

Parent/Teacher/Student Interviews - 2018

Parent/Teacher/Student Interviews will be booked using Compass.

If you do not have a Compass login, please contact the office on 6552 3300 to organise your username and password.

Please find below the instructions for booking your interviews. Bookings are only seen through the browser view. Instructions using mobile devices have also been included but the process is easier if you use a computer.

Parents can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to their student's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.

Bookings will close two days prior to the interviews. You will be able to view your bookings but not make additional bookings in this time frame.

Booking Parent/Teacher/Student Interviews using the Computer

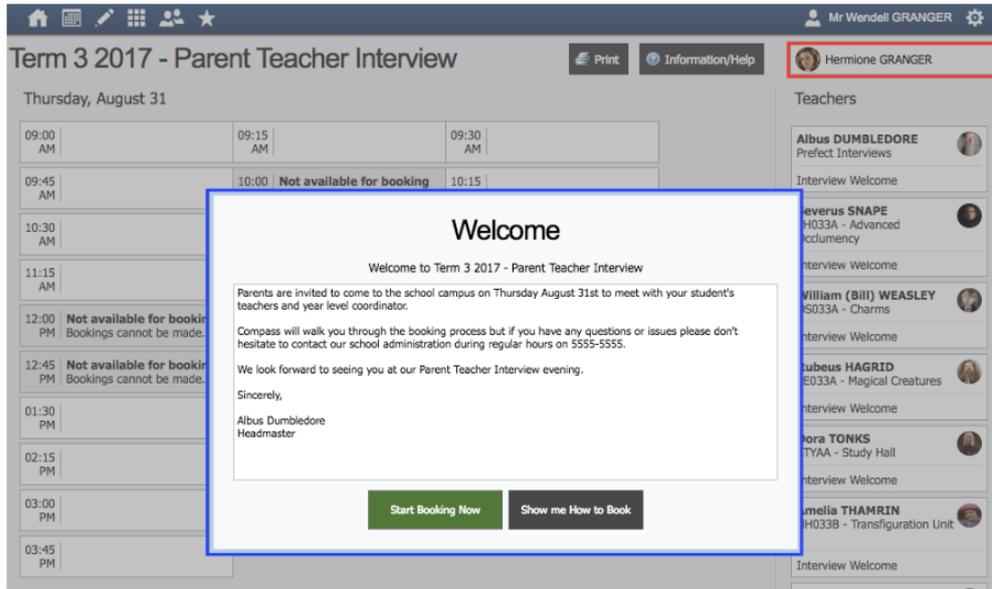
Compass dashboard page below

The screenshot displays the Compass dashboard for Mr Wendell GRANGER. The top navigation bar includes a home icon, a calendar, a pencil, a grid, a group of people, a star, and the user's name 'Mr Wendell GRANGER' with a settings gear icon. Below the navigation bar, the page is divided into several sections:

- Welcome to the Hogwarts P-12 Portal:** A message instructing users to use links for their children to explore the portal and to keep their mobile phone number and email address up to date.
- Hermione GRANGER:** A section with a profile picture and a list of links: 'Profile (Attendance, Schedule, Reports)', 'Send email to Hermione's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews' (highlighted with a red box).
- My News:** A section with three news items: 'Insights Cycle Open', 'Parent Student Teacher Conference' (highlighted with a red box), and 'College Newsletter'.

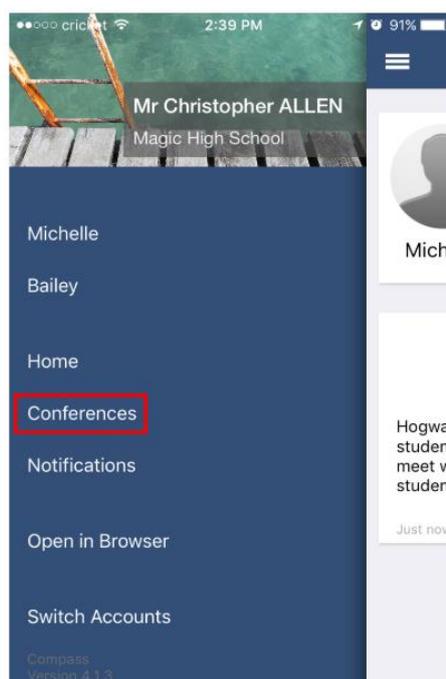
The 'Parent Student Teacher Conference' notification in the news feed states: 'Term 3, 2017 - Parent Teacher Interviews regarding Hermione Granger. Click here for booking'.

