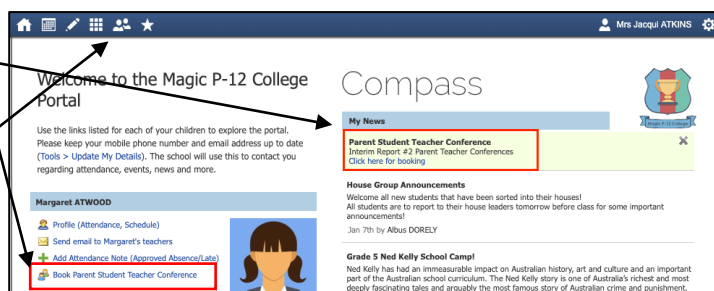


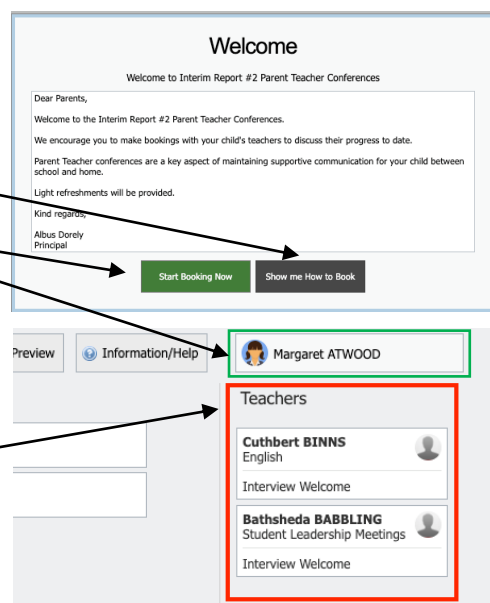
Making a Parent Teacher Conference Booking

- When bookings are open, parents will have a notification on their Compass dashboard.
- You can also find the Booking link next to your Student's picture on the dashboard, or through the Community Tab > Conferences



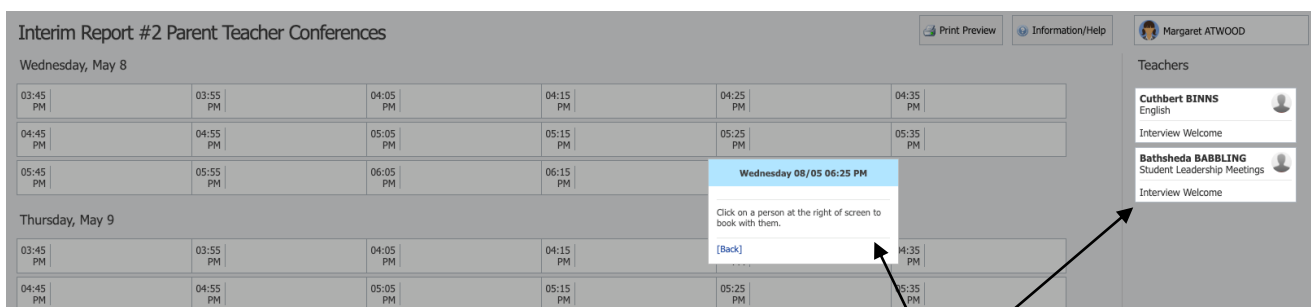
Making a booking

- Click the notification to proceed to make a booking.
NOTE: To access all the conference cycles, click the Community menu (two people icon) and choose 'Conferences'.
- Click either 'Start Booking Now' or 'Show me How to Book' to proceed'.
- You will then see the child the booking screen is in relation to in the top right corner.
NOTE: If you have more than one child, you will be able to select which child you are making bookings for.
- The possible classes or groups that bookings can be made for in relation to the student will display under their name.

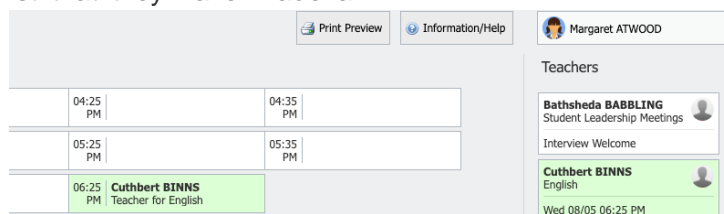
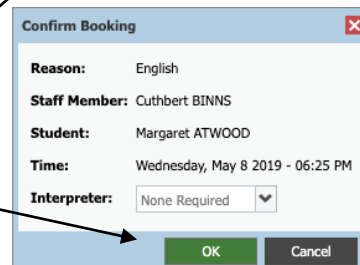


There are two ways to make bookings, by 'Timeslot' or by 'Teacher'.

Timeslot



- To book by timeslot, click the timeslot you want to make the booking for.
- The teachers that are available to book will be selectable on the right hand list if they are available at that time. *If a teacher in the list is not available at the selected timeslot, they will be greyed out.*
- Click the staff member on the right that you would like to book at that selected time.
- A confirmation will pop-up and they can then click 'OK' to make the booking.
- The timeslot and chosen staff member will show as green indicating a booking is in place. Any staff in the user's list that they have made a booking with will show as green.



Teacher

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM Cuthbert BINNS Teacher for English	

Print Preview Information/Help Margaret ATWOOD

Teachers

Student Leadership Meetings

Bathsheda BABBLING
Location: Room 24
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

- To book by Teacher, click the teacher from the list on the right that they want to make a booking with.
NOTE: This will cause any timeslots that the teacher is still available for to display. White = available. Grey = unavailable.
- Click the staff member on the right that you would like to book at that selected time.
- A confirmation will pop-up. Click 'OK' to make the booking.
- The timeslot and chosen staff member will show as green indicating a booking is in place

Confirm Booking

Reason: English

Staff Member: Cuthbert BINNS

Student: Margaret ATWOOD

Time: Wednesday, May 8 2019 - 06:25 PM

Interpreter: None Required

OK Cancel

Changing a Booking

- To delete the booking or change the timeslot, click the staff member from the Teacher list on the right.
NOTE: You can also click the timeslot you have a booking for and make changes.
- The details of the existing booking with that staff member will pop-up.
- To delete the booking, click on [Delete this booking]

English

Cuthbert BINNS
Interview Welcome

Booked on Wednesday 08/05 06:25 PM for Margaret ATWOOD

[Delete this booking]
[Manage interpreter options]

Click on another time at the left of screen to book at that time instead.

[Back]

Booking an Interpreter

- If you require an interpreter you can select one from the list of options next to Interpreter.
NOTE: These options are set by the school and indicate the languages of the interpreters that will be available on the day

Confirm Booking

Reason: English

Staff Member: Cuthbert BINNS

Student: Margaret ATWOOD

Time: Wednesday, May 8 2019 - 06:25 PM

Interpreter: None Required

OK Cancel

Printing Your Conference Schedule

- Once you have completed your bookings, you will need to print your schedule.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM Bathsheda BABBLING Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM Cuthbert BINNS Teacher for English	

Print Preview Information/Help Margaret ATWOOD

Teachers

Bathsheda BABBLING
Student Leadership Meetings
Wed 08/05 05:55 PM

Cuthbert BINNS
English
Wed 08/05 06:25 PM

- Click on Print Preview
- This will open a list of your bookings, complete with student and staff photos, the subject and the teacher name
- Click Print Bookings

Bookings for Interim Report #2 Parent Teacher Conferences

Print Bookings

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Bathsheda BABBLING Student Leadership Meetings Location: Room 24