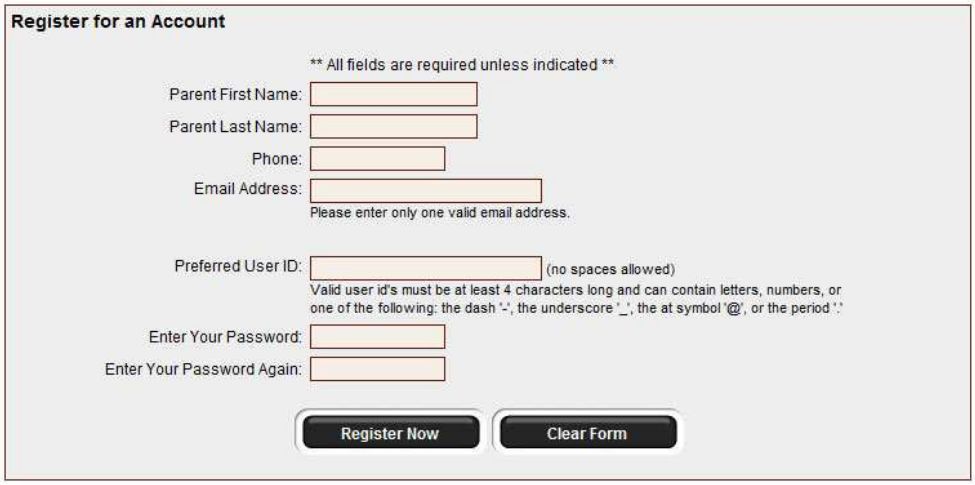
Parent/ Teacher Conference Scheduling
http:/ / ???.schoolappointments.com

Parent Registration

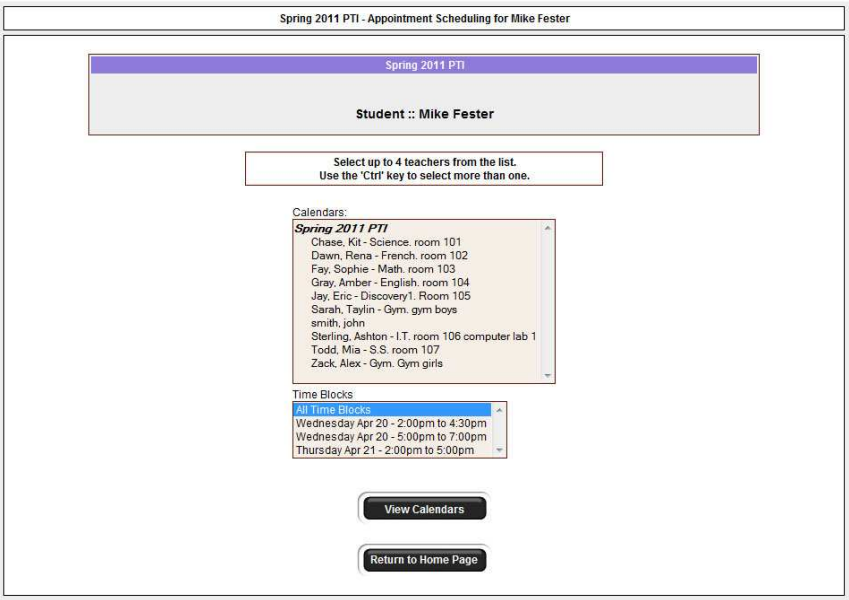
Parents click on the "Register" tab and fill in the registration form to create an account.



Once parents have successfully registered, they will be logged into the system and can register their students.