When parents go to book, they will also have two options available - **Start Booking Now**, which allows them to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass. This section is highlighted in blue in the image below. If parents have multiple students at the school they can toggle between the staff members their students are associated with using the dropdown menu available at the top right of the screen, which is highlighted in red in the image below.

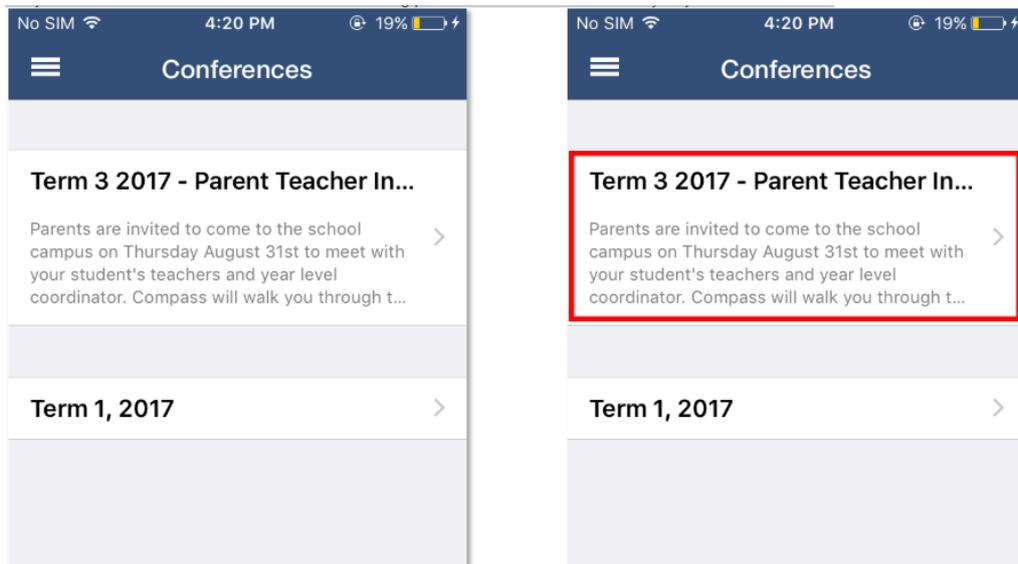


Booking Parent/Teacher/Student Interviews using iOS/Apple Devices

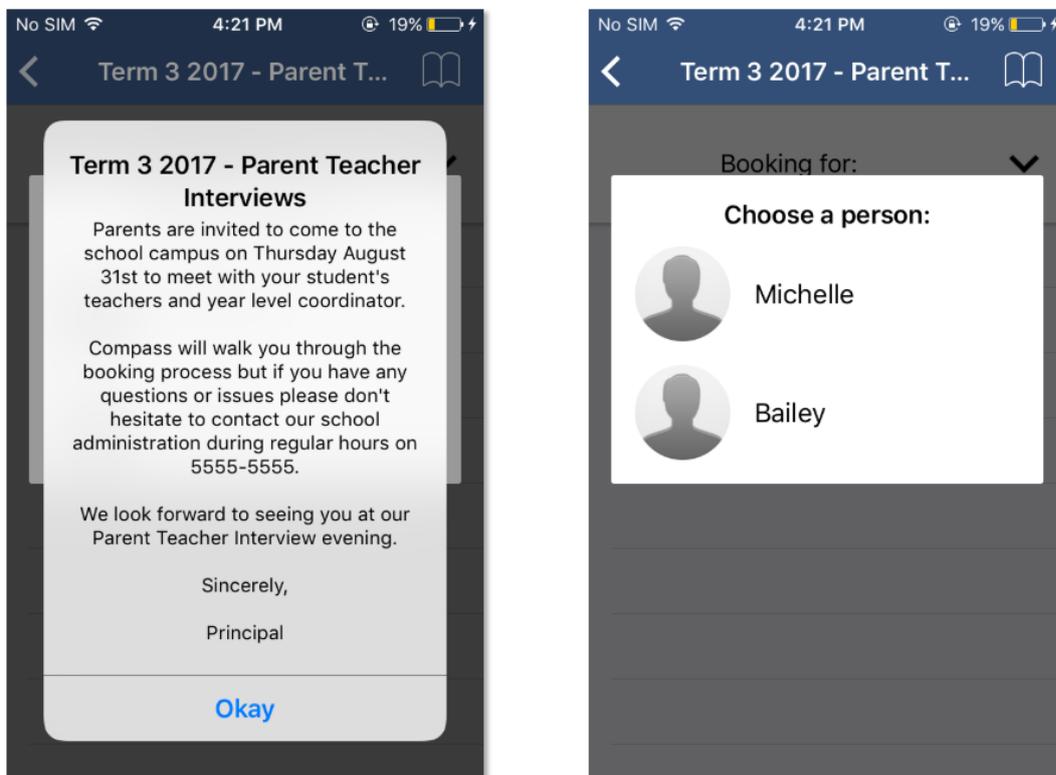
In order to book in with the teachers at your students school for Conferences using the Compass app on an apple device you will first need to login using your parent login credentials. From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



