

Parent Teacher Discussion Bookings – Desktop Computer

When Parent Teacher Discussions are open for bookings you will be notified in Compass on your Home page.

The screenshot shows the Compass Home page for a user named Sablel at Magic P-12 College. The page includes a welcome message, a sidebar with user profiles for Stephen CORNFOOT and Euan ABERCROMBIE, and a main content area with notifications and news. A red box highlights the 'Parent Student Teacher Conference' notification, which states '2021 Parent Teacher Interviews' and provides a link to 'Click here for booking'. Another red box highlights the 'Book Parent Student Teacher Conference' link in the sidebar for Euan ABERCROMBIE.

Making a booking

You can click the notification to proceed to make a booking.

Alternatively, you can click the Community menu (two people icon) and choose 'Conferences'.

When you click the notification, you will be taken into that specific cycle. Then click either 'Start Booking Now' or 'Show me How to Book' to proceed'.

The screenshot shows the 'Interim Report #2 Parent Teacher Conferences' booking page. It features a grid of time slots for Wednesday, May 8, and Thursday, May 9. A modal window titled 'Welcome' is open, displaying a welcome message from Albus Dorely, Principal, and providing instructions for booking. The modal includes buttons for 'Start Booking Now' and 'Show me How to Book'. The grid shows time slots from 03:45 PM to 07:05 PM, with some slots marked as 'Not available for booking' or 'Meal Break'.

If you click 'Show me How to Book' this will take you to an instruction screen which you will be guided through or Skip.

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

These are the timeslots that you can book appointments in for this conference. This screen will show all of the bookings you have made for this cycle.

White: Free timeslot
Yellow: Interview required
Green: Confirmed booking
Grey: Unavailable timeslot

SkipBackNext

When proceeding to make a booking, you will see the student the booking screen is in relation to in the top right corner.

Interim Report #2 Parent Teacher Conferences

Print PreviewInformation/Help

Margaret ATWOOD

Teachers

Cuthbert BINNS
English
Interview Welcome

Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

If you have more than one student enrolled in this cycle you will be able to select which child you are making bookings for.

The possible classes or groups that bookings can be made for in relation to the student will display under their name.

Print PreviewInformation/Help

Margaret ATWOOD

Teachers

Cuthbert BINNS
English
Interview Welcome

Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

25 'M	04:35 PM
25 'M	05:35 PM
25 'M	
25 'M	04:35 PM
25 'M	05:35 PM
25 'M	06:35 PM Not available for booking Meal Break
25 'M	07:35 PM
25 'M	

There are two ways to make bookings, by 'Timeslot' or by 'Teacher'.

Timeslot

To book by timeslot, click the timeslot you are wanting to make the booking for. The teachers that are available to be book will be selectable on the right-hand side. If a teacher in the list is not available at the selected timeslot, they will be greyed out.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	Wednesday 08/05 06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	[Back]	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM

Teachers

- Cuthbert BINNS
English
Interview Welcome
- Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

Margaret ATWOOD

Click the staff member on the right that you want to book with at that selected time. A confirmation will pop-up then click 'OK' to make the booking.

Confirm Booking

Reason: English

Staff Member: Cuthbert BINNS

Student: Margaret ATWOOD

Time: Wednesday, May 8 2019 - 06:25 PM

Interpreter: None Required

OK Cancel

The timeslot and staff member will show as green indicating a booking is in place. Any staff you have made a booking with will show as green. White indicates they are yet to be booked.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM Cuthbert BINNS Teacher for English	

Teachers

- Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome
- Cuthbert BINNS
English
Wed 08/05 06:25 PM

Margaret ATWOOD

Teacher

To book by Teacher, click the teacher from the list on the right to make a booking. This will cause any timeslots that the teacher is still available for to display.

Interim Report #2 Parent Teacher Conferences

Print PreviewInformation/Help

Margaret ATWOOD

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM Cuthbert BINNS Teacher for English	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

Teachers

Student Leadership Meetings

Bathsheda BABBLING
Location: Room 24
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

[Back]

Click the timeslot you want to book with that teacher.

The confirmation will pop-up, click 'OK' to make the booking.

Confirm Booking

Reason: Student Leadership Meetings

Staff Member: Bathsheda BABBLING

Student: Margaret ATWOOD

Time: Wednesday, May 8 2019 - 05:55 PM

Interpreter: None Required

OKCancel

The timeslot and correlating staff member will show as green indicating the user has a booking in place.

Interim Report #2 Parent Teacher Conferences

Print PreviewInformation/Help

Margaret ATWOOD

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM Bathsheda BABBLING Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM Cuthbert BINNS Teacher for English	

Teachers

Bathsheda BABBLING
Student Leadership Meetings

Wed 08/05 05:55 PM

Cuthbert BINNS
English

Wed 08/05 06:25 PM