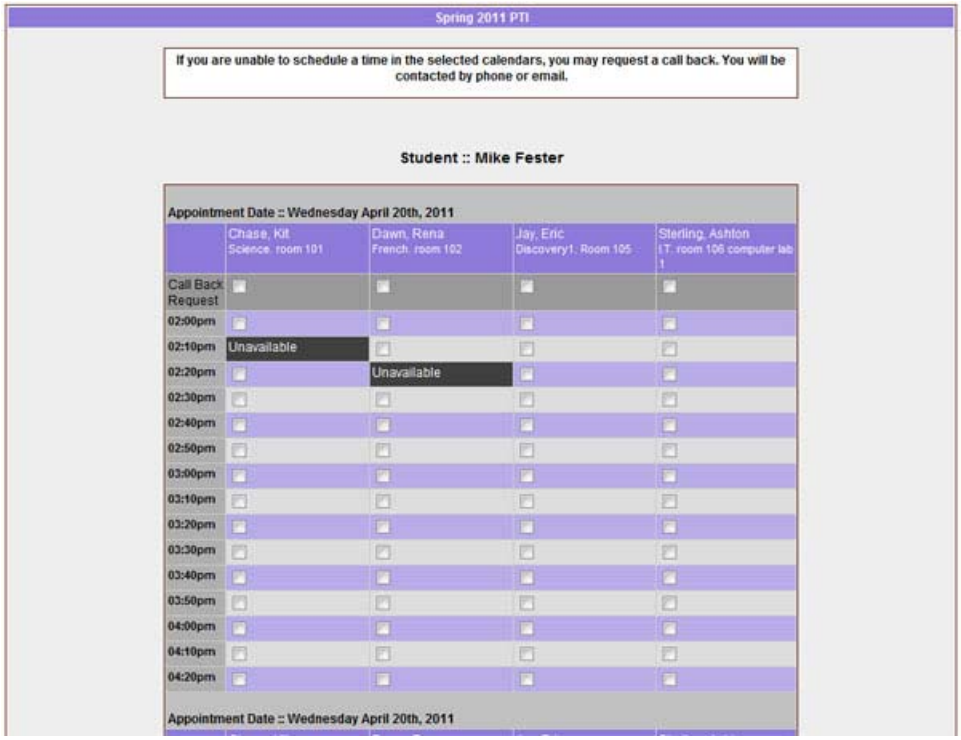
Parent Appointment Scheduling

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.



Teacher Appointment Calendars

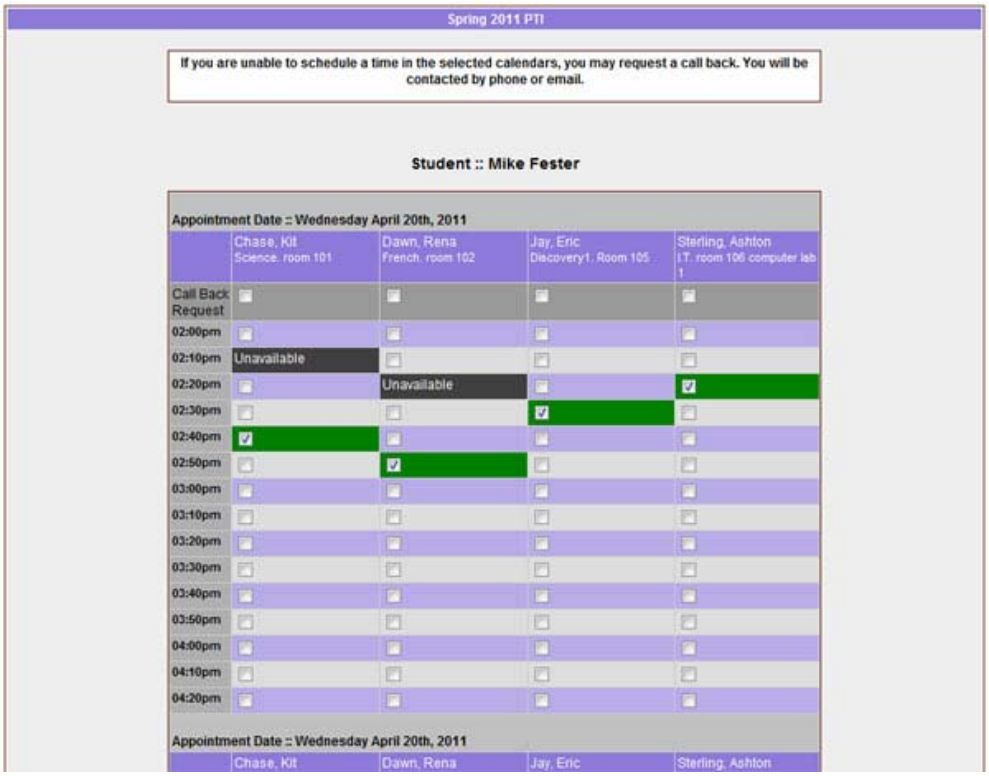
Next, parents are shown the calendars of the selected teachers.