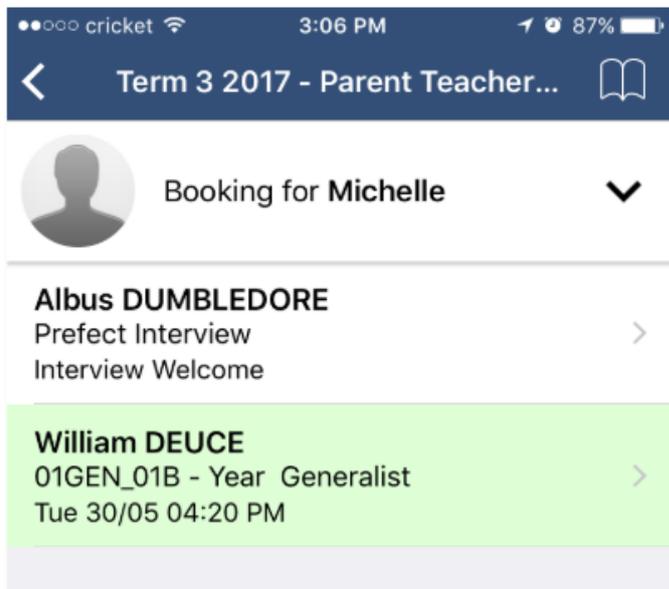
This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process on the conference cycle you'd like to book for.



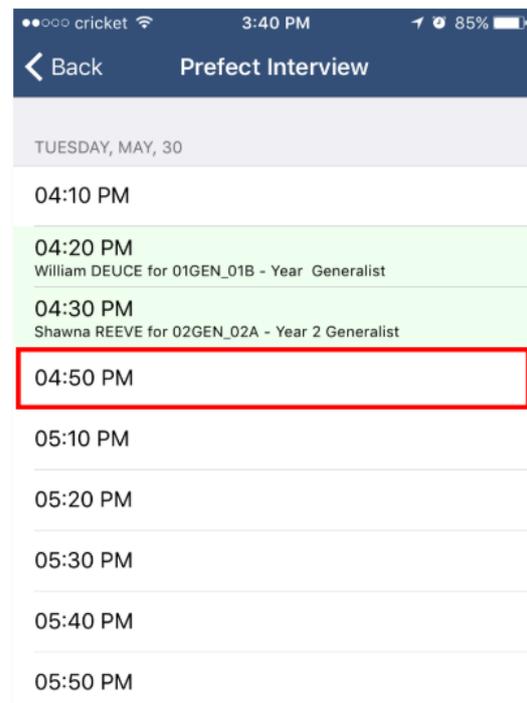
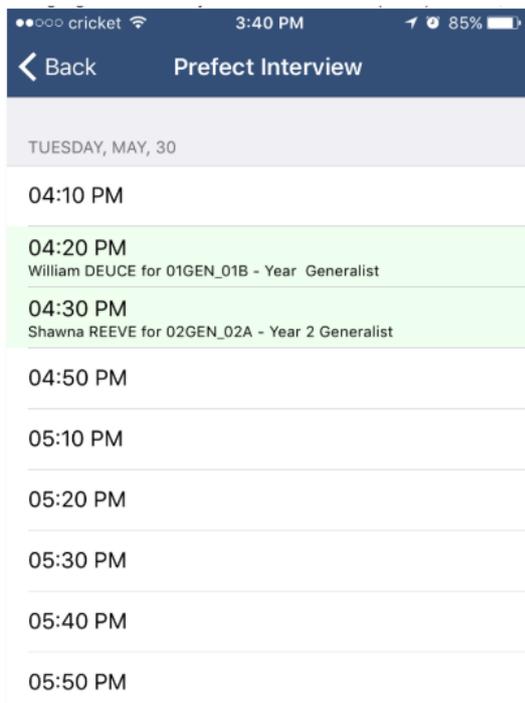
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



This will show you a summary of all the teachers you can book with for the student you selected. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.

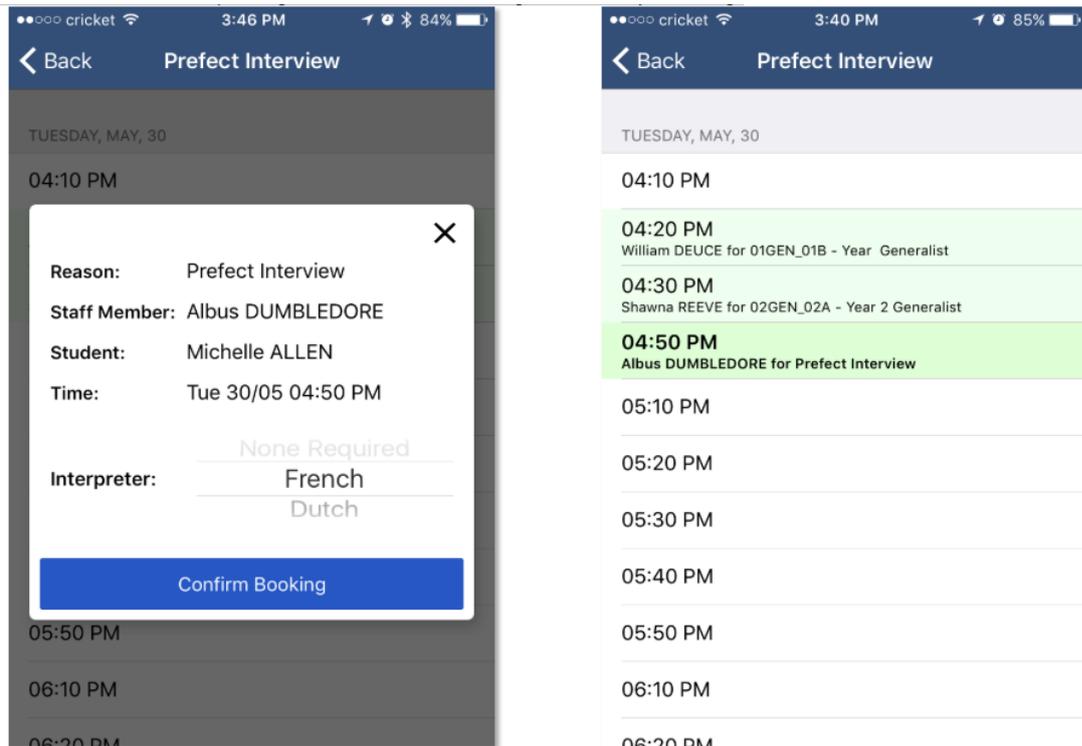


This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 4:50 PM in the screenshot below.

