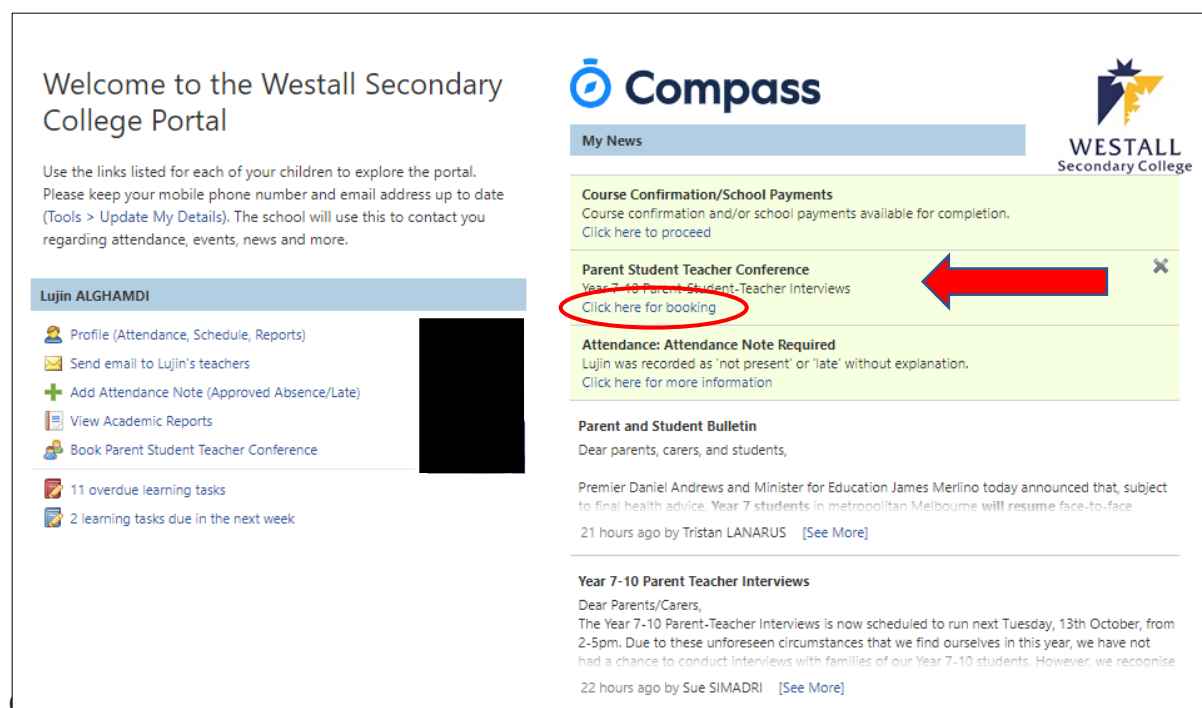


## Instructions to book interviews in Compass

The Parent Teacher Interviews cycle is now open to parents. Parents of all students enrolled in Year 7-10 will have a **notification on their Compass dashboard** advising them that they have a conference cycle open to make bookings for.



Welcome to the Westall Secondary College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Lujin ALGHAMDI**

- Profile (Attendance, Schedule, Reports)
- Send email to Lujin's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference

11 overdue learning tasks  
2 learning tasks due in the next week

**Compass**

**My News**

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)
- Parent Student Teacher Conference**  
Year 7-10 Parent-Student-Teacher Interviews  
[Click here for booking](#)
- Attendance: Attendance Note Required**  
Lujin was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Parent and Student Bulletin**  
Dear parents, carers, and students,

