

Villanova Junior High Online Parent-Teacher Interview Scheduler

Getting Started Guide

Open <http://www.parentinterviews.com/villanova> in your web browser

* Note: You can quickly get started by following the *Checklist* located on your *Home* screen after you login to OPTIS. You can find the Checklist at any time by clicking the *Home* link from the menu.

Setting up OPTIS for your school involves the following 5 steps:

- Updating your school information
- Adding your school's teachers to the database
- Adding your interview dates
- Configuring OPTIS settings to allow parents to register and add new appointments
- Distribute your school's OPTIS Website Address to parents

1. Updating Your School Information

First your school's contact information must be updated. This is used in the event that a parent needs to contact the school, and also when a parent logs out of OPTIS they will be redirected back to your school's website. This information is available to parents from the *Contact Info* link on the menu.

- Locate the *Tools* link on the menu.
- A drop-down menu will appear. Choose the *School Information* link.
- Fill in the required fields and click the *Continue* link.

2. Adding teachers to the database

For parents to schedule interviews with your school's teachers you must first enter a list of teachers into the database.

* Note: You can quickly skip to the Add Teachers screen by using the *Add Teacher* link from the *Quick Links* section of your *Home* screen. Otherwise:

- Click the *Users* link from the menu.
- Click the *Add User* link from the Users screen.
- You will now be at the *Add User* screen. Ensure that *Teacher* is selected as the *User Type*.
- Fill in the required fields and click the *Continue* link.
- * Select the *I want to add another teacher* checkbox to be redirected immediately back to the Add Teacher screen after adding each teacher.

3. Adding your interview dates

The next step is to define periods of time during which interviews will take place.

* Note: You can quickly skip to the Add Interview Period screen by using the *Add Interview Period* link from the *Quick Links* section of your *Home* screen. Otherwise:

- Click the *Interview Periods* link from the menu.
- Click the *Add Interview Period* link from the Interview Periods screen.
- You will now be at the *Add Interview Period* section. Choose a date from the calendar to continue.

- Select the *Start Time* and the *End Time* of the Interview Period, along with the *Interview Length* and click the *Continue* link to finish.
- * Select the *I want to add another interview period* checkbox to be redirected immediately back to the Add Interview Period screen after adding each period.

4. Configuring OPTIS settings to allow parents to register and add new appointments

By default OPTIS is configured to disable parents from creating new account or to add appointments. This is a security measure to ensure that your school's OPTIS is properly set up before parents can access it. When you have OPTIS completely set up, we can allow parents to access OPTIS.

* Note: You can quickly modify these settings from the *Checklist* located on your *Home Screen* by clicking the *More Info* links and following the instructions. Otherwise:

- Locate the *Tools* link on the menu.
- A drop down menu will appear. Click the *Settings* link.
- Ensure the *Allow New Registration* and *Allow New Appointments* boxes are checked.
- Click the *Continue* link to update the settings.

5. Distribute your school's OPTIS Website Address to parents

Now that we have set up and configured OPTIS you can instruct parents to visit the following address: <http://www.parentinterviews.com/villanova> and follow the on-screen instructions.

Suggested methods to inform parents of the website address are to:

- Post a link to the OPTIS Website Address on your school's website
- Include the OPTIS Website Address in a memo which accompanies report cards home to parents
- Include the OPTIS Website Address in your school bulletin
- * Note: You may also wish to encourage parents to browse the OPTIS Help Documentation by clicking the *Help* link located in the upper-right-hand corner of their screen. The Help Documentation contains answers to the most common questions, tips and general help