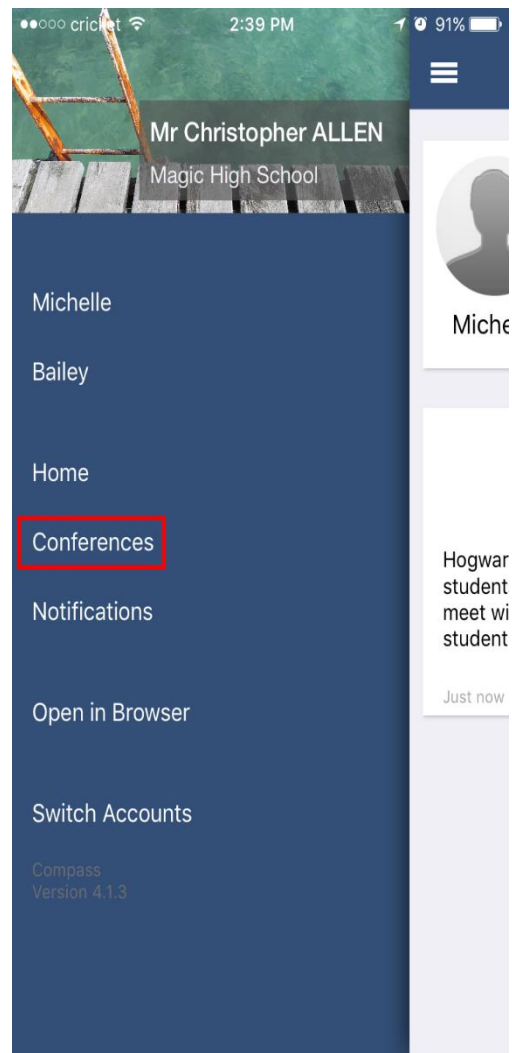
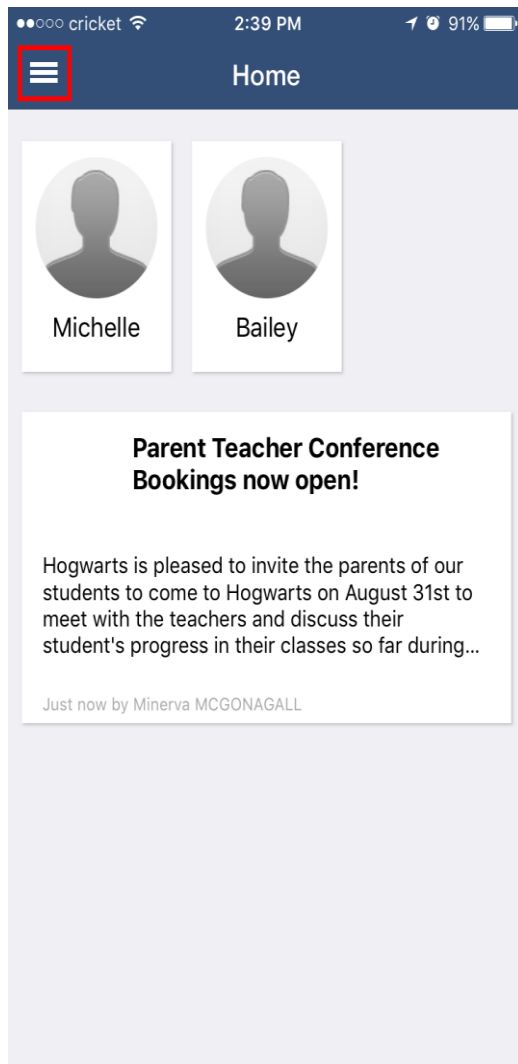


