



Parent / Teacher Conferences – Parent Guide

Appointments for parent-teacher conferences must be booked online at
<http://www.parentinterviews.com/cariboo-hill-secondary>



All conferences will take place online using the same link. After you have booked your appointments, you will be able to join the virtual meetings through the schedule that is created for you.

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Creating an Account

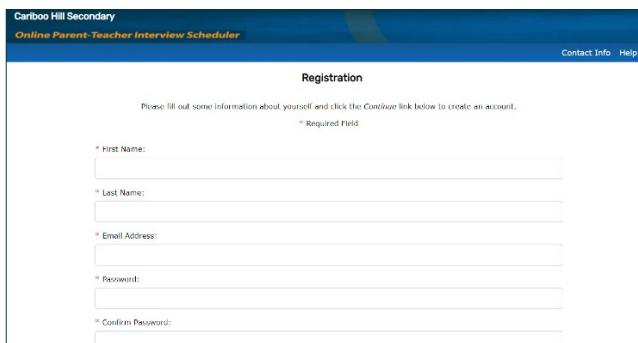
- 1) Click on **Create an account**

- If you had created an account in Semester 1 – it will be same login credentials.



The image shows the 'User Login' screen of the Cariboo Hill Secondary Online Parent-Teacher Interview Scheduler. At the bottom right of the login form, there is a green button labeled 'Create New Account'. This button is circled in red, and a large red arrow points to it from the right side of the image.

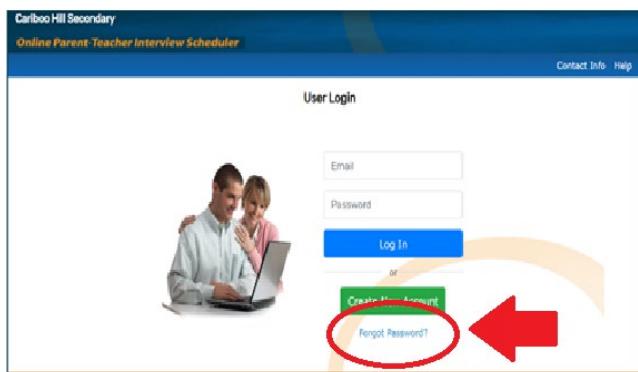
- 2) Complete the registration form. Please note that your password must only contain letters and numbers.



The image shows the 'Registration' screen of the Cariboo Hill Secondary Online Parent-Teacher Interview Scheduler. It contains fields for First Name, Last Name, Email Address, Password, and Confirm Password. Each field has a red asterisk indicating it is a required field. The entire registration form is enclosed in a light blue border.

How do I Change or Reset my Password?

- 1) Click “Forgot Password?” Link below the login form



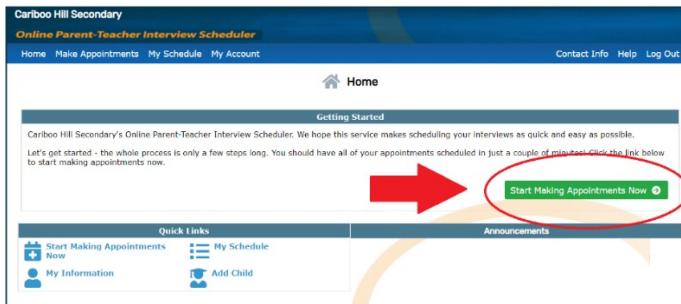
The image shows the 'User Login' screen of the Cariboo Hill Secondary Online Parent-Teacher Interview Scheduler. At the bottom right of the login form, there is a link labeled 'Forgot Password?'. This link is circled in red, and a large red arrow points to it from the right side of the image.

- 2) Enter your email address in the field and click **Continue**.
- 3) Check your email - follow the link contained in the email.
- 4) Enter your new password into the **Password** and **Confirm Password** fields and click **Continue**.
- 5) Your password has been updated - you can now log in as usual.



Scheduling/Booking Appointments

- 1) Click **Start Making Appointments Now** from the main menu.