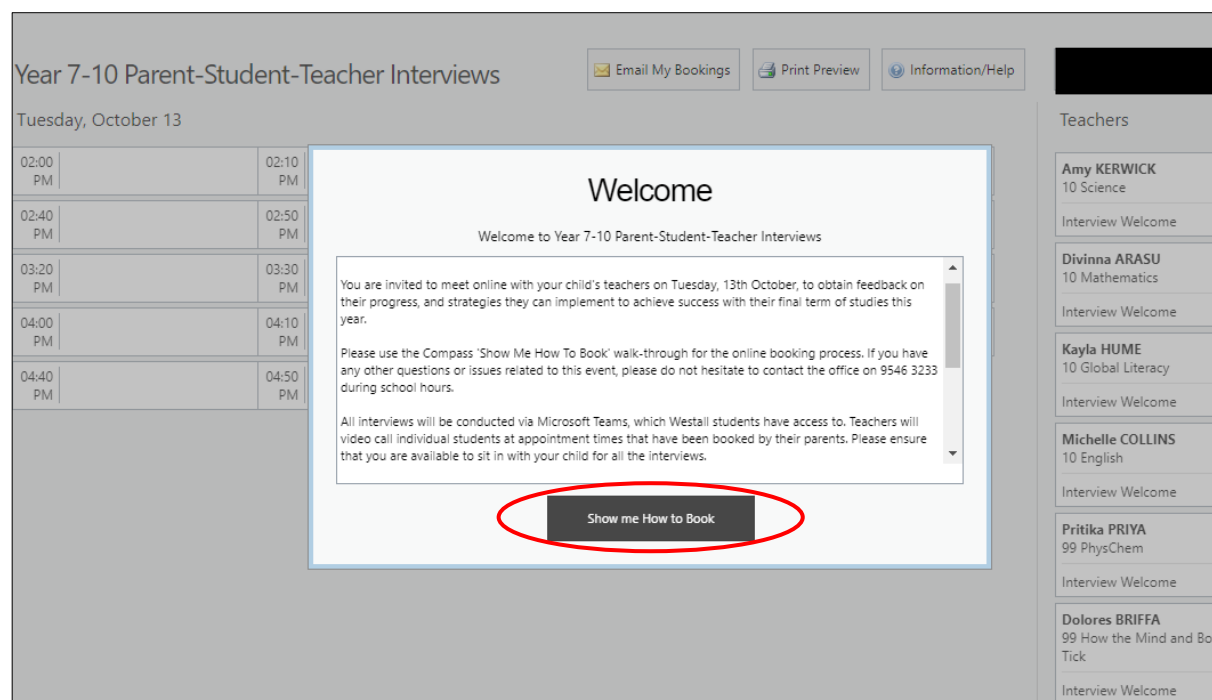
Premier Daniel Andrews and Minister for Education James Merino today announced that, subject to final health advice, Year 7 students in metropolitan Melbourne will resume face-to-face

21 hours ago by Tristan LANARUS [\[See More\]](#)

**Year 7-10 Parent Teacher Interviews**  
Dear Parents/Carers,  
The Year 7-10 Parent-Teacher Interviews is now scheduled to run next Tuesday, 13th October, from 2-5pm. Due to these unforeseen circumstances that we find ourselves in this year, we have not had a chance to conduct interviews with families of our Year 7-10 students. However, we recognise

22 hours ago by Sue SIMADRI [\[See More\]](#)

Clicking on the notification will take you to the Welcome page of the current cycle. Click 'Show me How to Book' for assistance with making bookings.



**Year 7-10 Parent-Student-Teacher Interviews**

Tuesday, October 13

Time	Teacher
02:00 PM	02:10 PM
02:40 PM	02:50 PM
03:20 PM	03:30 PM
04:00 PM	04:10 PM
04:40 PM	04:50 PM

**Welcome**

Welcome to Year 7-10 Parent-Student-Teacher Interviews

You are invited to meet online with your child's teachers on Tuesday, 13th October, to obtain feedback on their progress, and strategies they can implement to achieve success with their final term of studies this year.

Please use the Compass 'Show Me How To Book' walk-through for the online booking process. If you have any other questions or issues related to this event, please do not hesitate to contact the office on 9546 3233 during school hours.

All interviews will be conducted via Microsoft Teams, which Westall students have access to. Teachers will video call individual students at appointment times that have been booked by their parents. Please ensure that you are available to sit in with your child for all the interviews.

[Show me How to Book](#)

**Teachers**

- Amy KERWICK**  
10 Science  
Interview Welcome
- Divinna ARASU**  
10 Mathematics  
Interview Welcome
- Kayla HUME**  
10 Global Literacy  
Interview Welcome
- Michelle COLLINS**  
10 English  
Interview Welcome
- Pritika PRIYA**  
99 PhysChem  
Interview Welcome
- Dolores BRIFFA**  
99 How the Mind and Body  
Interview Welcome

You can choose to Skip or proceed to be guided through the process.

