Parent / Teacher Interviews – *Parent Guide*

Creating an Account

1. Go to the address for your school: http://www.parentinterviews.com/burnaby-mountain

2. Click the **Create New Account** button.

3. Enter your name, email address, phone number, and choose a password.

4. Click **Continue**.

How do I change or reset my password?

1. Go to the address for your school: http://www.parentinterviews.com/burnaby-mountain

2. Click the **Forgot Password?** link below the login form.

3. Enter your email address in the field and click **Continue**.

4. Check your email - follow the link contained in the email.

5. Enter your new password into the **Password** and **Confirm Password** fields and click **Continue**.

6. Your password has been updated - you can now log in as usual.

Scheduling Appointments

1. Click **Make Appointments** from the main menu.

2. Add a *Student* to your account by completing the form.
- if you have already added student(s) to your account you won't see this step

3. Select the *Student(s)* you would like to book appointments for from the list.

4. Choose a date, or a specific timespan, from the available options.

5. Choose the *Teacher(s)* which you would like to meet with from the available options.
- if you are scheduling appointments for more than one *Student* this step will be repeated

From the list below, please select which teachers you would like to meet with regarding **Artie Pye** and click *Continue*

	Last Name	First Name
☐	Barlow	Birch
☑	Carlson	Carl
☑	Cooper	Brian
☐	Duffman	Barry
☐	Gumble	Barney
☐	Krabappel	Edna
☐	Riviera	Nicholas
☐	Skinner	Agnes
☑	Tatum	Drederick
☐	Terwilliger	Cecil

Continue ➔

6. For each *Teacher*, use the dropdown menus to select from the available appointment times.

Please select from the available times when you would like to schedule an appointment with each teacher below and click *Continue*:

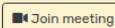| Student	Teacher	Date	Time	Type
Artie Pye	Carl Carlson	Thursday November 26 2020	01:10 PM to 01:15 PM	📹 📞
Artie Pye	Brian Cooper	Thursday November 26 2020	01:20 PM to 01:30 PM	📹 📞
Artie Pye	Drederick Tatum	Thursday November 26 2020	01:30 PM to 01:40 PM	📹 📞

Continue ➔

7. Click **Continue** to reserve your appointment times.

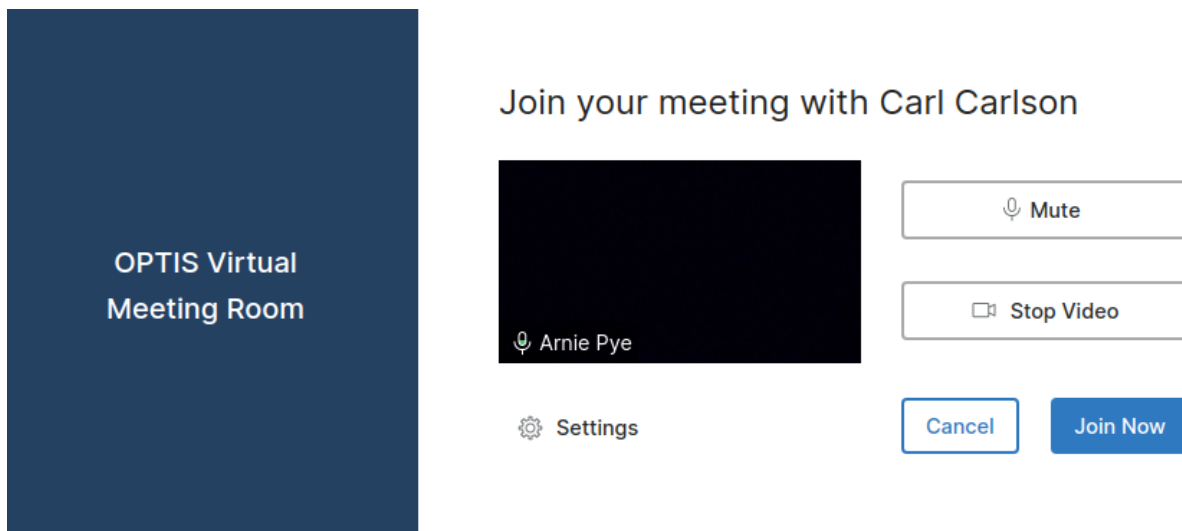# Joining a Virtual Meeting Room (Video Conference)

It's easy to join a video conference to meet with your children's teachers using OPTIS - a Virtual Meeting Room is automatically created for you whenever you book an appointment, all you have to do is click **Join Meeting** at the time of your appointment.

1. Click **My Schedule** from the main menu.

2. Each of your appointments will have a row appended underneath which reads "A virtual conference room has been created...".

	Student	Teacher	Date	Time	Room	Type	
☐	Artie Pye	Carl Carlson	Thursday November 26 2020	01:10 PM to 01:15 PM	gym	📹	✏️ ❌
A virtual meeting room has been created for this appointment							📹 Join meeting

3. Click the **Join Meeting** button.

4. A new browser tab/window will open.

5. If prompted, grant permission to your web browser to access your *Video Camera* and *Microphone.*

6. Confirm the details of your appointment - you should see a message confirming the name of the teacher you are meeting with.

7. Click **Join Now**.

Changing the time of an existing appointment

1. Click **My Schedule** from the main menu.

2. Find the appointment you would like to modify in the list of appointments.

3. Click the **Edit Appointment** button in the right-hand column of the appointment row.

4. Change the **Time** of your appointment by using the dropdown menus to select from the available options>

5. Click **Continue** to save your changes.

Cancelling an appointment

1. Click **My Schedule** from the main menu.

2. Find the appointment you would like to cancel in the list of appointments.

3. Click the **Cancel Appointment** button in the right-hand column of the appointment row.

4. The *Appointment* has been cancelled.

Adding a child to your account

1. Click **My Account** from the main menu.

2. Click **My Children** from the dropdown menu.

3. Click **Add Child**.

4. Complete the *First Name* and *Last Name* fields.

5. Click **Continue**.

Printing your schedule

1. Click **My Schedule** from the main menu.

2. Click **Printer-Friendly Schedule**.

3. In the window that appears, select the destination and change your preferred print settings.

4. Click **Print**.

Emailing a copy of your schedule

1. Click **My Schedule** from the main menu.

2. Click **Email Me My Schedule**.

3. Check your email - a copy of your schedule should be in your inbox.

   If you don't receive an email within a few minutes please check your *Spam* or *Junk* folder - sometimes the message will be mistaken for spam