Cariboo Hill Secondary
Online Parent-Teacher Interview Scheduler

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Home

Getting Started

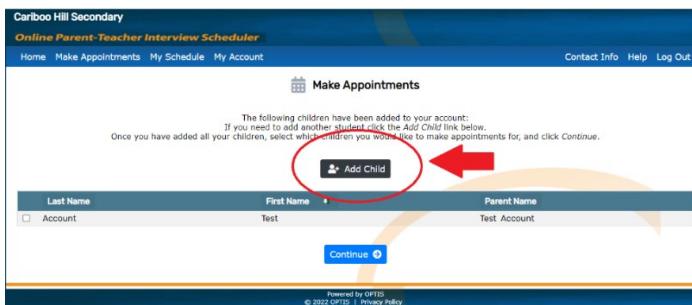
Cariboo Hill Secondary's Online Parent-Teacher Interview Scheduler: We hope this service makes scheduling your interviews as quick and easy as possible. Let's get started - the whole process is only a few steps long. You should have all of your appointments scheduled in just a couple of minutes! Click the link below to start making appointments now.

Start Making Appointments Now

Quick Links: Start Making Appointments Now, My Information, My Schedule, Add Child

Announcements

- 2) Add a Student to your account by completing the form.
 - if you have already added student(s) to your account you won't see this step



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Make Appointments

The following children have been added to your account:
If you need to add another student, click the Add Child link below.

Once you have added all your children, select which children you would like to make appointments for, and click Continue.

Add Child

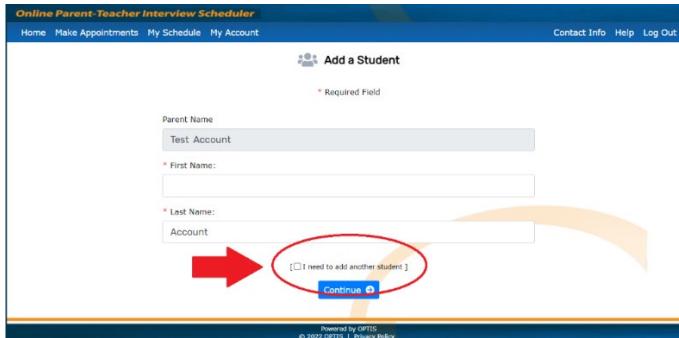
Last Name: Test, First Name: Test, Parent Name: Test Account

Account

Continue

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- 3) Click on the box next to "**I need to add another student**" to enter the information for any additional child(ren). Click on **Continue** when you are done entering the information for all your children.



Online Parent-Teacher Interview Scheduler

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Add a Student

* Required Field

Parent Name: Test Account

* First Name:

* Last Name:

Account

I need to add another student

Continue

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4) Select the Student(s) you would like to book appointments for from the list

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Make Appointments

Student was added successfully

The following children have been added to your account:
If you need to add another student click the Add Child link below.
Once you have added all your children, select which children you would like to make appointments for, and click Continue.

Add Child

Last Name	First Name	Parent Name
<input type="checkbox"/> account	Test	Test Account
<input type="checkbox"/> account	Test #2	Test Account

Continue

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5) Select a preferred time slot (1:30pm – 4:30pm or 5:30pm to 7:30pm) for your appointment

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Make Appointments

You are scheduling appointments for Test Account .
Please select the date on which you would like to make appointments.

Make appointments on
Thursday March 10 2022
between 01:30 PM and 04:30 PM

Date
Thursday March 10 2022
01:30 PM - 04:30 PM
05:30 PM - 07:30 PM

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6) Select the teacher(s) that you would like to meet with, then click on **Continue**

From the list below, please select which teachers you would like to meet with regarding Artie Pye and click Continue

Last Name	First Name
<input type="checkbox"/> Barlow	Birch
<input checked="" type="checkbox"/> Carlson	Carl
<input checked="" type="checkbox"/> Cooper	Brian
<input type="checkbox"/> Duffman	Barry
<input type="checkbox"/> Gumble	Barney
<input type="checkbox"/> Krabappel	Edna
<input type="checkbox"/> Rivera	Nicholas
<input type="checkbox"/> Skinner	Agnes
<input checked="" type="checkbox"/> Tatum	Drederrick
<input type="checkbox"/> Terwilliger	Cecil

Continue

7) For each Teacher, use the dropdown menus to select from the available appointment times.

