

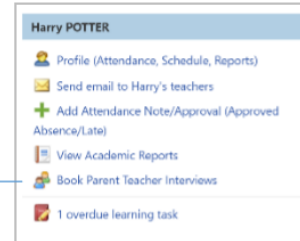
Please see the instructions on how to book Parent Teacher Interviews, Conferences.

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

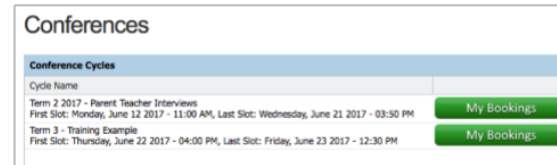


Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.



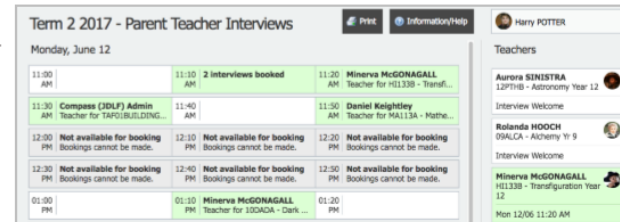
Conferences

Conference Cycles

Cycle Name	My Bookings
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:30 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.



Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:10 AM	2 Interviews booked	11:20 AM	Minerva McGONAGALL Teacher for H1138 - Transf...
11:30 AM	Compass (JDLF) Admin Teacher for TAPOLBUILDING...	11:40 AM	11:50 AM	Daniel Keightley Teacher for MA113A - Mathe...
12:00 PM	Not available for booking Bookings cannot be made.	12:10 PM	12:20 PM	Not available for booking Bookings cannot be made.
12:30 PM	Not available for booking Bookings cannot be made.	12:40 PM	12:50 PM	Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM	Minerva McGONAGALL Teacher for 10GADA - Dark ...	01:20 PM	

Teachers

- Aurora SINISTRA
12PTHB - Astronomy Year 12
Interview Welcome
- Rolanda HOOGH
09ALCA - Alchemy Yr 9
Interview Welcome
- Minerva McGONAGALL
H1138 - Transfiguration Year 12
Mon 12/06 11:20 AM

Note: You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.