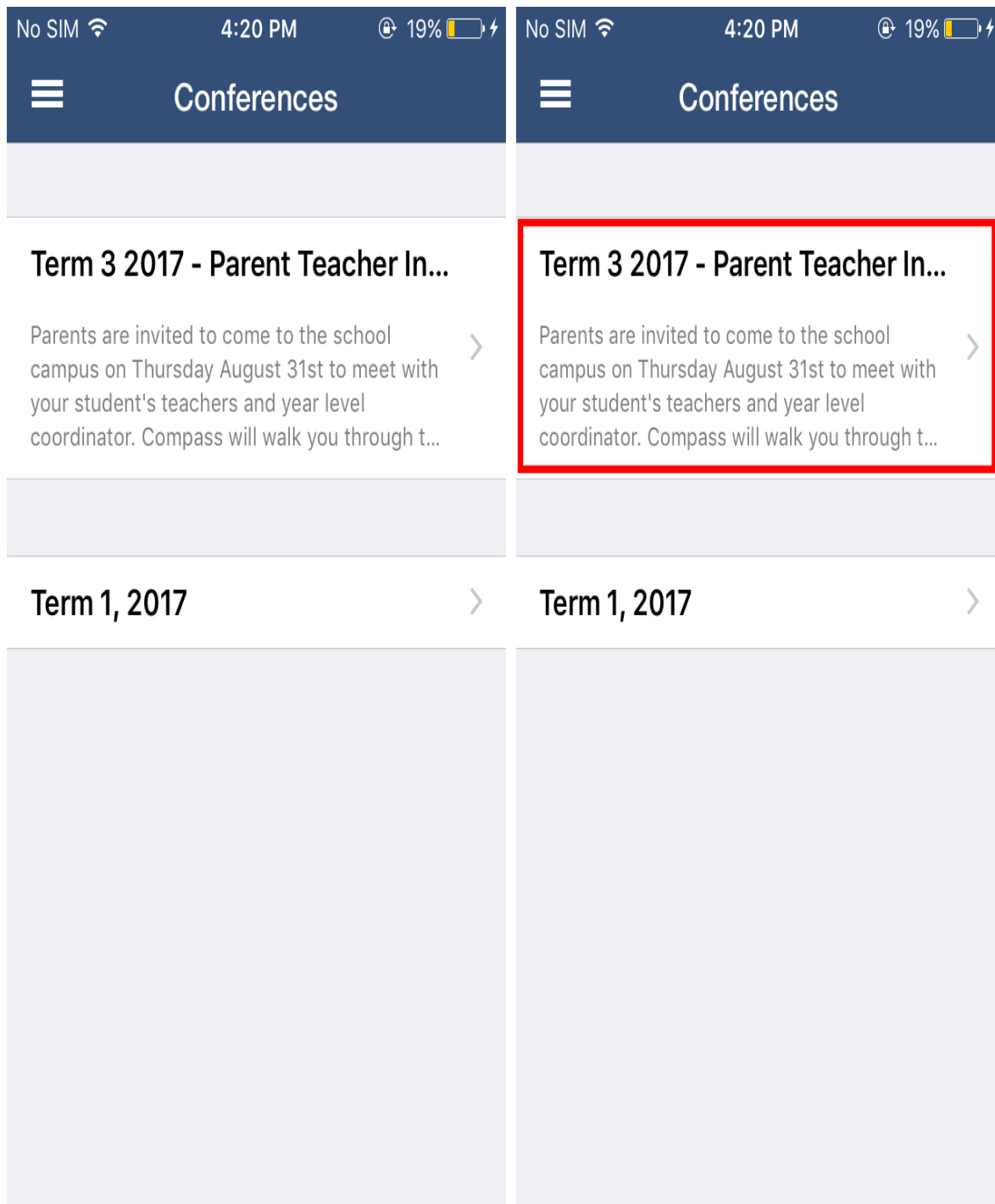
Parent Teacher Discussions – Mobile Device - Apple Devices

To book in with the teachers using the Compass app on an apple device you will first need to login using your parent login credentials.