The calendar above displays the appointment calendar for four teachers, and shows various 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



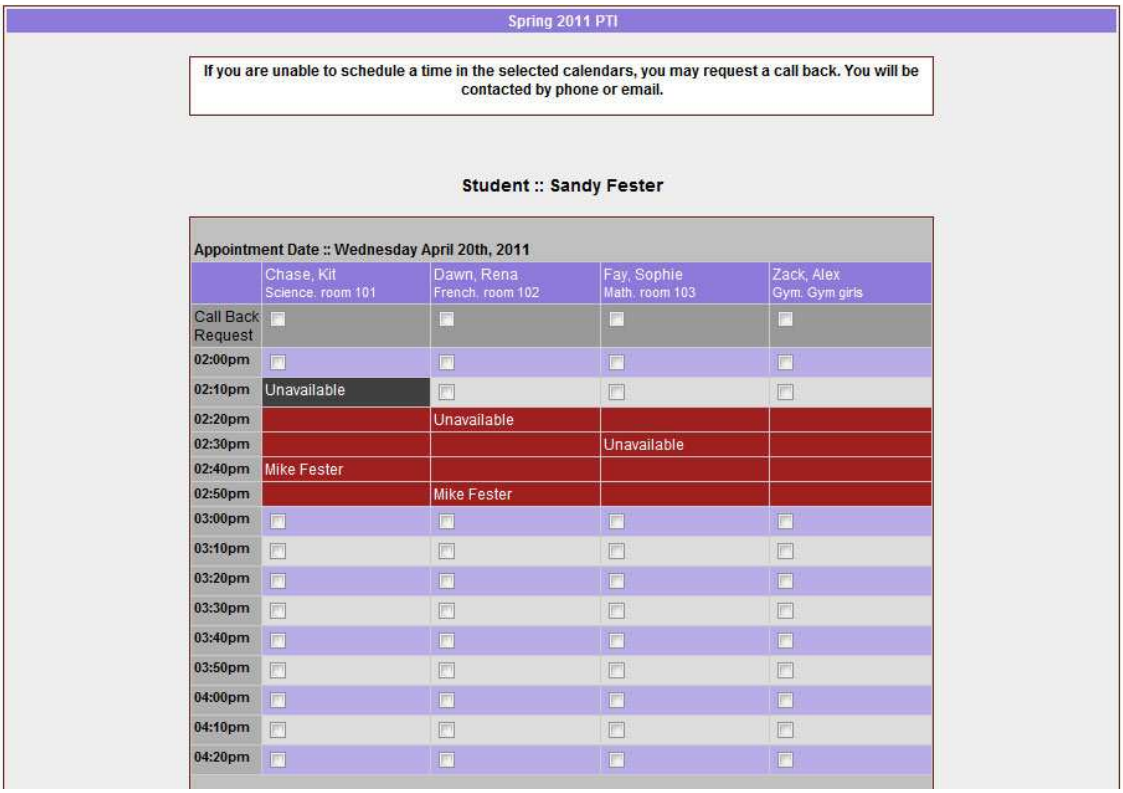
It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. Javascript enabled browsers are required for this validation on the screen. If a parent uses a browser without Javascript enabled and attempts to schedule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

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.



Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Sandy Fester

Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Fay, Sophie Math. room 103	Zack, Alex Gym. Gym girls
Call Back Request	☐	☐	☐	☐
02:00pm	☐	☐	☐	☐
02:10pm	Unavailable	☐	☐	☐
02:20pm		Unavailable		
02:30pm			Unavailable	
02:40pm	Mike Fester			
02:50pm		Mike Fester		
03:00pm	☐	☐	☐	☐
03:10pm	☐	☐	☐	☐
03:20pm	☐	☐	☐	☐
03:30pm	☐	☐	☐	☐
03:40pm	☐	☐	☐	☐
03:50pm	☐	☐	☐	☐
04:00pm	☐	☐	☐	☐
04:10pm	☐	☐	☐	☐
04:20pm	☐	☐	☐	☐

This calendar displays the appointment times for four teachers and shows “Unavailable” appointment times and there is a region that cannot be booked as these times have been scheduled already for another student, “Mike”, and this parent is already 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.

Printing Parent Appointment Schedule

From the home 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.

In Internet Explorer it is recommended that people click the “Save” button, save the file and then click “Open” to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Click “Open” after the download is complete to view the PDF.

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