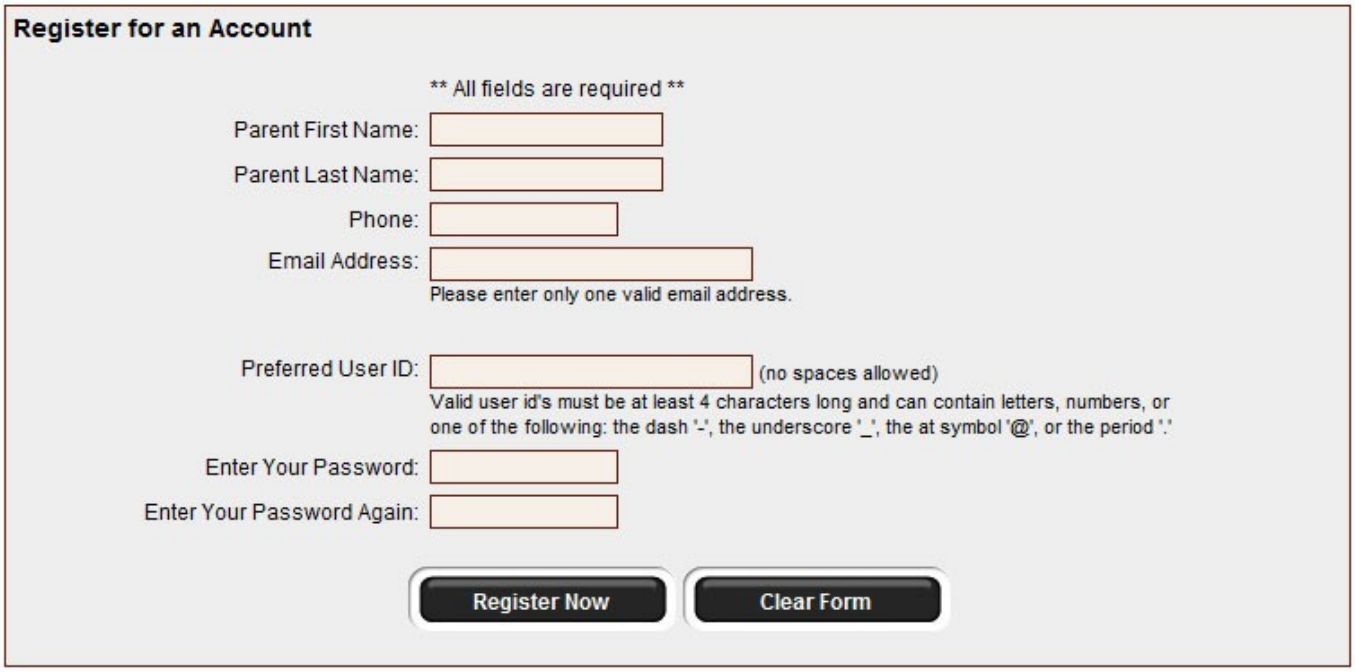
Parent Instructions

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.

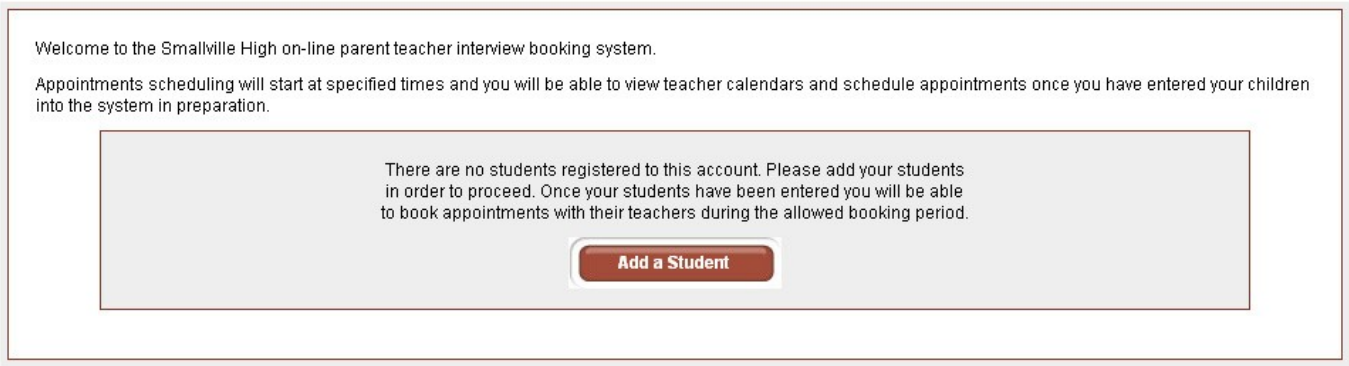


Registration Form

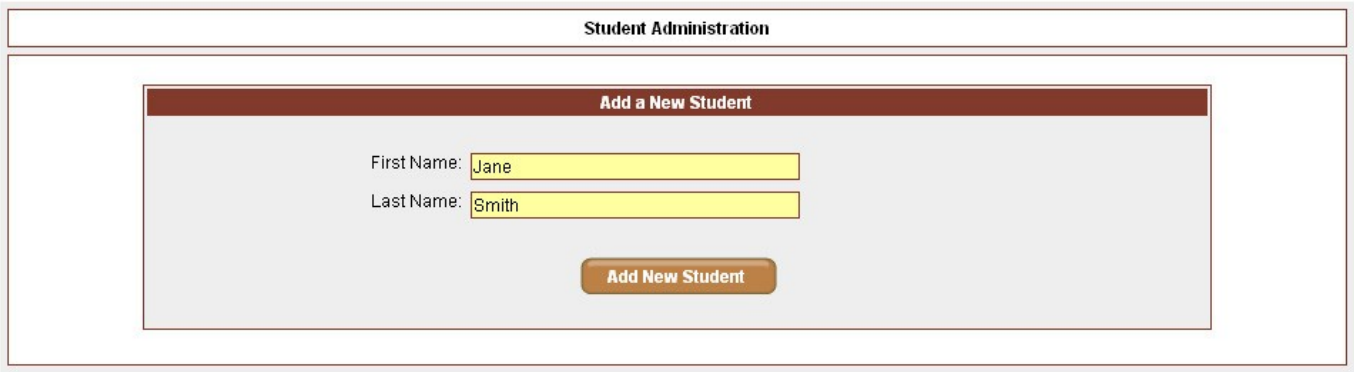
Once parents have successfully registered, they can login to the system and register their students.

Parent Login

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



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

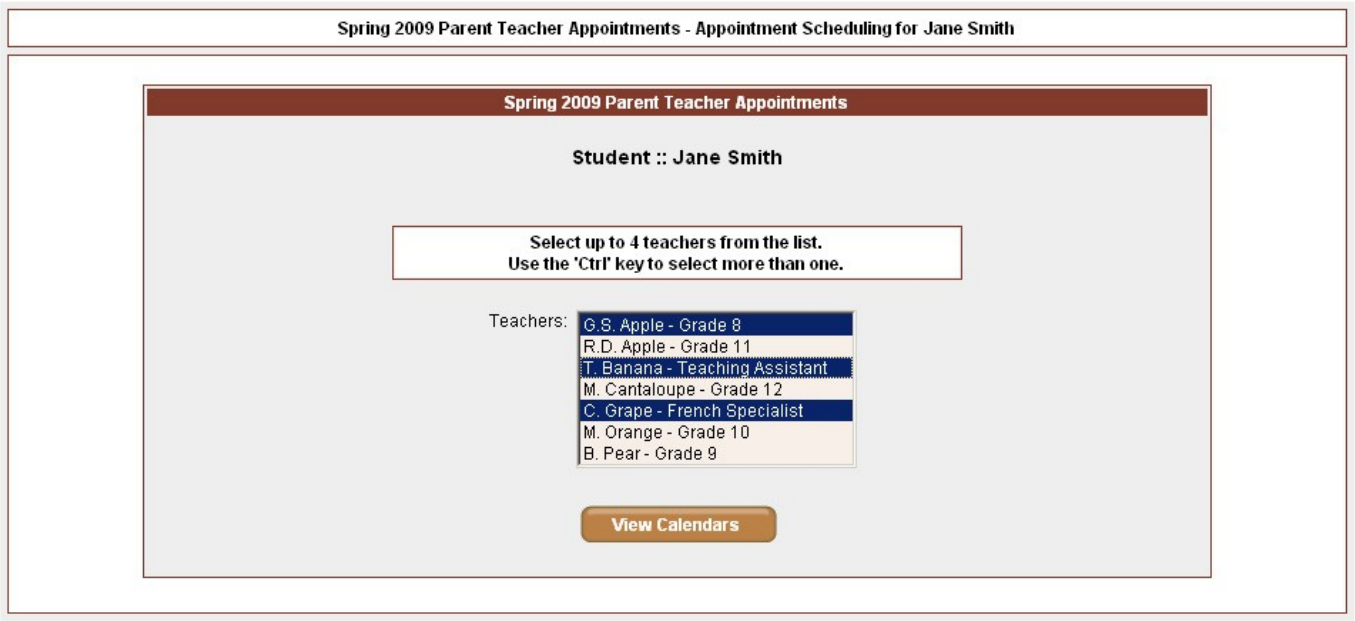


As each student is added to the system, the students are listed for parents to edit or delete them, or to schedule appointments. Note the schedule "Short Title" on the button.

Parent Appointment Scheduling

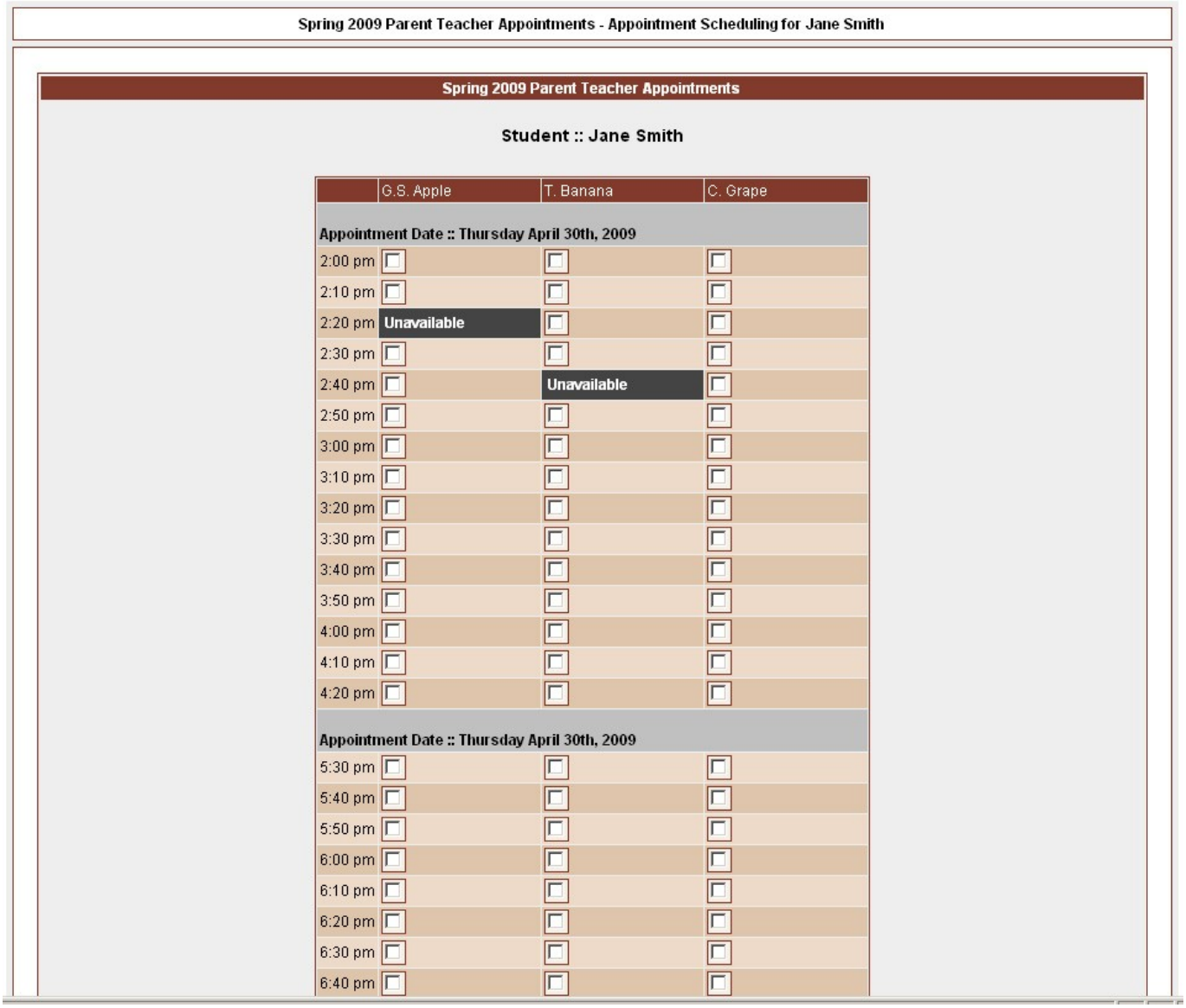
Select Teachers

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 holding the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.



