HOW TO BOOK YOUR PARENT-TEACHER INTERVIEW!

1. From the Compass home screen via your browser*, click on: 
   in the ‘Alert’ at the top of your News Feed. *Remember you can ‘swipe right’ in the app and tap on ‘Open in Browser’!

2. Click on ‘Parent-Teacher Interviews (Term 2)’ to reveal the following screen:

   ‘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.

3. 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).

4. 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.

   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’.