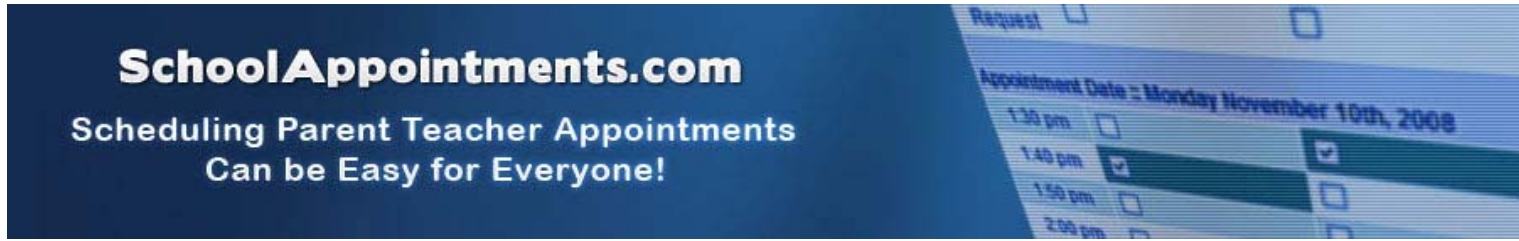


# Glenview's Parent-Teacher Interview Booking System

hosted by



## Accessing the Appointment System:

Parents can access the online appointment system by visiting

<http://glenview.schoolappointments.com>

Welcome to the Glenview Sr. P.S. School Appointments Web Site

[LOGIN](#) [HELP](#) [FORGOT PASSWORD](#) [REGISTER](#)

Welcome to the on-line parent teacher interview booking system for Glenview Sr. P.S.. You will be able to create an account, enter your children and then schedule interview times for you to meet with their teachers.

Appointments scheduling will start at specified times, see the schedule listed below. You will find the system very easy to use and it will take only a few minutes to setup your account, your children and your appointments. To register for an account, click on the "REGISTER" tab above.

**Login**

User ID:

Password:

Remember Login:

[Click here to register if you do not have an account](#)

**Upcoming Parent Teacher Appointment Schedule**

| Schedule    | Schedule Start       | Booking Start           |
|-------------|----------------------|-------------------------|
| Thursday PM | Thursday Dec 3, 2009 | Nov 30, 2009 at 12:00pm |
| Friday AM   | Friday Dec 4, 2009   | Nov 30, 2009 at 12:00pm |

## Registering:

If you are a first time user, you must register by clicking on the 'Click here to Register' link under the 'Login' button

**Login**

User ID:

Password:

Remember Login:

[Click here to register if you do not have an account](#)



Users must fill in the registration form and click 'Register Now'

**Register for an Account**

**\*\* All fields are required \*\***

Parent First Name:

Parent Last Name:

Phone:

Email Address:   
Please enter only one valid email address.

Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

**Register Now** **Clear Form**

## Adding Students:


Once you have successfully registered, you can log in to the system and register your child/student. You are required to add your child to the system prior to scheduling appointments.

Welcome to the Glenview Sr. P.S. on-line parent teacher interview booking system.

Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation.

There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period.

**Add a Student**



**Manage Students**

**Student Administration**

**Add a New Student**

FirstName:





LastName:

**Add New Student**

As each student is added, he/she will appear in a list for you to schedule appointments. You may also edit or delete students from this list if needed.

**Student Has Been Inserted**

**Displaying 2 Entries**

| First Name | Last Name |   |  |      |
|------------|-----------|---|--|------|
| Jane       | Parent    |   | Select a Calendar to Book an Appointment | Book |
| Jimmy      | Parent    |   | Select a Calendar to Book an Appointment | Book |





**Insert New**

### Scheduling Appointments:

You can schedule an appointment by selecting a teacher from the drop-list beside the student's name and then click on **'Book'**

**Please note** that there are **two interview sessions** offered: **Thursday PM** and **Friday AM**. You will also notice **combined interviews** offered by two teachers at the same time. These interview listings start with the word **'Combined'** followed by the surnames of the two teachers. Please select the teacher from the list accordingly.

If a teacher **does not appear** in the list, you may assume that he or she is available for **drop-in** interviews between 6-8:30 PM on Thursday and 9-11:30 AM on Friday

| First Name | Last Name |   |  |      |
|------------|-----------|---|--|------|
| Jane       | Parent    |   | <div style="border: 1px solid black; padding: 2px;">           Paul Wang<br/>           Combined Wang-Warren<br/>           Brian Warren<br/> <b>Friday AM</b><br/>           Mikhel Adirim<br/> <b>Michael Bozzo</b><br/>           Combined Bozzo-Robbins<br/>           Emilie Campbell<br/>           Vanessa Charlesworth<br/>           Combined Charlesworth-Mastromarco         </div> | Book |
| Jimmy      | Parent    |   | Select a Calendar to Book an Appointment   | Book |

Select the desired appointment timeslot. Click on **'Book Appointments'**


**Student :: Jane Parent**


| Michael Bozzo  |                                     |
|--|-------------------------------------|
| <b>Appointment Date :: Thursday December 3rd, 2009</b> |                                     |
| 5:30 pm  | Unavailable                         |
| 5:40 pm  | Unavailable                         |
| 5:50 pm  | Unavailable                         |
| 6:00 pm  | Unavailable                         |
| 6:10 pm  | Unavailable                         |
| 6:20 pm  | Unavailable                         |
| 6:30 pm  | Unavailable                         |
| 6:40 pm  | Unavailable                         |
| <b>Appointment Date :: Thursday December 3rd, 2009</b> |                                     |
| 7:00 pm  | <input type="checkbox"/>            |
| 7:10 pm  | <input type="checkbox"/>            |
| 7:20 pm  | <input checked="" type="checkbox"/> |
| 7:30 pm  | <input type="checkbox"/>            |
| 7:40 pm  | <input type="checkbox"/>            |
| <b>Appointment Date :: Thursday December 3rd, 2009</b> |                                     |
| 8:00 pm  | <input type="checkbox"/>            |
| 8:10 pm  | <input type="checkbox"/>            |
| 8:20 pm  | <input type="checkbox"/>            |
| 8:30 pm  | <input type="checkbox"/>            |

**Book Appointments**

An appointment list will appear. Click on **'Book Appointments'** if you wish to book additional appointments or simply click **'Print Appointments'** to download a printable .pdf file of your parent-teacher interview schedule.

**Current Scheduled Appointments**

| John Parent          |               |             |   |
|----------------------|---------------|-------------|---|
| Current Appointments |               |             |   |
| Time                 | Calendar      | Name        |   |
| Dec 3 @ 07:20pm      | Michael Bozzo | Jane Parent |  |

To delete an appointment, click the  icon beside the appointment.