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

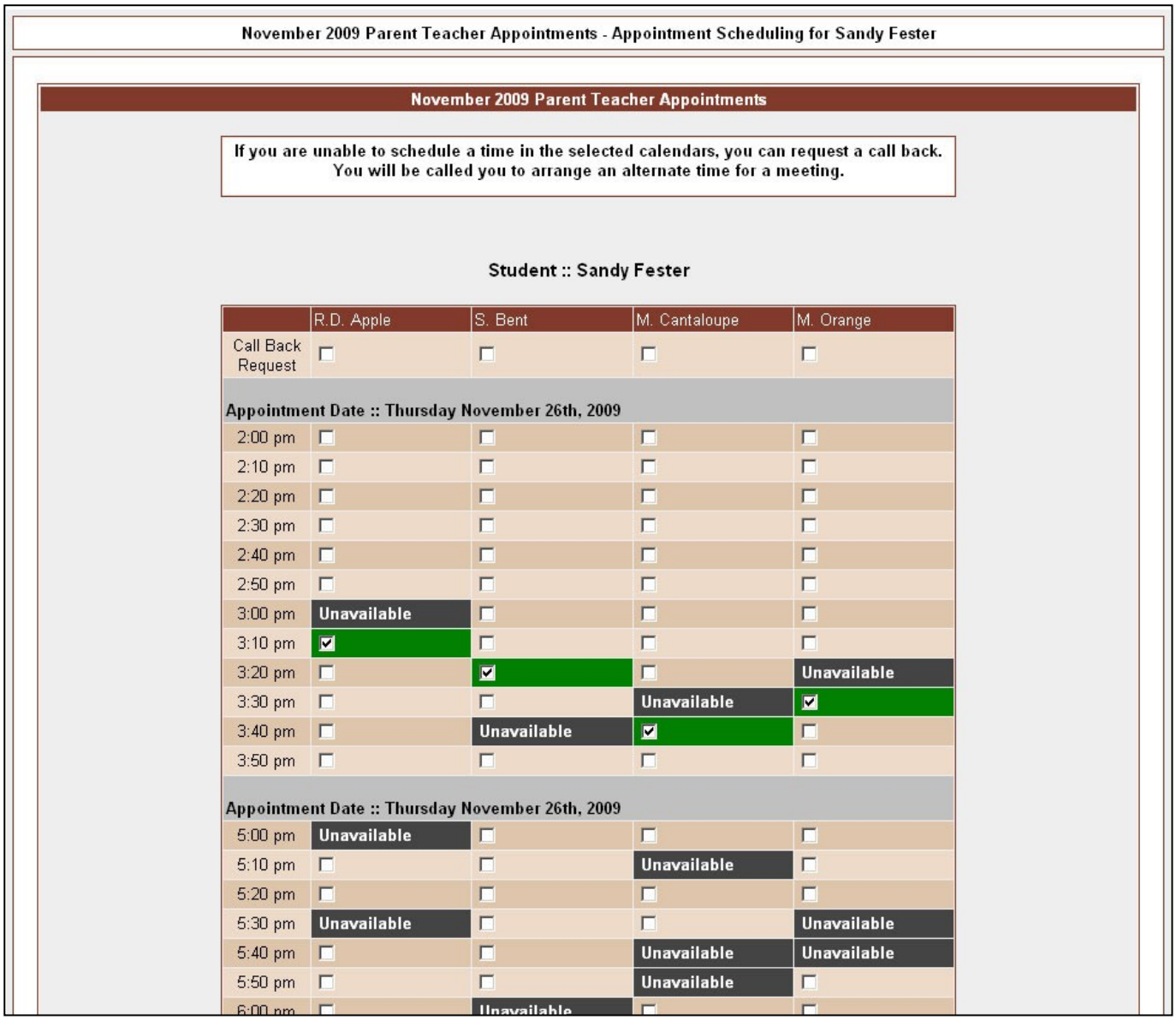
	G.S. Apple	T. Banana	C. Grape
Appointment Date :: Thursday April 30th, 2009			
2:00 pm	☐	☐	☐
2:10 pm	☐	☐	☐
2:20 pm	Unavailable	☐	☐
2:30 pm	☐	☐	☐
2:40 pm	☐	Unavailable	☐
2:50 pm	☐	☐	☐
3:00 pm	☐	☐	☐
3:10 pm	☐	☐	☐
3:20 pm	☐	☐	☐
3:30 pm	☐	☐	☐
3:40 pm	☐	☐	☐
3:50 pm	☐	☐	☐
4:00 pm	☐	☐	☐
4:10 pm	☐	☐	☐
4:20 pm	☐	☐	☐
Appointment Date :: Thursday April 30th, 2009			
5:30 pm	☐	☐	☐
5:40 pm	☐	☐	☐
5:50 pm	☐	☐	☐
6:00 pm	☐	☐	☐
6:10 pm	☐	☐	☐
6:20 pm	☐	☐	☐
6:30 pm	☐	☐	☐
6:40 pm	☐	☐	☐

