

COLLEGE GARDEN CITY COLLEGIATE

STUDENT PARENT TEACHER CONFERENCES AND PARENT CONNECT

The screenshot displays the Parent Connect web application. At the top, there is a green header with the logo and text 'Parent Connect', 'Seven Oaks School Division', and 'Powered by CIMS'. Below the header is a navigation menu with various tabs, including 'Attendance', 'Basic', 'Bulletin', 'Calendar', 'Fees', 'Folder', 'Forms', 'Grades', 'Interview', 'Password', 'Reports', 'Schedule', 'SendMag', 'Help', and 'Logout'. The 'Interview' tab is selected and circled in red. Below the navigation menu, there are several fields and buttons. On the left, there are fields for 'Student(s)', 'School(s)', and 'Guardian', each with a dropdown arrow. Below these fields is a 'Print' button. In the center, there is a 'Conference Info Here' box. On the right, there is a 'Refresh' button. Below the 'Print' button, there are two boxes: 'List of Course Teacher's Names' and 'List of Dates and Times'. At the bottom, there is a table titled 'My Interview Schedule - All students - All schools' with columns for Date, Time, Teacher, Student, and School. The table currently shows 'No Scheduled Interviews'.

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

- Login to Parent Connect – <https://7oaks.cims-epic.ca/schoolconnect/parentsignore.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 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://7oaks.cims-epic.ca/schoolconnect/parentsignore.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