



# 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 screenshot shows the 'User Login' page of the Cariboo Hill Secondary Online Parent-Teacher Interview Scheduler. It features a 'Log In' button and a 'Create New Account' button. The 'Create New Account' button is circled in red, and a red arrow points to it from the right. There are also fields for 'Email' and 'Password' and a 'Forgot Password?' link.

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

The screenshot shows the 'Registration' page. It contains several required fields: 'First Name', 'Last Name', 'Email Address', 'Password', and 'Confirm Password'. A note at the top says 'Please fill out some information about yourself and click the Continue link below to create an account.' There is also a 'Required Field' indicator.

## How do I Change or Reset my Password?

1) Click "**Forgot Password?**" Link below the login form

The screenshot shows the 'User Login' page. The 'Forgot Password?' link is circled in red, and a red arrow points to it from the right. There are also fields for 'Email' and 'Password' and a 'Log In' button.

2) Enter your email address in the field and click **Continue**.

3) Check your email - follow the link contained in the email.

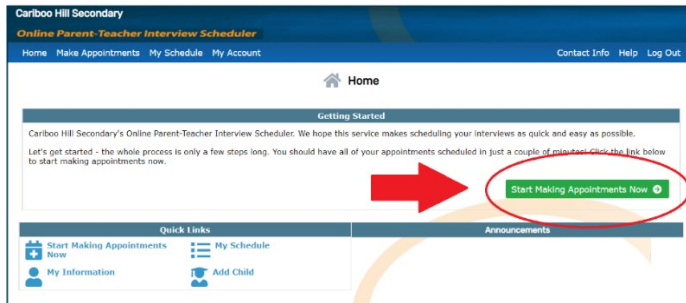
4) Enter your new password into the **Password** and **Confirm Password** fields and click **Continue**.

5) Your password has been updated - you can now log in as usual.



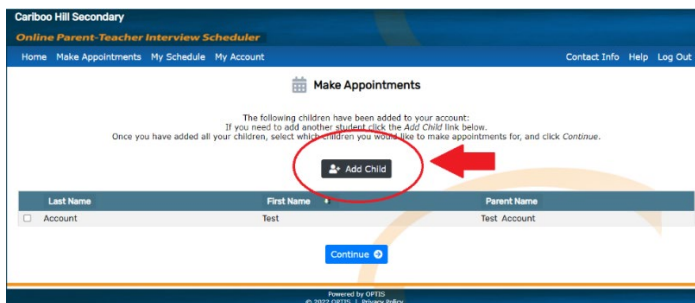
## Scheduling/Booking Appointments

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

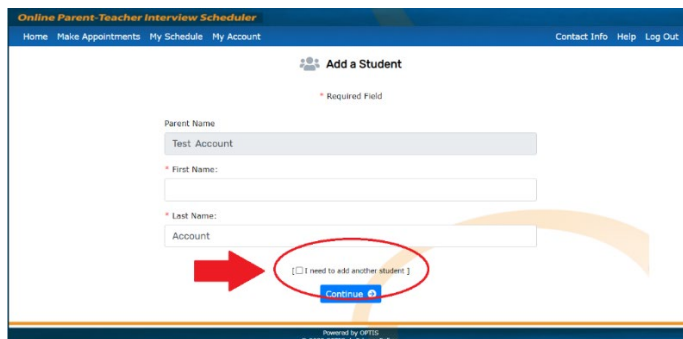


2) Add a Student to your account by completing the form.

- if you have already added student(s) to your account you won't see this step



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.





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

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Online Parent-Teacher Interview Scheduler

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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"/> Riviera	Nicholas
<input type="checkbox"/> Skinner	Agnes
<input checked="" type="checkbox"/> Tatum	Drederick
<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	<input type="checkbox"/> <input type="checkbox"/>
Artie Pye	Brian Cooper	Thursday November 26 2020	01:20 PM to 01:30 PM	<input type="checkbox"/> <input type="checkbox"/>
Artie Pye	Drederick Tatum	Thursday November 26 2020	01:50 PM to 01:40 PM	<input type="checkbox"/> <input type="checkbox"/>

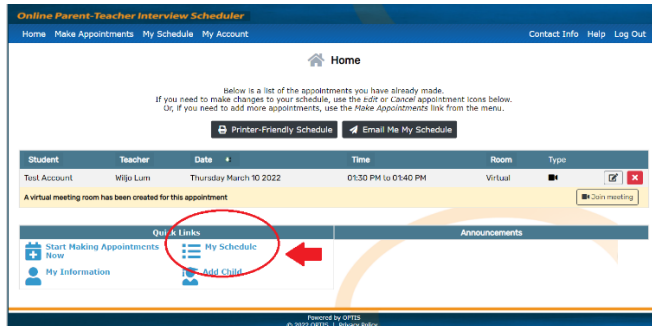
**Continue**

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



## Joining a Virtual Meeting Room (Video Conference)

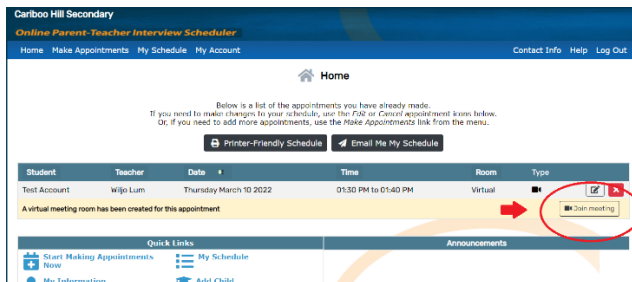
1. Click **My Schedule** from the main menu.



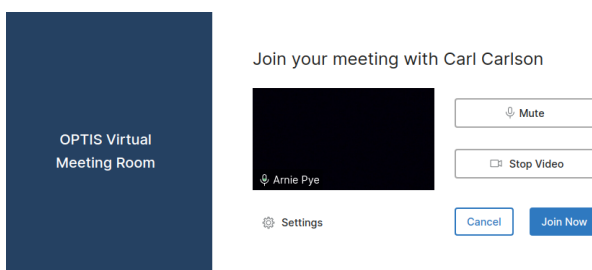
2. Each of your appointments will have a row appended underneath which reads "A virtual conference room has been created...".

Student	Teacher	Date	Time	Room	Type	
<input type="checkbox"/>	Artie Pye	Carl Carlson	Thursday November 26 2020	01:10 PM to 01:15 PM	gym	Virtual
A virtual meeting room has been created for this appointment						

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



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.



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