Tuesday, October 13

02:00 PM		02:10 PM		02:20 PM		02:30 PM	
02:40 PM		02:50 PM		03:00 PM		03:10 PM	
03:20 PM		03:30 PM		03:40 PM		03:50 PM	
04:00 PM		04:10 PM		04:20 PM		04:30 PM	
04:40 PM		04:50 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

10 Global Literacy

Interview Welcome

Michelle COLLINS  
10 English

Interview Welcome

Pritika PRIYA  
99 PhysChem

Interview Welcome

Dolores BRIFFA  
99 How the Mind and Body Tick

Interview Welcome

Tuesday, October 13

02:00 PM		02:10 PM		02:20 PM		02:30 PM	
02:40 PM		02:50 PM					
03:20 PM		03:30 PM					
04:00 PM		04:10 PM					
04:40 PM		04:50 PM					

How to make a booking

You can make a booking by either

Clicking on a timeslot on the left, and then selecting the eligibility on the right

or

Clicking on an eligibility on the right and then selecting the timeslot on the left

Let's Book!

Teachers

Amy KERWICK  
10 Science

Interview Welcome

Divinna ARASU  
10 Mathematics

Interview Welcome

Kayla HUME  
10 Global Literacy

Interview Welcome

Michelle COLLINS  
10 English

Interview Welcome

Pritika PRIYA  
99 PhysChem

Interview Welcome

Dolores BRIFFA  
99 How the Mind and Body Tick

Interview Welcome

Timeslot

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

Tuesday, October 13

02:00 PM		02:10 PM		02:20 PM		02:30 PM	
02:40 PM		02:50 PM		03:00 PM		03:10 PM	
03:20 PM		03:30 PM		03:40 PM		03:50 PM	
04:00 PM		04:10 PM		04:20 PM		04:30 PM	
04:40 PM		04:50 PM					

Teachers

10 Science

Amy KERWICK  
Interview Welcome

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

[Back]

Kayla HUME  
10 Global Literacy

Interview Welcome

Michelle COLLINS  
10 English

Interview Welcome

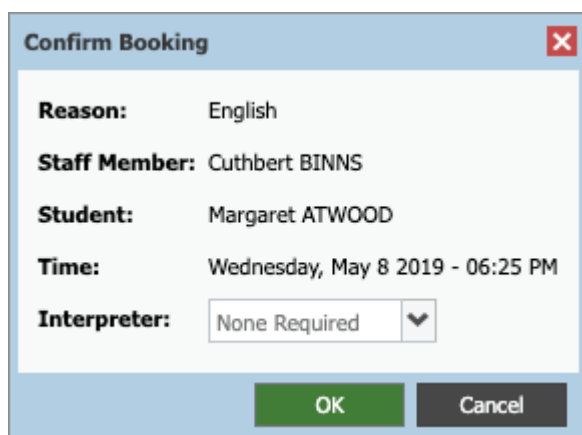
Pritika PRIYA  
99 PhysChem

Interview Welcome

Dolores BRIFFA  
99 How the Mind and Body Tick

Interview Welcome

A confirmation will pop-up and you can then click 'OK' to make the booking.

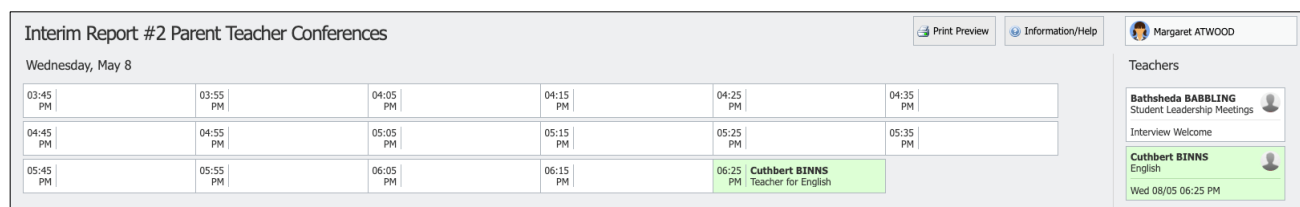


A confirmation dialog box titled "Confirm Booking" with a close button (X) in the top right corner. It contains the following information:

- Reason:** English
- Staff Member:** Cuthbert BINNS
- Student:** Margaret ATWOOD
- Time:** Wednesday, May 8 2019 - 06:25 PM
- Interpreter:** None Required (with a dropdown arrow)

At the bottom, there are two buttons: "OK" (green) and "Cancel" (dark grey).