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

November 2009 Parent Teacher Appointments

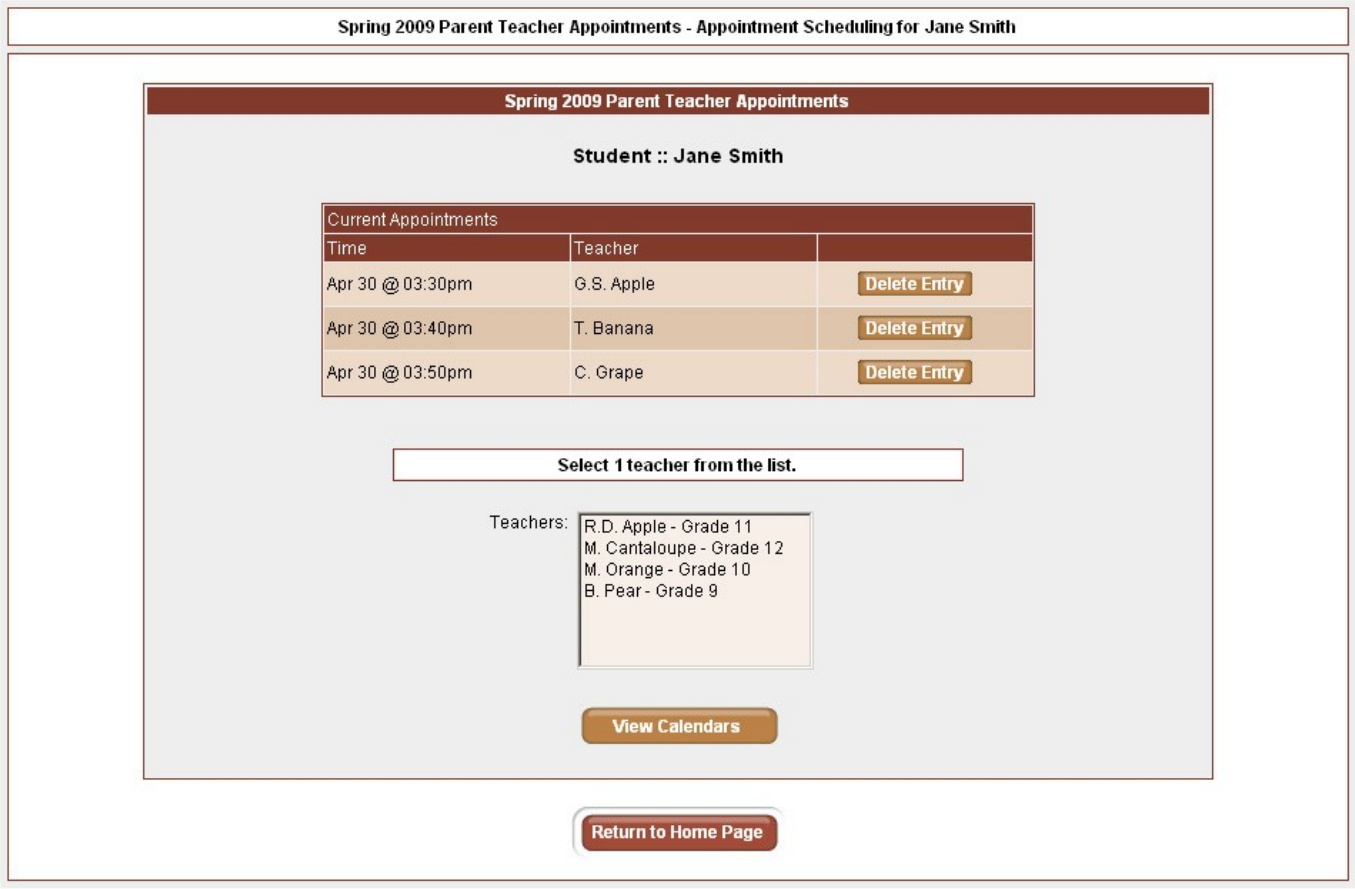
If you are unable to schedule a time in the selected calendars, you can request a call back. You will be called you to arrange an alternate time for a meeting.

Student :: Sandy Fester

	R.D. Apple	S. Bent	M. Cantaloupe	M. Orange
Call Back Request	☐	☐	☐	☐
Appointment Date :: Thursday November 26th, 2009				
2:00 pm	☐	☐	☐	☐
2:10 pm	☐	☐	☐	☐
2:20 pm	☐	☐	☐	☐
2:30 pm	☐	☐	☐	☐
2:40 pm	☐	☐	☐	☐
2:50 pm	☐	☐	☐	☐
3:00 pm	Unavailable	☐	☐	☐
3:10 pm	☑	☐	☐	☐
3:20 pm	☐	☑	☐	Unavailable
3:30 pm	☐	☐	Unavailable	☑
3:40 pm	☐	Unavailable	☑	☐
3:50 pm	☐	☐	☐	☐
Appointment Date :: Thursday November 26th, 2009				
5:00 pm	Unavailable	☐	☐	☐
5:10 pm	☐	☐	Unavailable	☐
5:20 pm	☐	☐	☐	☐
5:30 pm	Unavailable	☐	☐	Unavailable
5:40 pm	☐	☐	Unavailable	Unavailable
5:50 pm	☐	☐	Unavailable	☐
6:00 pm	☐	Unavailable	☐	☐

