

## Parent Instructions

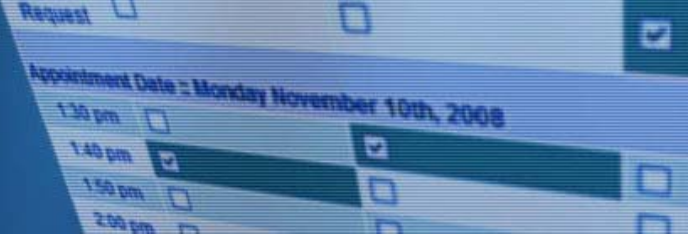
### ***Register for an Account***

Parents click on the "Register" tab and fill in the registration form to create an account. All fields are required on the parent registration form to create an account.

**Register for an Account**  
  
\*\* All fields are required \*\*  
School Access Code:   
This is the value that was sent home on the instruction sheet. This code is required to create an account.  
Parent First Name:   
Parent Last Name:   
Phone:   
Email Address:   
Please enter only one valid email address.  
Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'  
Enter Your Password:   
Enter Your Password Again:

*Registration Form with Access Code*

Once parents have successfully registered, they can login to the system and register their students.



### Parent Login

After logging into the system parents will be required to add the students to the system prior to scheduling appointments.

Welcome to the Smallville High on-line parent teacher interview booking system.

Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation.

There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period.

[Add a Student](#)

By clicking on the "Add a Student" button parents will be able to add all their students.

#### Student Administration

##### Add a New Student

First Name:

Last Name:

[Add New Student](#)

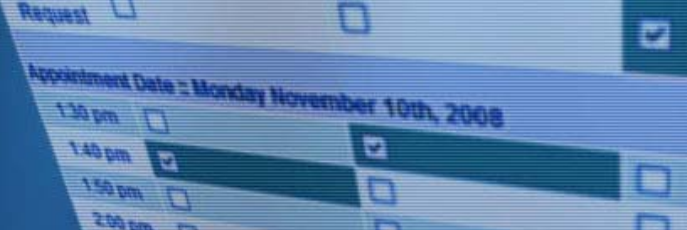
As each student is added to the system, the students are listed for parents to edit or delete them, or to schedule appointments. Note the schedule "Short Title" on the button.

#### Student Administration

Displaying 2 Entries

| First Name | Last Name |                                                                                                                                                                                                                 |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sandy      | Fester    |   <a href="#">Nov 2009 Parent Teacher</a> |
| Johnny     | Test      |   <a href="#">Nov 2009 Parent Teacher</a> |

[Insert New](#)



## Parent Appointment Scheduling

### Select Teachers

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.

Spring 2009 Parent Teacher Appointments - Appointment Scheduling for Jane Smith

Spring 2009 Parent Teacher Appointments

Student :: Jane Smith

Select up to 4 teachers from the list.  
Use the 'Ctrl' key to select more than one.

Teachers:

G.S. Apple - Grade 8

R.D. Apple - Grade 11

T. Banana - Teaching Assistant

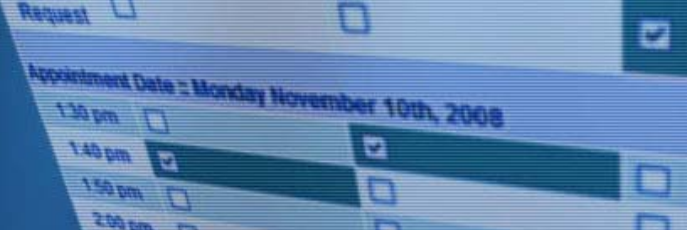
M. Cantaloupe - Grade 12

C. Grape - French Specialist

M. Orange - Grade 10

B. Pear - Grade 9

View Calendars



## Teacher Appointment Calendars

Next, parents are shown the calendars of the selected teachers.

**Spring 2009 Parent Teacher Appointments - Appointment Scheduling for Jane Smith**

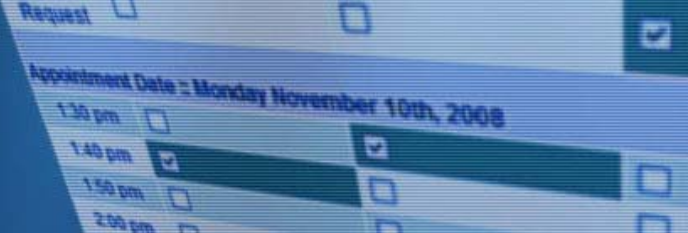
**Spring 2009 Parent Teacher Appointments**

**Student :: Jane Smith**

|                                                      | G.S. Apple               | T. Banana                | C. Grape                 |
|------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Appointment Date :: Thursday April 30th, 2009</b> |                          |                          |                          |
| 2:00 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2:10 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2:20 pm                                              | Unavailable              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2:30 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2:40 pm                                              | <input type="checkbox"/> | Unavailable              | <input type="checkbox"/> |
| 2:50 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:00 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:10 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:20 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:30 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:40 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3:50 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4:00 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4:10 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4:20 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Appointment Date :: Thursday April 30th, 2009</b> |                          |                          |                          |
| 5:30 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5:40 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5:50 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:00 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:10 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:20 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:30 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:40 pm                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The calendar above displays the appointment calendar for three teachers, and shows two appointment times that are unavailable for booking.

Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.



### Teacher Appointment Calendars with Appointments Selected

It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. Javascript enabled browsers are required for this validation on the screen. If a parent uses a browser without Javascript enabled and attempts to schedule appointments with a conflict, the next screen will notify them of the errors.

| November 2009 Parent Teacher Appointments - Appointment Scheduling for Sandy Fester                                                                                    |                                     |                                     |                                     |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>November 2009 Parent Teacher Appointments</b>                                                                                                                       |                                     |                                     |                                     |                                     |
| <p>If you are unable to schedule a time in the selected calendars, you can request a call back. You will be called you to arrange an alternate time for a meeting.</p> |                                     |                                     |                                     |                                     |
| Student :: Sandy Fester                                                                                                                                                |                                     |                                     |                                     |                                     |
|                                                                                                                                                                        | R.D. Apple                          | S. Bent                             | M. Cantaloupe                       | M. Orange                           |
| Call Back Request                                                                                                                                                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Appointment Date :: Thursday November 26th, 2009                                                                                                                       |                                     |                                     |                                     |                                     |
| 2:00 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:10 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:20 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:30 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:40 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:50 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:00 pm                                                                                                                                                                | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:10 pm                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:20 pm                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Unavailable                         |
| 3:30 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         | <input checked="" type="checkbox"/> |
| 3:40 pm                                                                                                                                                                | <input type="checkbox"/>            | Unavailable                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3:50 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Appointment Date :: Thursday November 26th, 2009                                                                                                                       |                                     |                                     |                                     |                                     |
| 5:00 pm                                                                                                                                                                | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5:10 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         | <input type="checkbox"/>            |
| 5:20 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5:30 pm                                                                                                                                                                | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         |
| 5:40 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         | Unavailable                         |
| 5:50 pm                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         | <input type="checkbox"/>            |
| 6:00 pm                                                                                                                                                                | <input type="checkbox"/>            | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            |

## Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student.

Spring 2009 Parent Teacher Appointments - Appointment Scheduling for Jane Smith

Spring 2009 Parent Teacher Appointments

Student :: Jane Smith

| Current Appointments |            |              |
|----------------------|------------|--------------|
| Time                 | Teacher    |              |
| Apr 30 @ 03:30pm     | G.S. Apple | Delete Entry |
| Apr 30 @ 03:40pm     | T. Banana  | Delete Entry |
| Apr 30 @ 03:50pm     | C. Grape   | Delete Entry |

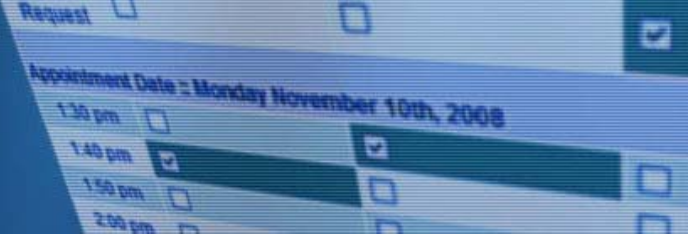
Select 1 teacher from the list.

Teachers:

R.D. Apple - Grade 11  
M. Cantaloupe - Grade 12  
M. Orange - Grade 10  
B. Pear - Grade 9

View Calendars

Return to Home Page



### Parent Home Page

When the parent clicks on the "Return to Home Page" button, they will return to the home page with their students and appointments listed (if there is only a single active schedule). They can book additional appointments for students who do not have the maximum number of appointments booked, or they can book appointments for another student.



Welcome to the Smallville High on-line parent teacher interview booking system.

Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation.

**November 2009 Parent Teacher Appointments**

**Your Students**

**Sandy Fester**

**Appointments**

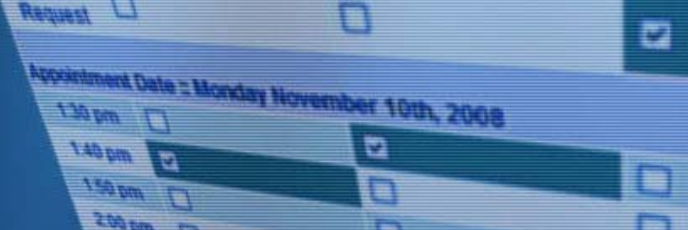
S. Bent - Nov 26 @ 03:10pm  
B. Pear - Nov 26 @ 03:20pm  
M. Orange - Nov 26 @ 03:30pm

**Johnny Test**

**Appointments**

R.D. Apple - Nov 26 @ 02:00pm  
T. Banana - Nov 26 @ 03:00pm

**Print Appointments**



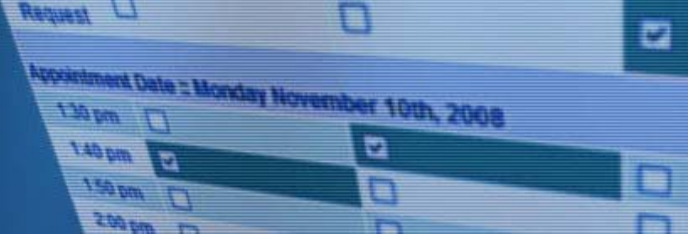
### Parents with More Than One Student

If a parent has more than one student at your school the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made.

| Spring 2009 Parent Teacher Appointments - Appointment Scheduling for Bob Smith |                                     |                                     |                                     |                                     |
|--------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Spring 2009 Parent Teacher Appointments                                        |                                     |                                     |                                     |                                     |
| Student :: Bob Smith                                                           |                                     |                                     |                                     |                                     |
|                                                                                | R.D. Apple                          | M. Cantaloupe                       | C. Grape                            | M. Orange                           |
| <b>Appointment Date :: Thursday April 30th, 2009</b>                           |                                     |                                     |                                     |                                     |
| 2:00 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:10 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:20 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:30 pm                                                                        | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:40 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2:50 pm                                                                        | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:00 pm                                                                        | <input type="checkbox"/>            | Unavailable                         | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:10 pm                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3:20 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3:30 pm                                                                        |                                     |                                     |                                     |                                     |
| 3:40 pm                                                                        |                                     |                                     |                                     |                                     |
| 3:50 pm                                                                        |                                     |                                     | Jane Smith                          |                                     |
| 4:00 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4:10 pm                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         |
| 4:20 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Unavailable                         |
| <b>Appointment Date :: Thursday April 30th, 2009</b>                           |                                     |                                     |                                     |                                     |
| 5:30 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5:40 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5:50 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6:00 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6:10 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6:20 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6:30 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6:40 pm                                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

This calendar displays the appointment times for four teachers and shows "Unavailable" appointment times and there is a region that can not be booked from 3:30pm up to and including 3:50pm. This set of appointment times have been scheduled already for another student, "Jane Smith", and this parent is thus busy at these times.

Only if a sibling has an appointment booked will the student's name be displayed for a parent, thus making it easier to book adjacent appointments.



### Viewing Parent Appointment Schedules

A parent can view all their appointments for a schedule by selecting the schedule from the "PROFILE" menu tab. This will list all their appointments in chronological order and will allow the parent to delete any of the appointments.

**November 2009 Parent Teacher Appointments**  
**Mark Fester**  

| Current Appointments |                |               |  |
|----------------------|----------------|---------------|--|
| Time                 | Name           | Calendar      |  |
| Nov 26 @ 05:00pm     | Beverly Fester | R.D. Apple    |  |
| Nov 26 @ 05:10pm     | Beverly Fester | M. Cantaloupe |  |
| Nov 26 @ 05:20pm     | Beverly Fester | C. Grape      |  |
| Nov 26 @ 05:30pm     | Sandy Fester   | R.D. Apple    |  |
| Nov 26 @ 05:40pm     | Sandy Fester   | M. Cantaloupe |  |
| Nov 26 @ 05:50pm     | Sandy Fester   | T. Banana     |  |
| Nov 26 @ 06:00pm     | Sandy Fester   | S. Bent       |  |
| Nov 26 @ 06:10pm     | Lesley Fester  | Ryan Sikkas   |  |
| Nov 26 @ 06:20pm     | Lesley Fester  | M. Orange     |  |
| Nov 26 @ 06:30pm     | Lesley Fester  | T. Banana     |  |
| Nov 26 @ 06:40pm     | Lesley Fester  | S. Bent       |  |

