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



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.

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Term 3 2017	- Parent Teacher Interview	elp Hermione GRANGER
Thursday, August 3	1	Teachers
09:00 AM	09:15 09:30 AM	Albus DUMBLEDORE Prefect Interviews
09:45 AM	10:00 Not available for booking 10:15	Interview Welcome
10:30 AM	Welcome	everus SNAPE H033A - Advanced Icclumency
11:15	Welcome to Term 3 2017 - Parent Teacher Interview	nterview Welcome
12:00 Not available fo PM Bookings cannot b 12:45 Not available fo PM Bookings cannot b	Parents are invited to come to the school campus on Thursday August 31st to meet with your student's teochers and year level coordinator. Compass will waik you through the booking process but if you have any questions or issues please don't hesitate to contact our school administration during regular hours on 5555-5555. We look forward to seeing you at our Parent Teacher Interview evening.	Villiam (Bill) WEASLEY () S033A - Charms () nterview Welcome Eubeus HAGRID E034A - Maoical Creatures ()
01:30 PM	Sincerely, Albus Dumbledore Headmater	nterview Welcome
02:15 PM		TYAA - Study Hall
03:00 PM	Start Booking Now Show me How to Book	melia THAMRIN H033B - Transfiguration Unit
03:45 PM		Interview Welcome

## 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 click on the conference cycle you'd like to book for.

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Term 3 20	017 - Parent Tea	cher In
Parents are in campus on Th your student's coordinator. C	nvited to come to the so hursday August 31st to s teachers and year lev Compass will walk you t	chool > meet with rel through t
Term 1, 20	017	>

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.

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C Term	3 2017 - Parent Te	acher 💭
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Albus DUM Prefect Intel Interview We	IBLEDORE rview elcome	>
William DE 01GEN_01B Tue 30/05 04	<b>UCE</b> - Year Generalist 4:20 PM	>

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.

K     Prefect Interview	
	<b>く</b> Back
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	04:10 DM
04:10 PM	04:10 PM
04:20 PM William DEUCE for 01GEN_01B - Year Generalist	04:20 PM William DEUCE for
04:30 PM	04:30 PM
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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.

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Back I	Prefect Interview		<b>&lt;</b> Back	Prefect Interview	
JESDAY, MAY, 30			TUESDAY, MAY, 3	30	
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Reason: Staff Member	Prefect Interview : Albus DUMBLEDORE		04:30 PM Shawna REEVE for	r 02GEN_02A - Year 2 Generalist	:
Student:	Michelle ALLEN		04:50 PM Albus DUMBLEDO	DRE for Prefect Interview	
Time:	Tue 30/05 04:50 PM		05:10 PM		
Interpreter:	None Require French	d	05:20 PM		
	Dutch	_	05:30 PM		
	Confirm Booking		05:40 PM		
05:50 PM			05:50 PM		
06:10 PM			06:10 PM		
6.20 PM			06.20 DM		

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.

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09:20 AM	09:20 AM
09:30 AM Shawna REEVE for 02GEN_02A - Year 2 Generalist	09:30 AM Shawna REEVE for 02GEN_02A - Year 2 Generalist
09:40 AM	09:40 AM
09:50 AM	09:50 AM
10:10 AM	10:10 AM

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.

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09: Willi	10 AM am DUECE for 01GB	EN_01B - Year 1 Generalist	<b>09:10 AM</b> William DUECE for 01GEN_01B - Year 1Generalist
09	Reason: Staff Member:	Prefect Interview	09:20 AM
<b>09</b> Sha	Student:	Michelle ALLEN	09:30 AM Shawna REEVE for 02GEN_02A - Year 2 Generalist
09	Time:	10:10 AM	09:40 AM
09:	Cont DU AIVI	firm Booking	09:50 AM
10:10 AM		<b>10:10 AM</b> Albus DUMBLEDORE for Prefect Interview	

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.