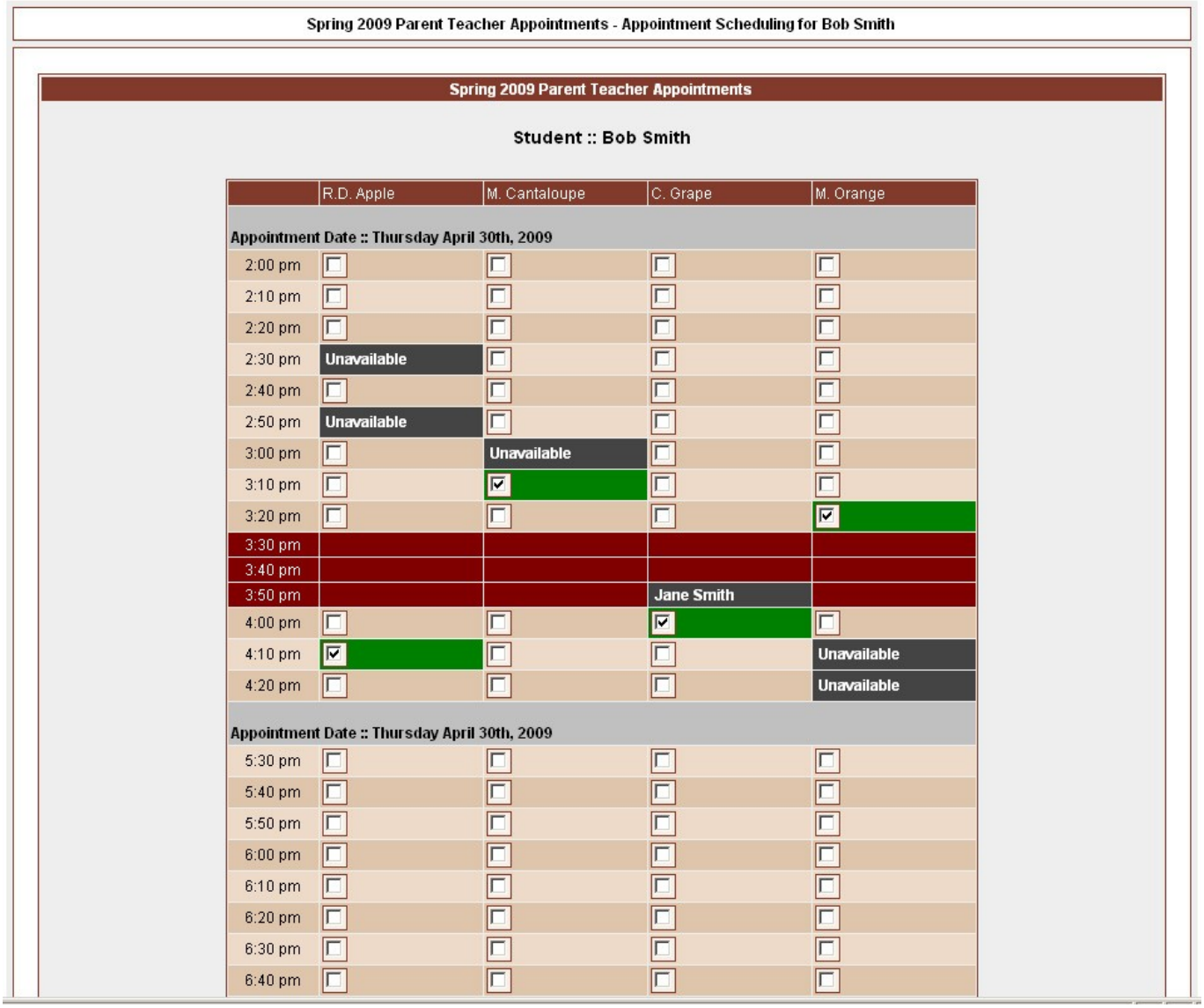
Appointments Booked Successfully

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



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.