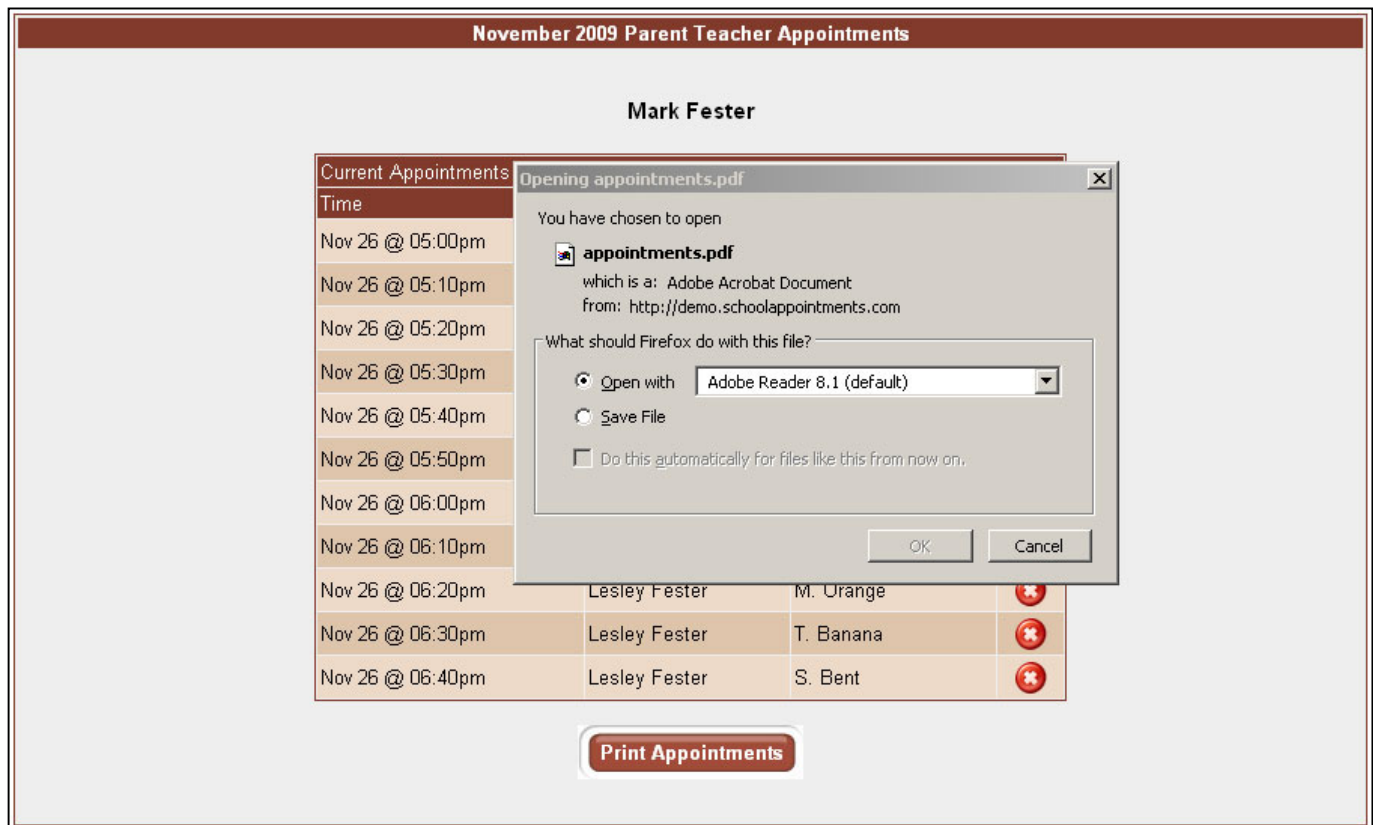
**Print Appointments**

### *Parent Appointments List for a Schedule*

At the bottom of the list of appointments is a button that, when clicked, will generate a PDF document of all the appointments listed.

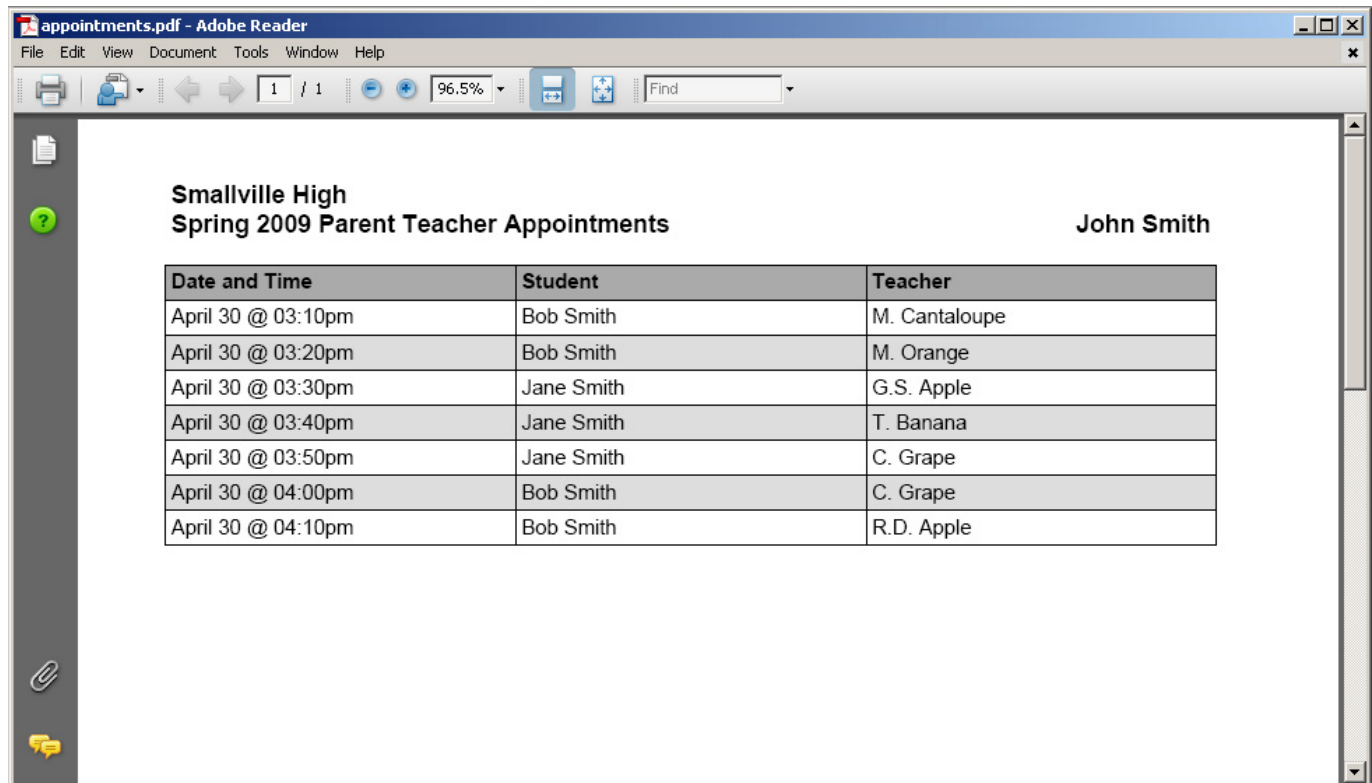
### Printing Parent Appointment Schedule

Form the home page and from the appointments list page it is possible for parents to generate a PDF document with the list of their appointments. By clicking on the "Print Appointments" button a window will pop-up asking the parent what they wish to do with the document.



### Parent Schedule PDF

If the parent has done well with their scheduling they will have a nice set of consecutive appointments. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.



**appointments.pdf - Adobe Reader**

File Edit View Document Tools Window Help

1 / 1 96.5% Find

**Smallville High**  
**Spring 2009 Parent Teacher Appointments**  
**John Smith**

| Date and Time      | Student    | Teacher       |
|--------------------|------------|---------------|
| April 30 @ 03:10pm | Bob Smith  | M. Cantaloupe |
| April 30 @ 03:20pm | Bob Smith  | M. Orange     |
| April 30 @ 03:30pm | Jane Smith | G.S. Apple    |
| April 30 @ 03:40pm | Jane Smith | T. Banana     |
| April 30 @ 03:50pm | Jane Smith | C. Grape      |
| April 30 @ 04:00pm | Bob Smith  | C. Grape      |
| April 30 @ 04:10pm | Bob Smith  | R.D. Apple    |