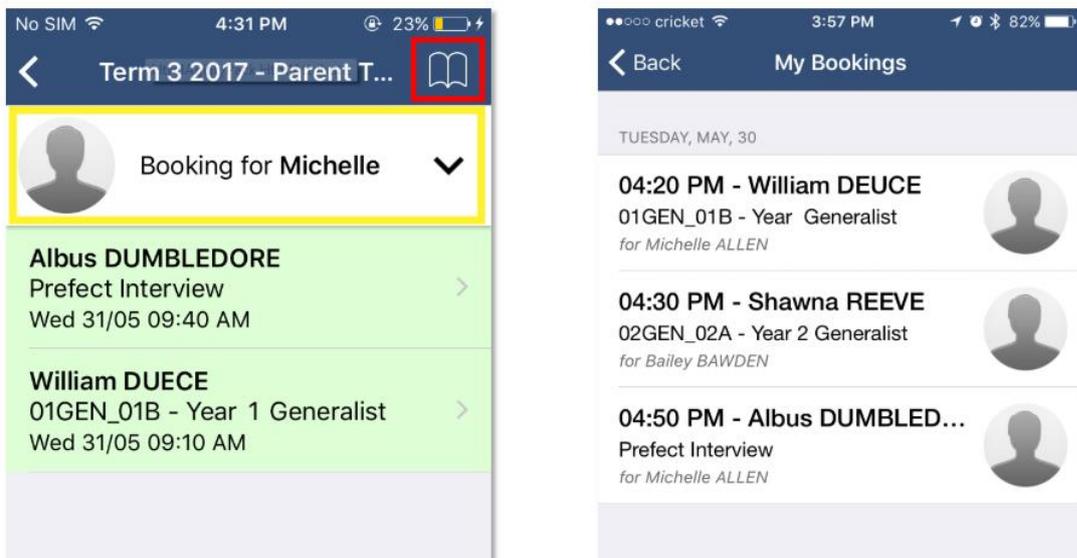


This will open a booking popup. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. Once you click 'Confirm Booking' you will see

your booking on the schedule in a slightly darker green with the text bolded. Click the 'Back' button at the top left to go back and make more bookings, or review all your bookings.



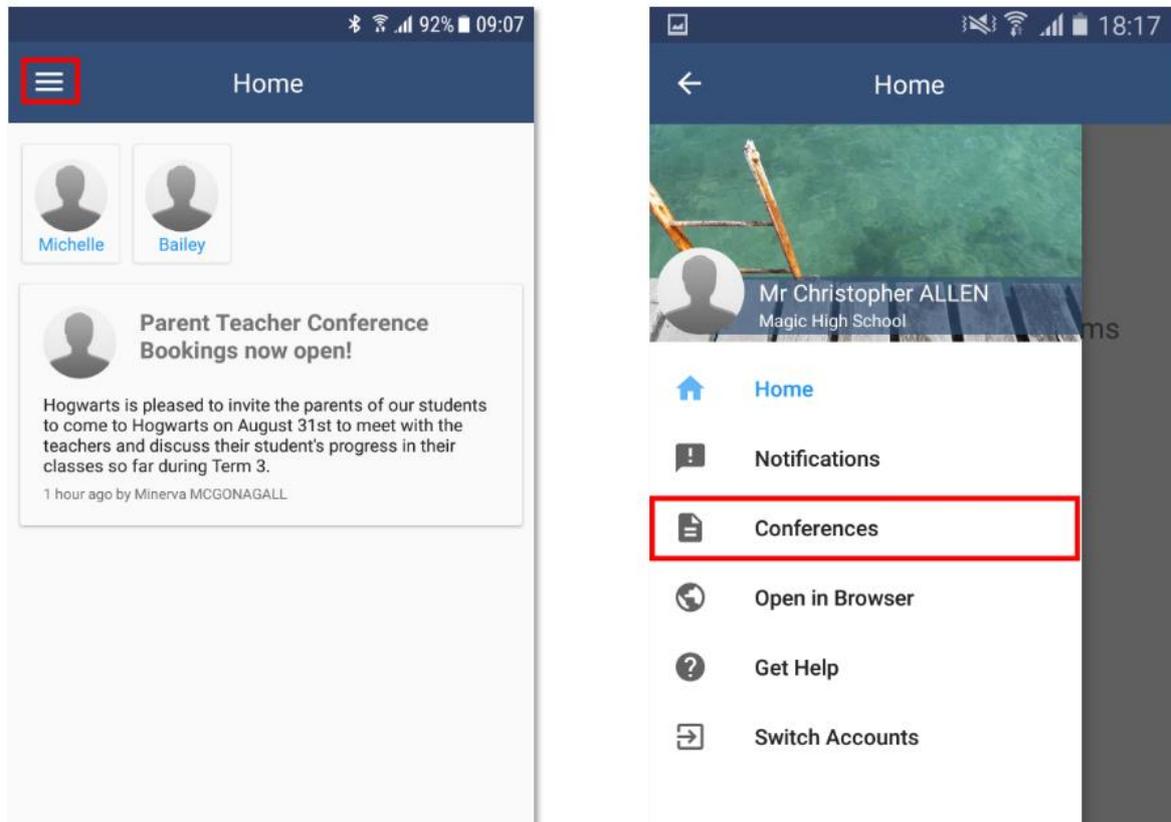
From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in yellow in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little book icon at the top right, highlighted in red in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



