET STUDENT".
- Form: "Email Address" input field.
- Text: "Select your Student".
- Form: "Select Student" dropdown menu with "Get Students" and "Select a Student" options.
- Text: "Enter Password and click SIGN IN".
- Form: "Password" input field.
- Text: "Forgot My Password" and "How to Sign On to Parent Connect - OnLine Video".
- Form: "Sign In" button.
- Text: "Browser must allow popups - click here to find out how to allow popups".
- Text: "Version 19.00 April 23, 2014".

In order to make the first password change, click on the **PassWord** tab and follow the instructions to change your password. Your new password will be sent to the e-mail address we have on file.

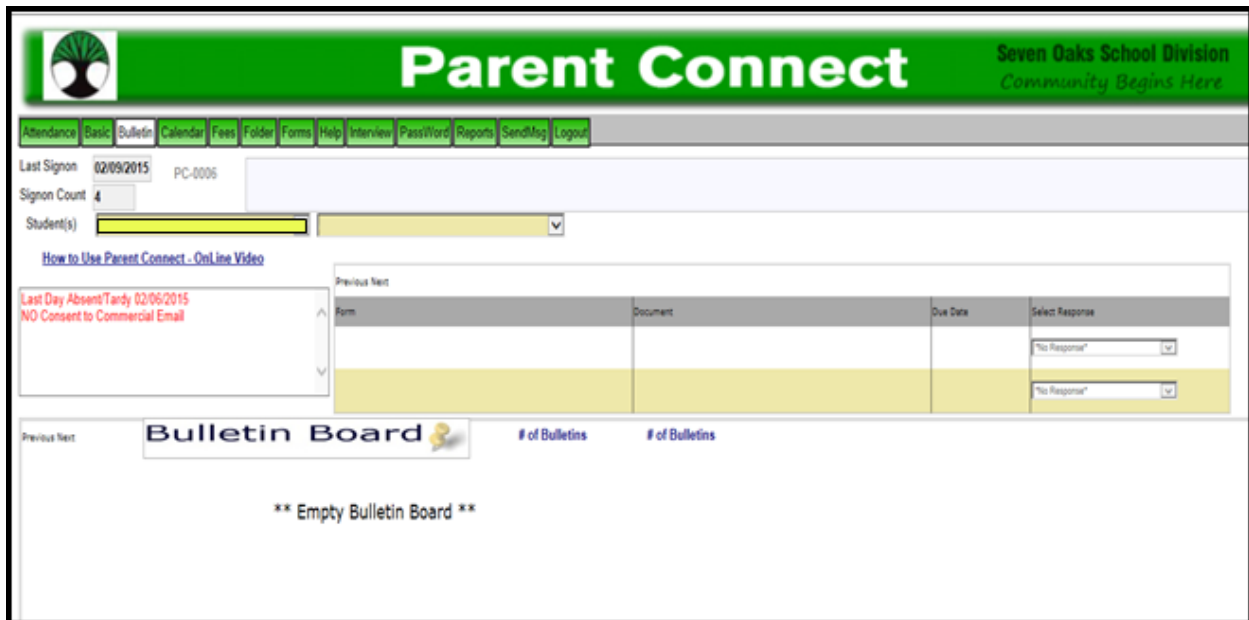
The screenshot shows a web browser window with the URL <https://schoolconnect.7oaks.org/ParentPassword.aspx?id=PCMain.aspx>. The page is titled "Change Password" and lists the following requirements:

- Minimum 5 characters - Maximum 10 characters
- Must start with a character and have a minimum of 1 number
- No spaces or special characters allowed
- Upper/Lower case sensitive
- **Positions 3-8 cannot be a DATE (aa013112)**

The page includes four numbered steps:

1. Type in OLD Password
2. Type in NEW Password
3. Confirm/Re-Type in NEW Password
4. Hit "Save" and wait for message to confirm password change before closing this window

A "Save" button is located at the bottom left of the form.



Some features of *Parent Connect* include:

### Attendance

Current attendance may be viewed by clicking on the **Attend** tab. Attendance is entered twice daily, but may not be completely updated until the end of the school day.

### Basic (Student Demographics – Editable)

The student's demographics (address, guardian and emergency contact information) are viewed from the **Basic** tab. Parent/guardian phone numbers and e-mail addresses, emergency contact phone numbers and contact names can be updated from this tab. Address changes must be done with the school office. **Note:** The primary guardian has the ability to change any contact information and telephone numbers. Additional guardians can only change their own contact details.

### Report Cards

*Parent Connect* allows parents to view report card marks and comments once report cards have been posted. Click on the **Folder** tab then click VIEW beside the report card you'd like to see.

### Parent/Teacher Interviews

*Parent Connect* will allow you to schedule Parent/Teacher conference meetings at your convenience without having to call the school. You will be able to see available dates and times for your child's teacher(s) and coordinate meetings if you have more than one student attending a school. Please see Page 4 for detailed instructions.

Other features on *Parent Connect* allow you to view the school calendar, send messages to your child's teacher, print a profile report and view the Bulletin Board showing important notices. We welcome you to sign in to *Parent Connect* and navigate through the program. Feel free to share your opinion of *Parent Connect* with the school or call us with any questions or concerns you may have.

## PARENT/TEACHER INTERVIEWER

The purpose of *Parent Connect Interview* is to give parents the opportunity to sign up for Parent/Teacher interviews online, based on pre-set dates and times. You will be notified of the date when you will be able to access the Interview function on *Parent Connect* prior to November and March Parent/Teacher/Student Conferences.

From *Parent Connect* there is an <Interview> tab that allows parents to either lookup and/or edit interview times. Please refer to the examples below.

The screenshot shows the 'Parent Connect' interface. The 'Interview' tab is highlighted in the top navigation bar. The left sidebar displays student information: Student(s) ADAM ADAMS, School(s) COMMUNITY SCHOOL, and Guardian JEAN ADAMS. Below this, there are options to 'Select a Teacher' and a checkbox for 'Limit to who teaches this student'. A table of available interview slots is shown with columns for Teacher, Date, and Time. A 'Print' button is visible. On the right, a 'My Interview Schedule' table is empty, showing 'No Scheduled Interviews'.

The top left indicates student(s), school and guardian(s). If you are a guardian or parent for more than one student, use the scroll button to select the appropriate student you want to schedule the interview for.

Once you select the date, time and teacher in the left table, the table on the right side of the screen will confirm what has been scheduled and will include all students in your family and the times selected.

'Select a teacher' provides a scroll bar with all of the teachers who teach this student. Below that is a box that is defaulted with a check to limit the selection to teachers who teach that student.

**Note:** To see more dates/times, click on Next.

You may use the 'Limit to Date' and 'Start/Stop' for specific dates and times. For example, if you are only free for one evening, limit to this evening and the teachers will be sorted in order of timeslot availability (not the same teacher showing all of their available times). You can set up interviews without going separately to each individual teacher.

To see a more reader-friendly copy of your booked appointments, use the <Print> button to create a PDF copy. If you have more than one student, it will print each student on a different page.

To schedule an appointment to meet with an Administrator, Phys. Ed Teacher, Music Teacher or Resource Teacher, please click the box next to "Display ALL Teachers", unclick "Limit to who teaches the student" then select one the person you'd like to meet with from the drop-down box.

Please feel free to contact the school at any time if you have any questions or require any assistance with *Parent Connect*.