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 Sikkes	
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

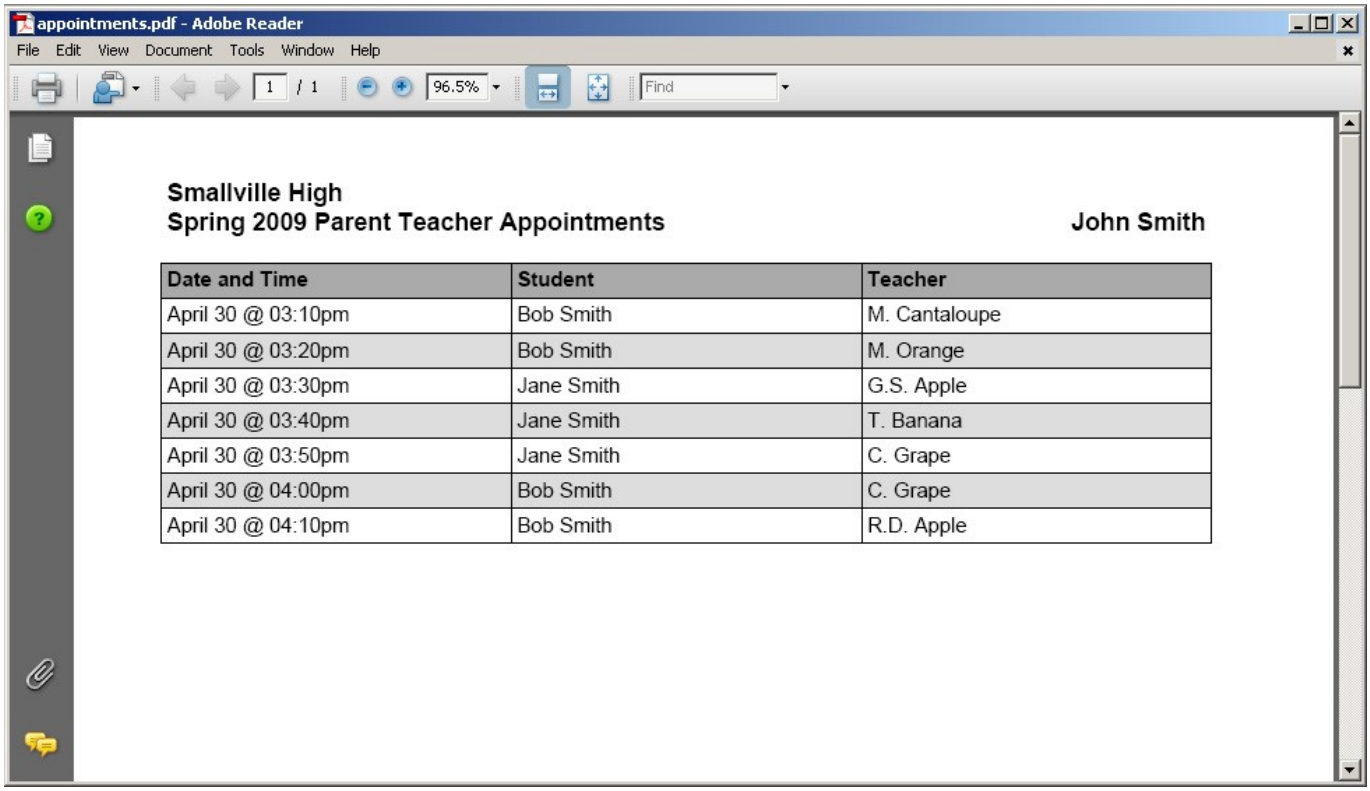
At the bottom of the list of appointments is a button that, when clicked, will generate a PDF document of all the appointments listed.

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.



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