

MATER DEI CATHOLIC COLLEGE

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Year 12 2016 Parent/Student/Teacher Interviews

Tuesday, 27th October 2015

3.30pm – 7.30pm

Dear Year 12 2016 Parents,

We are using the on-line booking system for the upcoming Parent/Student/Teacher Interviews.

I encourage the attendance of your son/daughter at these interviews. Their presence will ensure that any information that is given by teachers or sought by you is heard by the student. It is also important that all stakeholders have both a 'voice' and an 'ear' in the interview, which will focus on achievements and areas for improvement. Students will benefit from the common understandings that are gained as a result of their presence.

The outline of the evening is as follows:

3.30pm – 5.30pm	All teachers present in the College Hall
5.30pm – 6.00pm	Teacher's Meal Break (no interviews)
6.00pm – 7.30pm	Interviews continue as per bookings

The booking system is user-friendly, the key information required is that you know the names of your child's teachers. Interviews are 10 minutes. Once bookings are made, you are able to print your schedule, as well as sending a confirming e-mail to yourself. Bookings can also be amended at a later date.

Bookings can be made online from **Wednesday, 7th October** and will close at **3.00pm on Monday, 26th October**. ***No bookings can be made after this time.***

Parents who do not have internet access can contact Mrs Maxine Mowett at the College and she will enter your requests.

Instructions on how to access the site are printed on the next page.

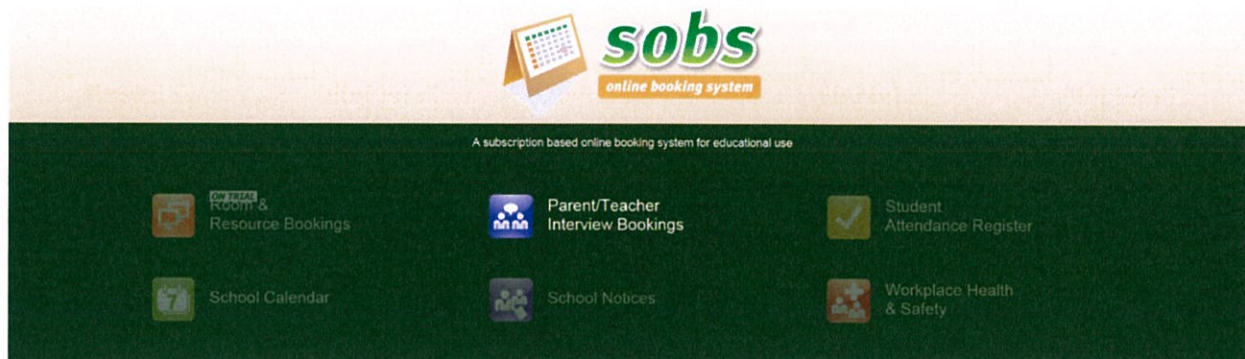
Please contact the College if you have any comments or questions.

Mr Laurie Fitzpatrick
Assistant to the Principal - Curriculum

How to book your Parent/Student/Teacher interviews

NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the sobs website and click on the link for 'Parent/Teacher interviews' **sobs.com.au** Enter Mater Dei Catholic College



2. Type in your email address

This screenshot shows the 'Parent access' login screen. It features a sidebar menu with options like 'Change schools', 'Staff login', 'Parent access', and 'Logout'. The main content area has a heading 'Parent access' and a form with an 'Email' field. Below the field, there's a note: 'For example: jane.smith@gmail.com. This email will be your login identifier each time you visit this site.' There are 'Next' and 'Cancel' buttons at the bottom right.

3. Enter your name and contact details

This screenshot shows the 'Student registration' screen. It has the same sidebar menu as the previous screen. The main content area has a heading 'Student registration' and a form with fields for 'Name' and 'Contact'. Below the 'Name' field, there's a note: 'Enter your first name and surname, for example: John Smith.' Below the 'Contact' field, there's a note: 'Enter a contact phone number.' There are 'Next' and 'Cancel' buttons at the bottom right.

4. Enter your child's full name and select year level from the drop down menu

This screenshot shows the 'Student registration' screen with the form filled out. The 'Name' field contains 'Jane Doe' and the 'Contact' field contains '87854321'. Below the 'Name' field, there's a note: 'Enter your child's full name.' Below the 'Contact' field, there's a note: 'Select this child's current year level.' There are 'Next' and 'Cancel' buttons at the bottom right.

5. Click on the 'Book Interviews' box to book your interviews

This screenshot shows the 'Book Interviews' screen. It has the same sidebar menu. The main content area has a heading 'Book Interviews' and a table with columns: 'Name', 'Year level', 'Interview dates', and 'Book Interviews'. The table contains one row with the following data: 'Jane Doe', 'Y7', '20-03-2013 - 20-03-2013'. There is an 'Add new' button at the bottom left and a 'Book Interviews' button at the bottom right.

6. Select all teachers you require interviews with by ticking the box

7. Scroll and select available slots with each staff member. The green slots are available. Grey slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.

8. Once selected you have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered.