



Diamond Oaks Career Campus In-Person or Virtual Parent/Teacher Conferences

**Thursday, October 10, 2024
3:30 p.m. until 7:30 p.m.**

15-minute In-Person or Virtual/Zoom teacher conferences between the hours of 3:30 p.m. – 7:30p.m.

To schedule your appointment please go to
<https://pickatime.com/diamond>
(See directions on the back of this flyer.)

For more information contact:
Mrs. Hopkins
at 513-612-7036 or email hopkinsa@greatoaks.com

6375 Harrison Ave
Cincinnati, OH 45247

Parent Directions to Set-Up Conferences

You can start setting up your conferences now. Appointments are on a first come first served basis. Appointments will be taken up until October 10, 2024 until 2:00 p.m.

If you have any questions, please contact Mrs. Hopkins at 513.612.7036 or hopkinsa@greatoaks.com.

Go to: <https://pickatime.com/diamond>
the link to schedule your conference time is there.

Register

1. Enter your email address and hit next then click on [here](#) to sign up.
2. Fill in the required fields and Create your free account.
3. Click on Diamond Oaks Career Campus Parent Conferences 2024.
4. For each student, enter student first and last name and birthdate (use format mm/dd/yyyy).
5. Click on Proceed.

Scheduling

Please choose from the button menu on the upper right as to whether you would like an In-Person or Virtual Conference. Click on next step.

Check the box of the instructor or instructors you would like to have a conference with.

Each + symbol represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.) **Click on a square to book that time.**

1. You will optionally have the choice of setting a time when you would like a reminder email delivered.
2. Click "**Create Appointment**".

Repeat until you have a time with each teacher you'd like to visit.

- At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.