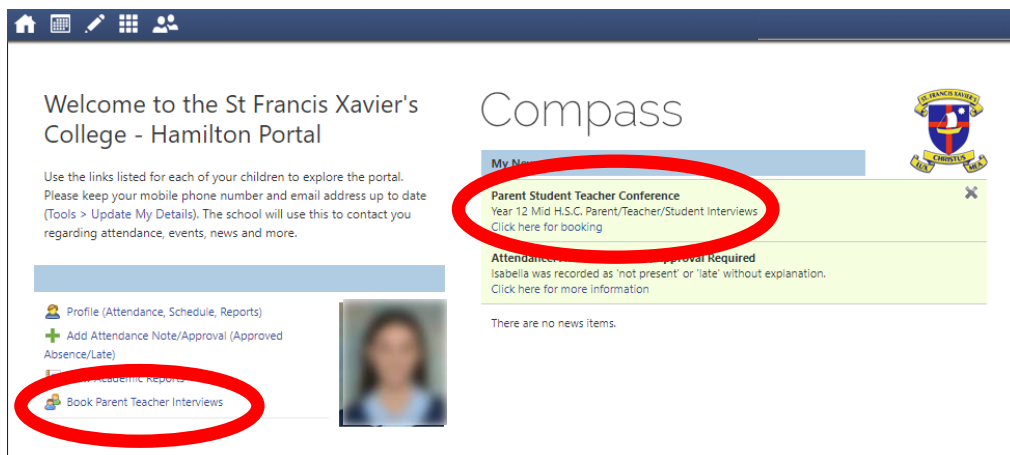


BOOKING A PARENT/STUDENT/TEACHER CONFERENCE

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.



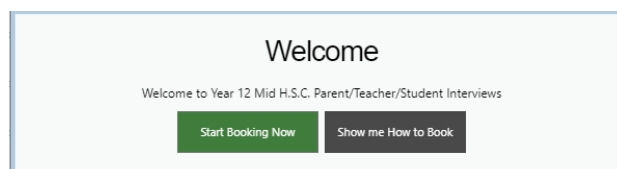
2. Any available cycles will be visible here. For this example, the interviews will occur on Wednesday 23rd May 2018 between 1pm and 6.50pm. Click the **My Bookings** button.

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 | My Bookings |

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.

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**.

Confirm Booking ✕

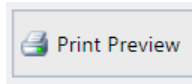
Reason: Mathematics General 2

Staff Member: Robert Sutton




Student:

Time: Wednesday, May 23 2018 - 01:40 PM

OK
Cancel



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 | | | |
|---|---|--------------------------------|---|
| 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 |