Please select from the available times when you would like to schedule an appointment with each teacher below and click Continue:

Student	Teacher	Date	Time	Type
Artie Pye	Carl Carlson	Thursday November 26 2020	01:10 PM to 01:15 PM	
Artie Pye	Brian Cooper	Thursday November 26 2020	01:20 PM to 01:30 PM	
Artie Pye	Drederrick Tatum	Thursday November 26 2020	01:30 PM to 01:40 PM	

Continue

8) Click **Continue** to reserve your appointment times.



Joining a Virtual Meeting Room (Video Conference)

1. Click **My Schedule** from the main menu.

The screenshot shows a list of appointments. One appointment for 'Test Account' with 'Wiljo Lum' on 'Thursday March 10 2022' from '01:30 PM to 01:40 PM' in a 'Virtual' room has a yellow banner below it stating 'A virtual meeting room has been created for this appointment'. The 'My Schedule' link in the sidebar is circled in red with a red arrow pointing to it.

2. Each of your appointments will have a row appended underneath which reads "**A virtual conference room has been created...**".

The screenshot shows a list of appointments. An appointment for 'Artie Pye' with 'Carl Carlson' on 'Thursday November 26 2020' from '01:10 PM to 01:15 PM' in a 'gym' room has a yellow banner below it stating 'A virtual meeting room has been created for this appointment'. The 'Join meeting' button in the appointment row is circled in red with a red arrow pointing to it.

3. Click the **Join Meeting** button.

The screenshot shows a list of appointments. An appointment for 'Test Account' with 'Wiljo Lum' on 'Thursday March 10 2022' from '01:30 PM to 01:40 PM' in a 'Virtual' room has a yellow banner below it stating 'A virtual meeting room has been created for this appointment'. The 'Join meeting' button in the appointment row is circled in red with a red arrow pointing to it.

4. A new browser tab/window will open.
5. If prompted, grant permission to your web browser to access your *Video Camera* and *Microphone*.
6. Confirm the details of your appointment - you should see a message confirming the name of the teacher you are meeting with.

The screenshot shows a video call interface. The title is 'Join your meeting with Carl Carlson'. The video feed shows 'Arnie Pye'. There are buttons for 'Mute', 'Stop Video', 'Settings', and 'Join Now'. The left sidebar says 'OPTIS Virtual Meeting Room'.

7. Click **Join Now**.



Adding Another Parent to the Video Conference

1. Please **EMAIL THE TEACHER** that you are meeting, with the following information: the other parent's name, email, the students' name and scheduled time that you are conferencing.

Changing the time of an existing appointment

1. Click **My Schedule** from the main menu.
2. Find the appointment you would like to modify in the list of appointments.
3. Click the **Edit Appointment** button in the right-hand column of the appointment row.
4. Change the **Time** of your appointment by using the dropdown menus to select from the available options>
5. Click **Continue** to save your changes.

Cancelling an appointment

1. Click **My Schedule** from the main menu.
2. Find the appointment you would like to cancel in the list of appointments.
3. Click the **Cancel Appointment** button in the right-hand column of the appointment row.
4. The *Appointment* has been cancelled.

Adding a child to your account

1. Click **My Account** from the main menu.
2. Click **My Children** from the dropdown menu.
3. Click **Add Child**.
4. Complete the *First Name* and *Last Name* fields.
5. Click **Continue**.

Printing your schedule

1. Click **My Schedule** from the main menu.
2. Click **Printer-Friendly Schedule**.
3. In the window that appears, select the destination and change your preferred print settings.
4. Click **Print**.

Emailing a copy of your schedule

1. Click **My Schedule** from the main menu.
2. Click **Email Me My Schedule**.
3. Check your email - a copy of your schedule should be in your inbox.
4. If you don't receive an email within a few minutes, please check your *Spam* or *Junk* folder - sometimes the message will be mistaken for spam