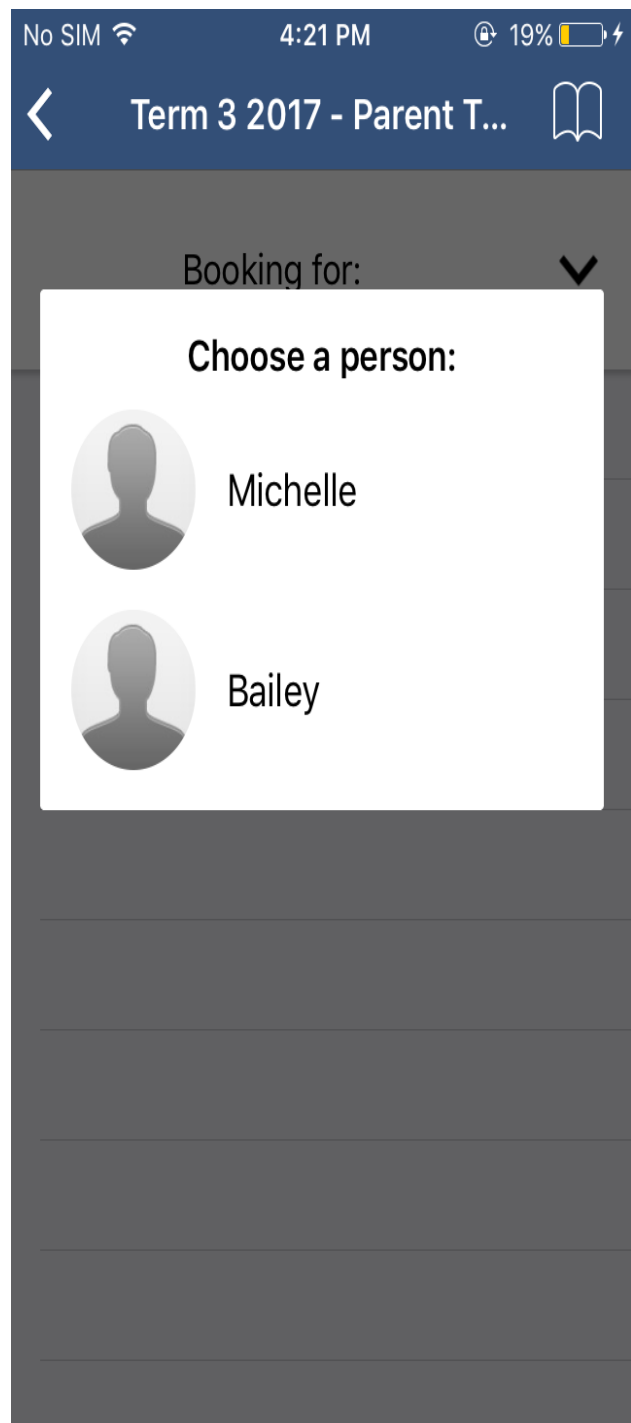
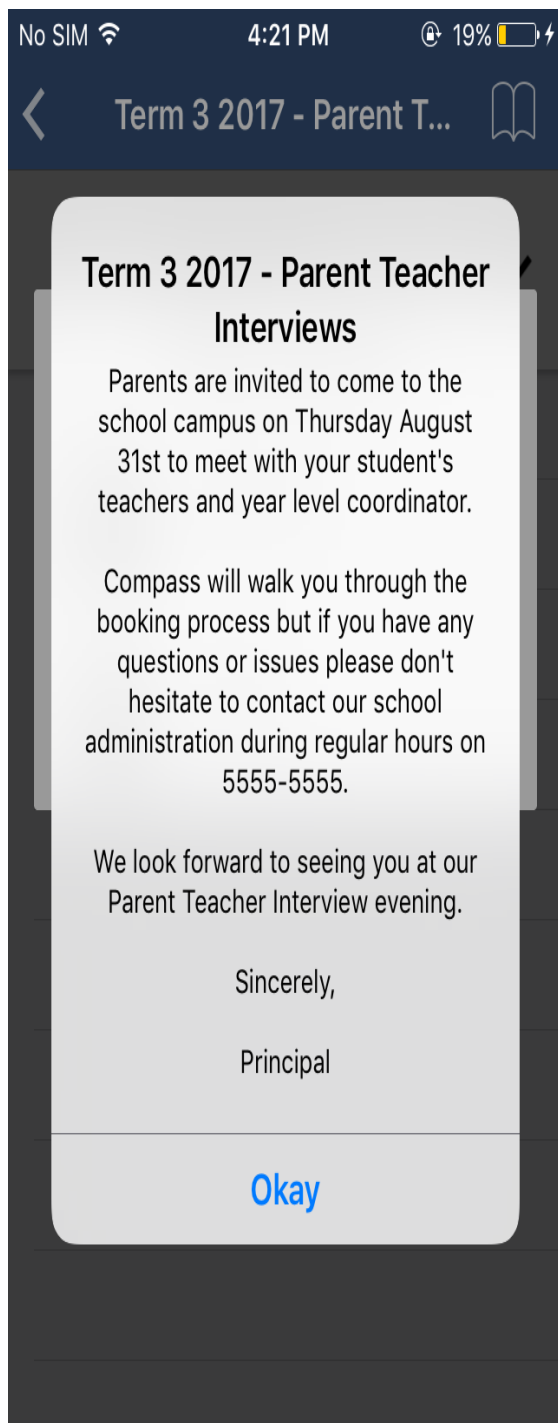
From the homepage click the menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



This will take you to the main Conferences screen, where you can see all Parent Teacher Discussions 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. Under the teachers name will be the reason for the booking.

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.

To book a Parent Teacher discussion click teacher's name that you don't have a booking with.

●●○○ cricket


3:06 PM

📶 🔔 87% 🔋

<

Term 3 2017 - Parent Teacher...

📖



Booking for **Michelle**

▼

Albus DUMBLEDORE

Prefect Interview >

Interview Welcome

William DEUCE

01GEN_01B - Year Generalist >

Tue 30/05 04:20 PM

This will take you to the screen that shows the available timeslots for this teacher. To book in just click an available (white) timeslot.

●○○○ cricket 3:40 PM 85%

< Back Prefect Interview

TUESDAY, MAY, 30

04:10 PM

04:20 PM

William DEUCE for 01GEN_01B - Year Generalist

04:30 PM

Shawna REEVE for 02GEN_02A - Year 2 Generalist

04:50 PM

05:10 PM

05:20 PM

05:30 PM

05:40 PM

05:50 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

●○○○ cricket 3:40 PM 85%

< Back Prefect Interview

TUESDAY, MAY, 30

04:10 PM

04:20 PM

William DEUCE for 01GEN_01B - Year Generalist

04:30 PM

Shawna REEVE for 02GEN_02A - Year 2 Generalist

04:50 PM

05:10 PM

05:20 PM

05:30 PM

05:40 PM

05:50 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

This will open a booking popup.

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.

Back

Prefect Interview

TUESDAY, MAY, 30

04:10 PM

Reason: Prefect Interview

Staff Member: Albus DUMBLEDORE

Student: Michelle ALLEN

Time: Tue 30/05 04:50 PM

None Required

Dutch

Confirm Booking

05:50 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

Back

Prefect Interview

TUESDAY, MAY, 30

04:10 PM

04:20 PM
William DEUCE for 01GEN_01B - Year Generalist

04:30 PM
Shawna REEVE for 02GEN_02A - Year 2 Generalist

04:50 PM
Albus DUMBLEDORE for Prefect Interview

05:10 PM

05:20 PM

05:30 PM

05:40 PM

05:50 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

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.

