PARENT-TEACHER INTERVIEWS

The Parent-Teacher Interviews feature lets you book your own appointment times for parent-teacher interviews. To access this feature, select the **Parent-Teacher Interviews** link from the left side of your Parent Dashboard.

Use the drop-down menu to select the school that is conducting interviews.

On the following screen select the schedule. Schools may have only one schedule available, or may have multiple schedules on different days.

If you have more than one student, select their name from the **Students** drop-down menu to view book options unique to each student.



To book an appointment, click on the time slot you would like. The spot will be held for 30 seconds. If you don't confirm within 30 seconds, the appointment may be booked by another user. Once you click **Book Now** the appointment time is confirmed. To cancel an appointment, click on the booked appointment again.

You will not be able to book an appointment in blocked time slots, or spots that have already been booked by other users.



Selecting *My Appointments* will show you your complete interview schedule. From this screen you can print or email your schedule.

If you are viewing a schedule the day of the event, you will only see the current appointments remaining. Clicking *My Appointments* will show you all day-of bookings.



Note: If your school has not yet opened the schedule for bookings you will see a message that says the date has not been activated yet. Please check back later, or contact your school.