



Student Learning Conferences – Parent Guide

Appointments for Student Learning Conferences must be booked online at

<https://secure.parentinterviews.com/byrne-creek-community>

The screenshot shows the login interface for the 'Byrne Creek Community School Online Parent-Teacher Interview Scheduler'. The page has a blue header with the school's name and a navigation bar with 'Contact Info' and 'Help'. The main content area is titled 'User Login' and features a login form with fields for 'Email' and 'Password', a blue 'Log In' button, and a green 'Create New Account' button. A 'Forgot Password?' link is also present. To the left of the form is an image of a man and a woman looking at a laptop. The footer includes the text 'Powered by OPTIS © 2025 OPTIS | Privacy Policy'.

All conferences will take place online using the same link or in person. After you have booked your appointments, you will be able to join the virtual meetings through the schedule that is created for you or come into the building during your scheduled time.

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Creating an Account

- 1) Click on **Create an account**

Byrne Creek Community School
Online Parent-Teacher Interview Scheduler

Contact Info Help

User Login

Email

Password

Log In

or

Create New Account

[Forgot Password?](#)

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- 2) Complete the registration form. Please note that your password must only contain letters and numbers.

Byrne Creek Community School
Online Parent-Teacher Interview Scheduler

Contact Info Help

Registration

Please fill out some information about yourself and click the Continue link below to create an account.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Password:

* Confirm Password:

* Day Phone:

* Evening Phone:

☐ I agree to the [privacy agreement](#)

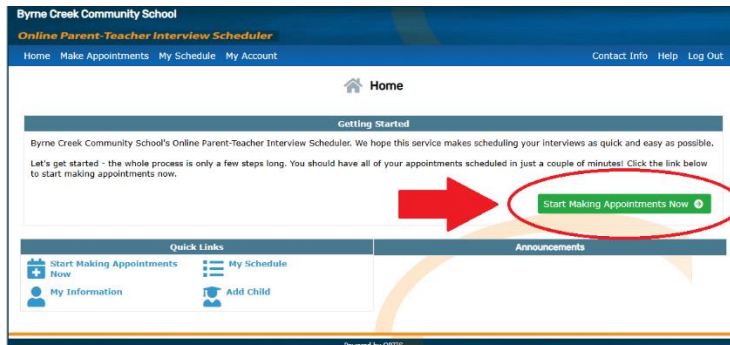
Continue

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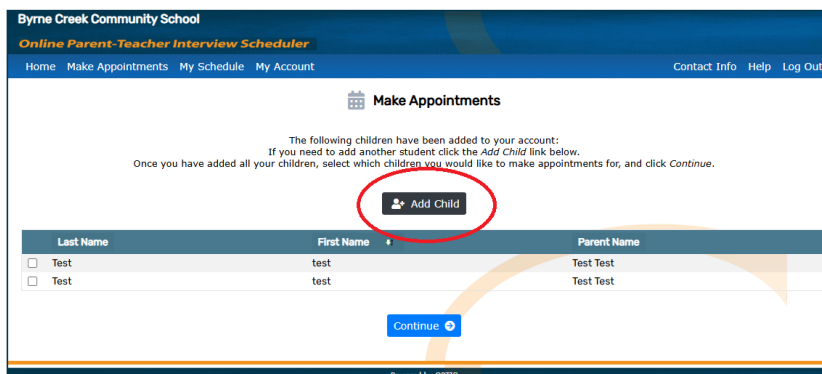
Scheduling/Booking Appointments

1) Click **Start Making Appointments Now** 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) Click on the box next to “I need to add another student” to enter the information for any additional child(ren). Click on **Continue** when you are done entering the information for all your children.

Byrne Creek Community School
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

Add a Student

* Required Field

Parent Name
Test Test

* First Name:
[Text Field]

* Last Name:
Test

☐ I need to add another student.

Continue



- 4) Select the Student(s) you would like to book appointments for from the list

Byrne Creek Community School
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

Make Appointments

The following children have been added to your account:
If you need to add another student click the [Add Child](#) link below.
Once you have added all your children, select which children you would like to make appointments for, and click [Continue](#).

[Add Child](#)

Last Name	First Name	Parent Name
☐ Test	test	Test Test
☐ Test	test	Test Test

[Continue](#)

- 5) Select a preferred time slot (1:30pm – 4:30pm or 5:30pm to 7:10pm) for your appointment

Byrne Creek Community School
Online Parent-Teacher Interview Scheduler

Home Make Appointments My Schedule My Account Contact Info Help Log Out

Make Appointments

You are scheduling appointments for **test Test**.
Please select the date on which you would like to make appointments.

Date

Wednesday October 22 2025

- 01:30 PM - 04:30 PM
- 05:30 PM - 07:10 PM

- 6) Select the teacher(s) that you would like to meet with, then click on **Continue**

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](#)

- 7) For each Teacher, use the dropdown menus to select from the available appointment times.

- **ALSO – Select if you would like IN PERSON OR VIRTUAL**

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	☐ ☒

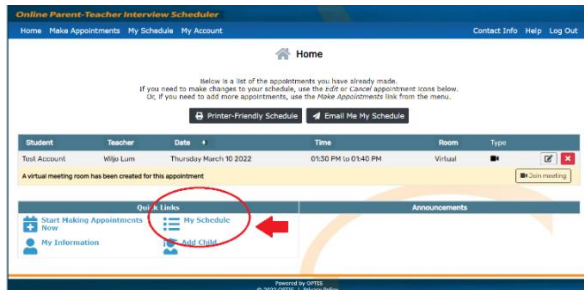
[Continue](#)

- 8) Click **Continue** to reserve your appointment times.



Joining a Virtual Meeting Room (Video Conference)

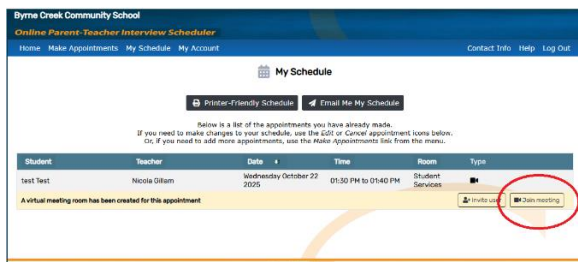
1. Click **My Schedule** from the main menu.



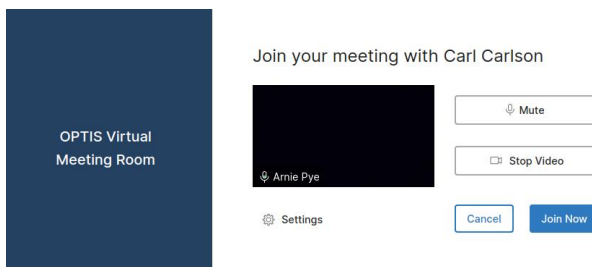
2. Each of your appointments will have a row appended underneath which reads "**A virtual conference room has been created...**".

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					

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**.



Adding Another Parent to the Video Conference

1. Please **EMAIL THE TEACHER** that you are meeting, with the following information: the other parent's name, email, the students' name and scheduled time that you are conferencing.

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.
4. 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