

Parent Teacher Information:

Please make your parent teacher appointment at <https://parentinterviews.com/josephgiles/>

You can find help at <https://help.parentinterviews.com/docs/parents/>

Parents: Creating an Account

1. Go to the address for your school: <https://parentinterviews.com/josephgiles>

The specific address will have been provided by your school. If you don't already have the URL please contact your school.

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/\[your-school-name\]](http://www.parentinterviews.com/[your-school-name])

The specific address will have been provided by your school. If you don't already have the URL please contact your school.

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.

[Add Child](#)

Last Name	First Name	Parent Name
<input checked="" type="checkbox"/> Pye	Artie	Arnie Pye

[Continue](#)

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

Make appointments on Thursday November 26 2020

Date
Thursday November 26 2020
01:00 PM - 07:00 PM
Friday November 27 2020
03:00 PM - 06:00 PM

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
<input type="checkbox"/> Barlow	Birch
<input checked="" type="checkbox"/> Carlson	Carl
<input checked="" type="checkbox"/> Cooper	Brian
<input type="checkbox"/> Duffman	Barry
<input type="checkbox"/> Gumble	Barney
<input type="checkbox"/> Krabappel	Edna
<input type="checkbox"/> Riviera	Nicholas
<input type="checkbox"/> Skinner	Agnes
<input checked="" type="checkbox"/> Tatum	Drederick
<input type="checkbox"/> 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.

This option will only be available if your school has enabled Virtual Meeting Rooms

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
<input type="checkbox"/> 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 					

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.



Join your meeting with Carl Carlson



 Settings



7. Click Join Now.

Changing the time or date 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 *Date* or *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.