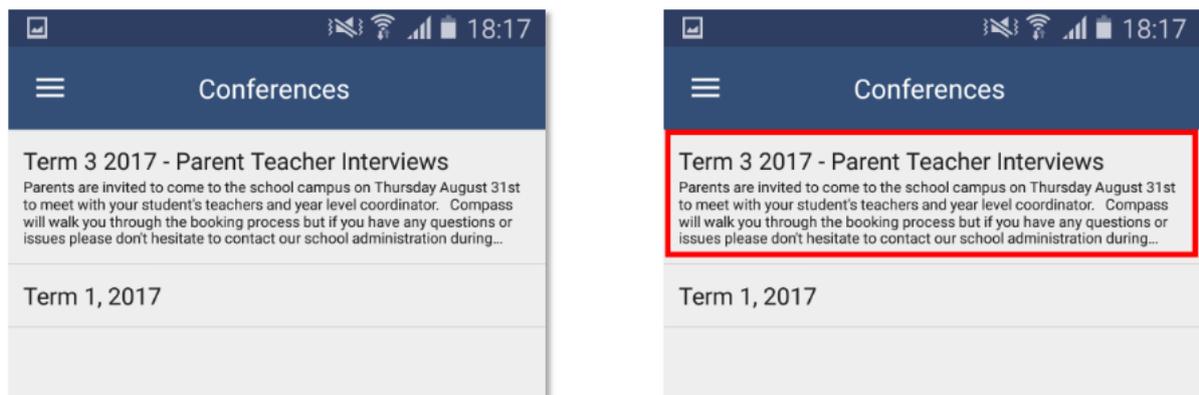
Booking Parent/Teacher/Student Interviews using Android Devices

In order to book in with the teachers at your student's school for Conferences using the Compass app on an Android device you will first need to login using your parent login credentials.

From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.

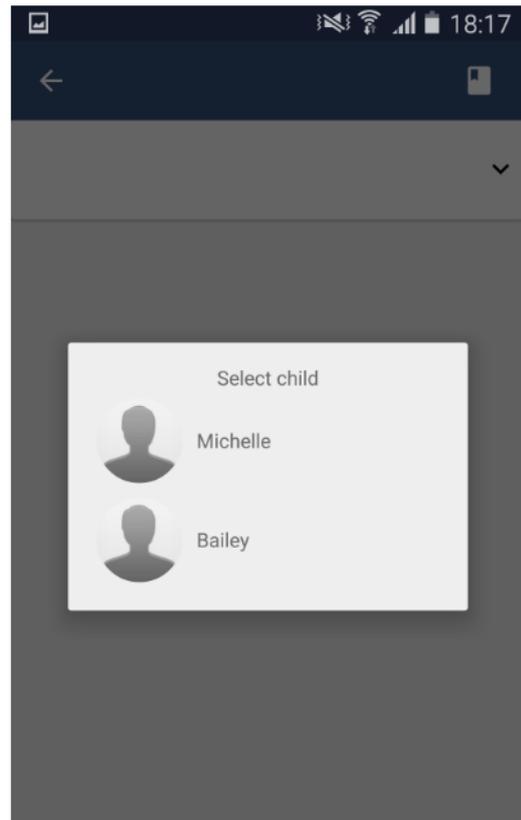
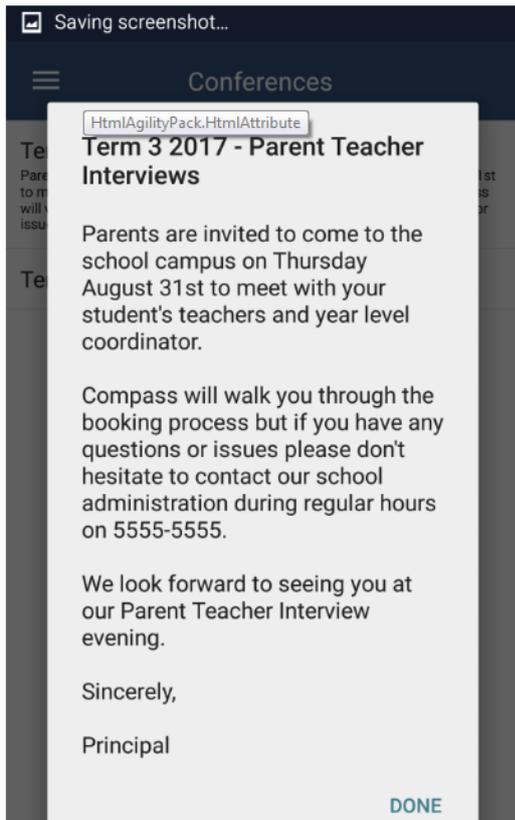


