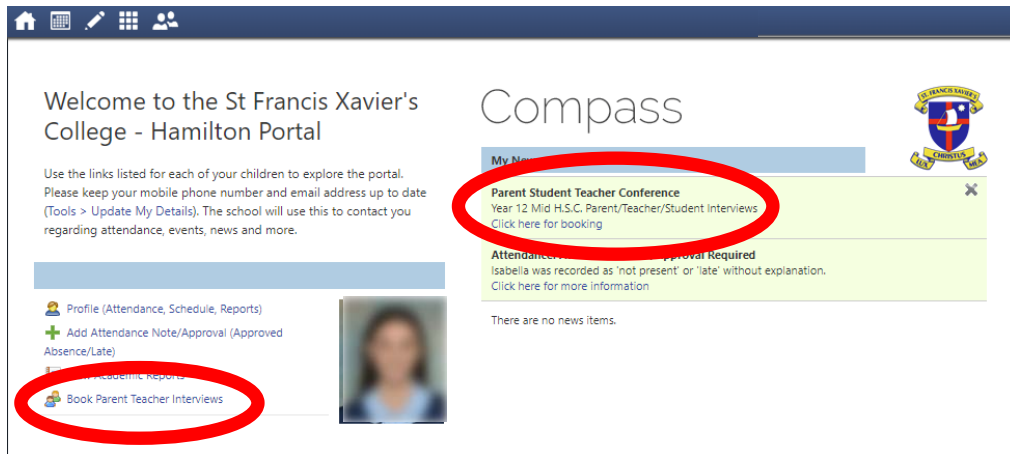


# BOOKING A PARENT/STUDENT/TEACHER CONFERENCE

1. Go to your Compass Parent Dashboard and select the **Book Parent Teacher Interviews** link.

*Note: this link will only be available when there is a Parent/Teacher/Student session organised for the student's specific year group.*



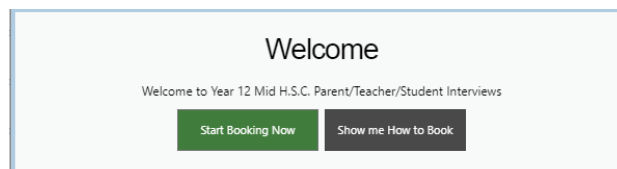
2. Any available cycles will be visible here. For this example, the interviews will occur on Wednesday 23<sup>rd</sup> May 2018 between 1pm and 6.50pm. Click the **My Bookings** button.

## Conferences

Conference Cycles	
Cycle Name	
Year 12 Mid H.S.C. Parent/Teacher/Student Interviews Isabella Rendina First Slot: Wednesday, May 23 2018 - 01:00 PM, Last Slot: Wednesday, May 23 2018 - 06:50 PM	<a href="#">My Bookings</a>

*Note: The first time you log into the booking session, there will be instructions on how to complete the booking process. These examples skip these steps.*

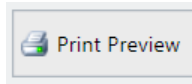
3. Click the **Start Booking Now** button.



4. When booking, the time slots that are available for the day are visible on the left. Your child's teachers are available on the right hand side. **Take note of the message to indicate whether an interview is welcome, not necessary or required.**




5. To book a certain teacher, select them from the list on the right hand side. When you select the teacher, you can select any white timeslot. **If the timeslot is grey, this means that they are already booked for this time.**

6. When you select your timeslot, you must confirm this booking by clicking **OK**.



7. When you have selected all your interview timeslots, click the **Print Preview** button to produce a list with chosen times for interviews.

### Bookings for Year 12 Mid H.S.C. Parent/Teacher/Student Interviews

Print Bookings			
Booking Time	Student Photo	Student and Parent Information	Interview Information
Wednesday 23/05 01:40 PM		Student: Parents:	Teacher: Robert Sutton Teacher for Mathematics General 2 Location: SFX Hall
Wednesday 23/05 03:00 PM		Student: Parents:	Teacher: Vina Gibson Teacher for Biology Location: SFX Hall
Wednesday 23/05 03:40 PM		Student: Parents:	Teacher: Virginia Woods Teacher for English Advanced Location: SFX Hall