

OPTIS (Online Parent Teacher Interview Scheduler)

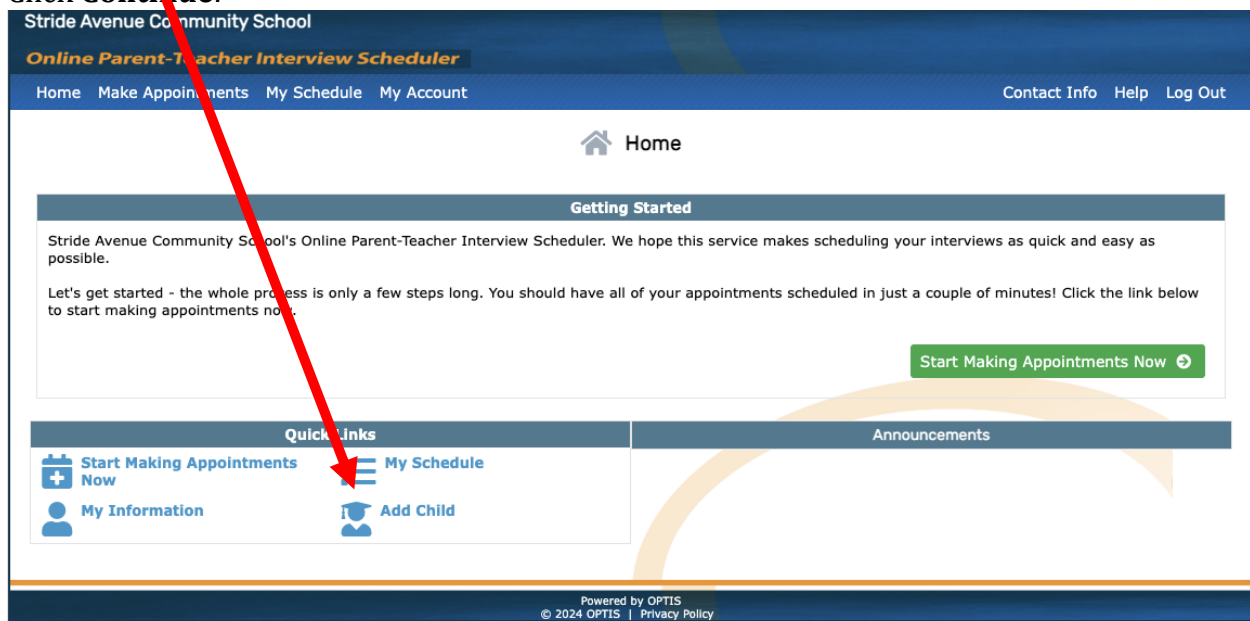
Parent Guide

Step 1--Creating an Account

1. Go to the address for your school: <https://secure.parentinterviews.com/stride-avenue-community>
2. Click the **Create New Account** button.
3. Enter your name, email address, phone number, and choose a password.
4. Click **Continue**.

Step 2 --Adding a child(ren) to your account

1. Click **Add Child**
2. Complete the *First Name* and *Last Name* fields.
3. Click **Continue**.



Scheduling Appointments

1. The scheduling system opens Friday, November 8th at 7:00 am and closes Tuesday, November 12 at 11:00 pm.
2. Click **Make Appointments** from the main menu.
3. Add a *child* to your account by completing the form
**if you have already added your child to your account, you won't see this step
3. Select the *child* you would like to book appointments for from the list.

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My Children

Sample

✓ Student was added successfully

+ Add a Child

Last Name	First Name	Parent Name
Chow	Kyle	Kelly Chow
Chow	Ryan	Kelly Chow
Chow	Taylor	Kelly Chow

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

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

Sample

5. Select your child's teacher from the available options (only select one teacher per child)

- if you are scheduling appointments for more than one child this step will be repeated.

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Make Appointments

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

Last Name	First Name
<input type="checkbox"/>	Anderson Karen
<input type="checkbox"/>	Bulanowski Marysia
<input type="checkbox"/>	Chan Cheryl
<input type="checkbox"/>	Collier Sarah
<input type="checkbox"/>	DiFrancesco Giovanna
<input type="checkbox"/>	Feretos Vasso
<input type="checkbox"/>	Gillespie Karen
<input type="checkbox"/>	Hinmueller Roland
<input type="checkbox"/>	Hylton Christine
<input type="checkbox"/>	Janzen Stephanie
<input type="checkbox"/>	Lefley-Evans Kate
<input type="checkbox"/>	Norman Vivian
<input type="checkbox"/>	Orologio Susan
<input type="checkbox"/>	Owen Tom
<input type="checkbox"/>	Pantusa Daniela
<input type="checkbox"/>	Sanghera Jaswinder
<input type="checkbox"/>	Spence Mairi
<input type="checkbox"/>	Thomas Caroline
<input type="checkbox"/>	Varley Yolanda
<input type="checkbox"/>	Watson John

Only select one teacher per child....if you are scheduling appointments for more than one child this step will be repeated

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](#)

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

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.

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

How do I change or reset my password?

1. Go to the address for your school: <https://secure.parentinterviews.com/stride-avenue-community>
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.