

# Making a Conference Booking

## Overview

Parents can log in to Compass and book a time with staff members at the school.

## Notifications

When a cycle is set as 'Open', parents of all students enrolled in the cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

The screenshot shows the Compass dashboard for Margaret Atwood. The top navigation bar includes icons for home, calendar, edit, grid, people, and star, along with the user name 'Mrs Jacqui ATKINS' and a settings gear. The main content area is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message encouraging users to explore the portal and update their details.
- Margaret ATWOOD:** A profile section with a list of actions: Profile (Attendance, Schedule), Send email to Margaret's teachers, Add Attendance Note (Approved Absence/Late), and Book Parent Student Teacher Conference.
- Compass:** A large heading with a school crest logo.
- My News:** A section containing a notification for a 'Parent Student Teacher Conference' (highlighted with a red box), 'House Group Announcements', and 'Grade 5 Ned Kelly School Camp!'. The notification includes a 'Click here for booking' link.

## Making a booking

The user can click the notification to proceed to make a booking.

To access all their conference cycles, they can click the Community menu (two people icon) and choose 'Conferences'.

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

Interim Report #2 Parent Teacher Conferences Print Preview Information/Help

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			1:35 PM
04:45 PM	04:55 PM	05:05 PM			3:35 PM
05:45 PM	05:55 PM	06:05 PM			5:35 PM
06:45 PM	Not available for booking Meal Break	06:55 PM	Not available for booking Meal Break	07:05 PM	7:35 PM
07:45 PM		07:55 PM		08:05 PM	

### Welcome

Welcome to Interim Report #2 Parent Teacher Conferences

Dear Parents,

Welcome to the Interim Report #2 Parent Teacher Conferences.

We encourage you to make bookings with your child's teachers to discuss their progress to date.

Parent Teacher conferences are a key aspect of maintaining supportive communication for your child between school and home.

Light refreshments will be provided.

Kind regards,

Albus Dorely  
Principal

Start Booking Now
Show me How to Book

If they click 'Show me How to Book' this will take them to an instruction screen which they can proceed to 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
06:45 PM	Not available for booking Meal Break	06:55 PM	Not available for booking Meal Break	07:05 PM	07:25 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

Skip ← Back Next →

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

Interim Report #2 Parent Teacher Conferences Print Preview Information/Help

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

**Margaret ATWOOD**

Teachers

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

If they have more than one child enrolled in this cycle they will be able to select which child they are making bookings for (students making a booking will only have access to their own bookings).

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

The screenshot shows a user interface for Margaret ATWOOD. At the top, there are buttons for 'Print Preview' and 'Information/Help'. Below these is a table of timeslots:

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 <b>Not available for booking</b> Meal Break
25 'M	07:35 PM
25 'M	

On the right, a 'Teachers' list is highlighted with a red box:

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

This will display to the target group when they go into the cycle to make their bookings. See below for an example of how this appears to the Target group when first entering the interview booking screen.

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

### Timeslot

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

The screenshot shows a user interface for Margaret ATWOOD. At the top, there are buttons for 'Print Preview' and 'Information/Help'. Below these is a grid of timeslots for '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	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM

A confirmation message is displayed over the selected timeslot:

Click on a person at the right of screen to book with them.  
[Back]

On the right, a 'Teachers' list is visible:

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

The user then needs to click the staff member on the right that they want to book with at that selected time. A confirmation will pop-up and they can 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 correlating staff member will show as green indicating a booking is in place. Any staff in the user's list that they have made a booking with will show as green. White indicates they are yet to be booked with by the user.

**Interim Report #2 Parent Teacher Conferences**
Print Preview
Information/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	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

## Teacher

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

**Interim Report #2 Parent Teacher Conferences**
Print Preview
Information/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	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
06:45 PM	06:55 PM	07:05 PM	07:15 PM	07:25 PM	07:35 PM
Not available for booking Meal Break		Not available for booking Meal Break		Not available for booking Meal Break	
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]

The user can then click the timeslot they want to book with that teacher for. The confirmation will pop-up and they can then 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 ▼

OK
Cancel

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

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 <b>Bathsheda BABBLING</b> Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM <b>Cuthbert BINNS</b> Teacher for English	

Print Preview Information/Help Margaret ATWOOD

Teachers

- Bathsheda BABBLING**  
Student Leadership Meetings  
Wed 08/05 05:55 PM
- Cuthbert BINNS**  
English  
Wed 08/05 06:25 PM

## Booking Schedule

When a cycle is set as 'Open' or 'Read-Only' for the target audience, the user can access their booking schedule.

To do so, they will go to their Conferences page (under the Community menu) and click into the applicable cycle.

They can then click 'Print Preview' to view their booking schedule.

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 <b>Bathsheda BABBLING</b> Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM <b>Cuthbert BINNS</b> Teacher for English	

Print Preview Information/Help Margaret ATWOOD



Teachers

- Bathsheda BABBLING**  
Student Leadership Meetings  
Wed 08/05 05:55 PM
- Cuthbert BINNS**  
English  
Wed 08/05 06:25 PM

This will show them a list of their bookings.

### Bookings for Interim Report #2 Parent Teacher Conferences

Print Bookings

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		Student: <b>Margaret ATWOOD</b> Parents: <b>Mr Murray ATKINS, Mrs Jacqui ATKINS</b>	Teacher: <b>Bathsheda BABBLING</b> Student Leadership Meetings Location: Room 24
Wednesday 08/05 06:25 PM		Student: <b>Margaret ATWOOD</b> Parents: <b>Mr Murray ATKINS, Mrs Jacqui ATKINS</b>	Teacher: <b>Cuthbert BINNS</b> Teacher for English

If they want to print a hard-copy, they can click 'Print Bookings' and a printer friendly version can be sent to their available printer.