This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process click on the conference cycle you'd like to book for.

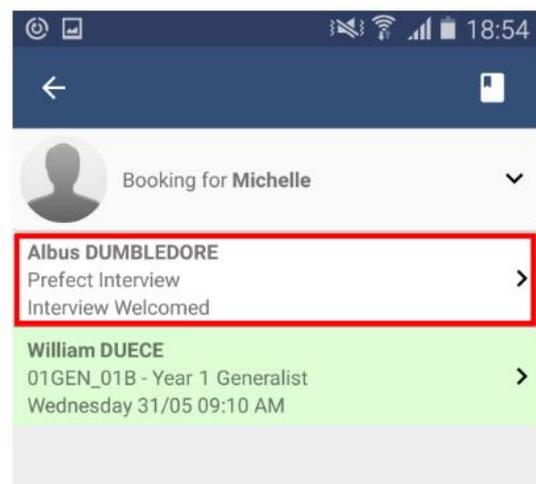
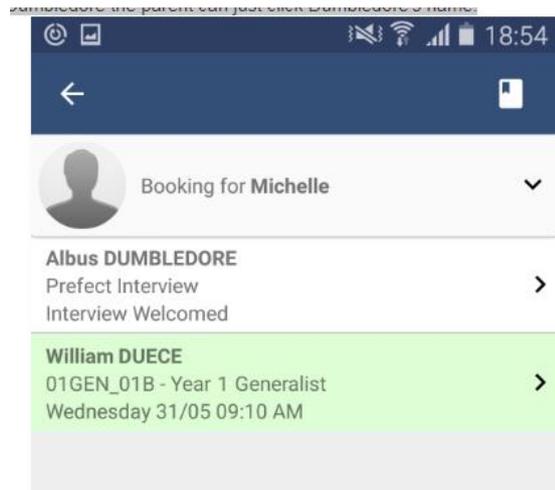


Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one

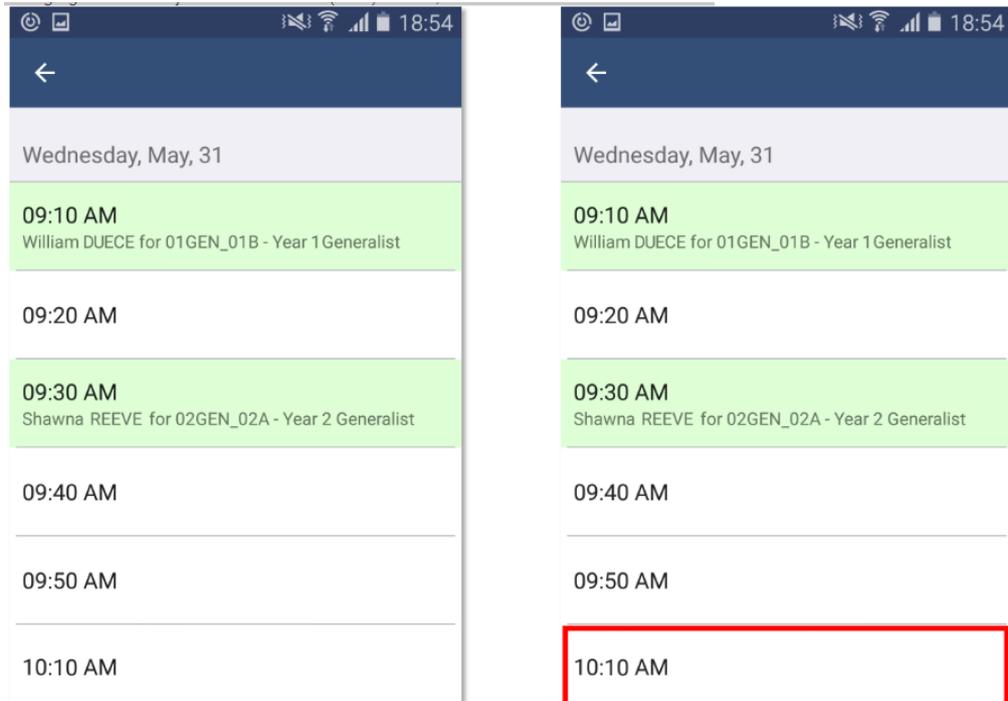
of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



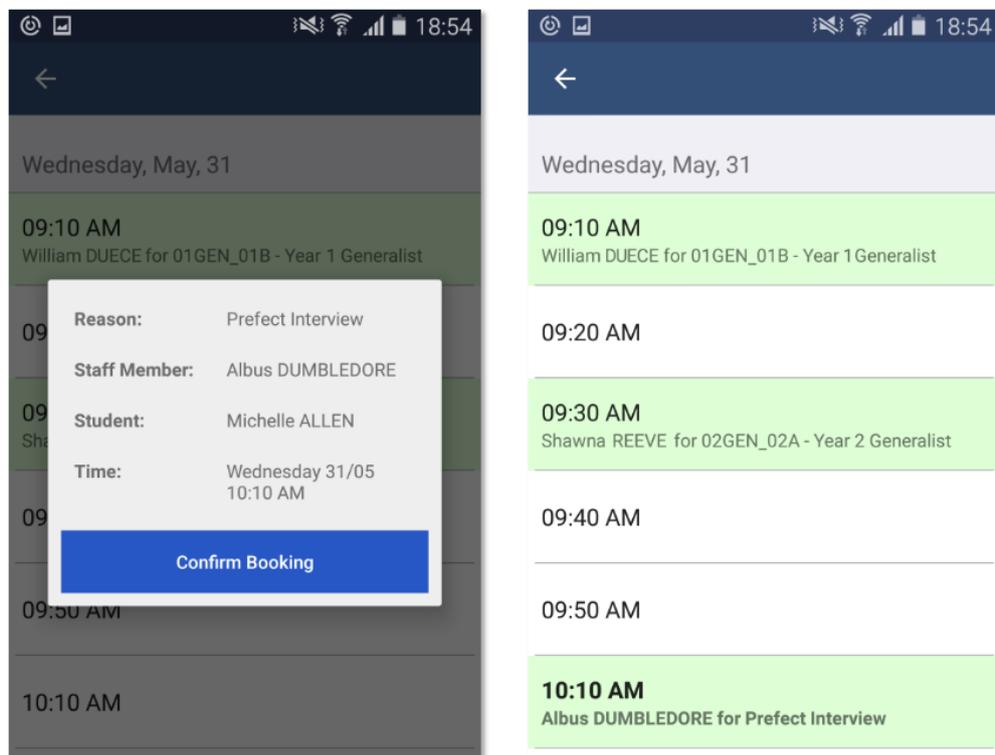
This will show you a summary of all the teachers you can book with for the student you selected. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.



This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 10:10 AM in the screenshot below.



This will open a booking popup window. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. Once you click 'Confirm Booking' you will see your booking on the schedule with the text bolded. Click the back arrow at the top left to go back and make more bookings, or review all your bookings.



From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in red in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little book icon at the top right, highlighted in yellow in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.