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



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		

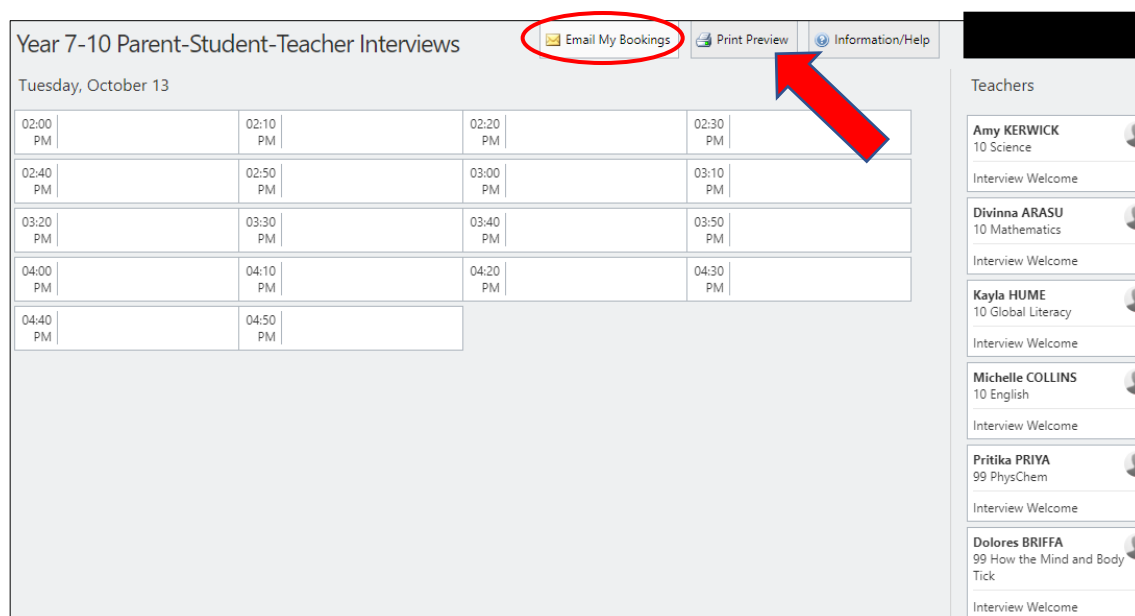
Print Preview Information/Help Margaret ATWOOD

Teachers

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

When you have completed making your bookings, you can use the 'Email my bookings' option by clicking the button. The email issued will contain a list of each booking, detailing the staff member, the booking date/time, the subject, the location and the student it relates to.

Or, click 'Print Preview' to view your booking schedule.



Year 7-10 Parent-Student-Teacher Interviews

Tuesday, October 13

02:00 PM		02:10 PM		02:20 PM		02:30 PM	
02:40 PM		02:50 PM		03:00 PM		03:10 PM	
03:20 PM		03:30 PM		03:40 PM		03:50 PM	
04:00 PM		04:10 PM		04:20 PM		04:30 PM	
04:40 PM		04:50 PM					

Email My Bookings Print Preview Information/Help

Teachers

- Amy KERWICK  
10 Science  
Interview Welcome
- Divinna ARASU  
10 Mathematics  
Interview Welcome
- Kayla HUME  
10 Global Literacy  
Interview Welcome
- Michelle COLLINS  
10 English  
Interview Welcome
- Pritika PRIYA  
99 PhysChem  
Interview Welcome
- Dolores BRIFFA  
99 How the Mind and Body Tick  
Interview Welcome

If you have more than one child enrolled in this cycle, you will be able to select which child you are making bookings for. The possible subjects/teachers that bookings can be made for in relation to the student will display under their name.