

HOW TO BOOK YOUR PARENT-TEACHER INTERVIEW!



- From the Compass home screen **via your browser***, click on: [Book Parent Teacher Interviews](#) or 'Click here for booking' in the 'Alert' at the top of your News Feed. **Remember you can 'swipe right' in the app and tap on 'Open in Browser'!*
- Click on 'Parent-Teacher Interviews (Term 2)' to reveal the following screen:

Parent Teacher Interviews - Term 2: Ben HEWLETT (HEW0012)

Parents are invited to meet with their child's teacher for a scheduled interview to discuss their child's progress.

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

| | | | | | |
|----------------|-----------|----------------|-----------|----------------|-----------|
| 10/05 15:45 PM | Available | 17/05 15:45 PM | Available | 25/05 15:45 PM | Available |
| 10/05 16:00 PM | Available | 17/05 16:00 PM | Available | 25/05 16:00 PM | Available |
| 10/05 16:15 PM | Available | 17/05 16:15 PM | Available | 25/05 16:15 PM | Available |
| 10/05 16:30 PM | Available | 17/05 16:30 PM | Available | 25/05 16:30 PM | Available |
| 10/05 16:45 PM | Available | 17/05 16:45 PM | Available | 25/05 16:45 PM | Available |
| 11/05 15:45 PM | Available | 24/05 15:45 PM | Available | 01/06 15:45 PM | Available |
| 11/05 16:00 PM | Available | 24/05 16:00 PM | Available | 01/06 16:00 PM | Available |
| 11/05 16:15 PM | Available | 24/05 16:15 PM | Available | 01/06 16:15 PM | Available |
| 11/05 16:30 PM | Available | 24/05 16:30 PM | Available | 01/06 16:30 PM | Available |
| 11/05 16:45 PM | Available | 24/05 16:45 PM | Available | 01/06 16:45 PM | Available |

Key Available for booking Not available Current booking

Available Staff

| Staff Member | Staff Note | Location |
|------------------|-----------------------|----------|
| Kelly NASH (NAS) | 03 Generalist Teacher | |

'Available' refers to the times that **YOU** are available (not your class teacher!).

All time slots will appear as 'available' until you make a booking. If your class teacher's name does NOT appear in the drop-down list when you click on a date/time, they are NOT available – see note below.

Click on your class teacher's name to check availability.

- Click on the desired date/time and a drop-down list will appear with your class teacher's name (if they are available at the time requested).
- Select the teacher from the drop-down list and click 'Update' and the following confirmation message will be displayed at the top of the page.

Your booking was made successfully

You can check your booking at any time by going to: **Community > Parent/Student/Teacher Conference > Parent-Teacher Interviews (Term 2)**.

If you wish to **CANCEL** a booking, click the relevant date/time and select 'No Booking' from the drop-down list and click 'Update'.