

COLLÈGE GARDEN CITY COLLEGIATE

STUDENT PARENT TEACHER CONFERENCES AND PARENT CONNECT

The screenshot shows the Parent Connect web application. The navigation bar at the top includes tabs for Attendance, Basic, Bulletin, Calendar, Fees, Folder, Forms, Grades, Interview (highlighted with a red circle), Password, Reports, Schedule, SendMag, Help, and Logout. Below the navigation bar, there are fields for Last Signon (10/29/2015), Signon Count (26), and a dropdown for Student(s). There are also dropdowns for School(s) and Guardian, and a 'Select a Teacher' dropdown. A 'Print' button is visible. On the right, there is a 'Conference Info Here' box and a 'Refresh' button. At the bottom, there are two tables: 'List of Course Teacher's Names' and 'List of Dates and Times'. The 'My Interview Schedule' table is also visible, showing columns for Date, Time, Teacher, Student, and School.

HOW TO BOOK AN APPOINTMENT: (One time slot allowed per teacher)

- Login to Parent Connect – <https://www.7oaks.org/page/3569/parents>
- 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 dates/times 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 - <https://www.7oaks.org/page/3569/parents>
- 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