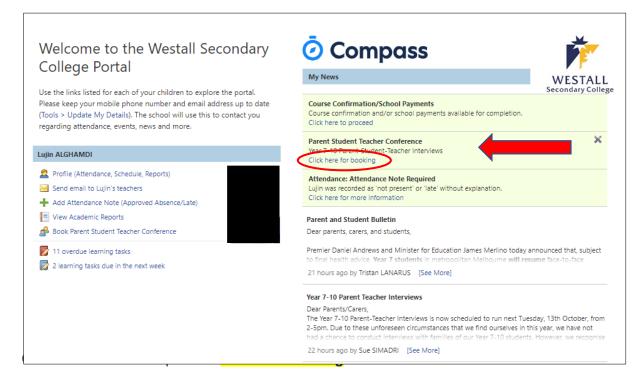
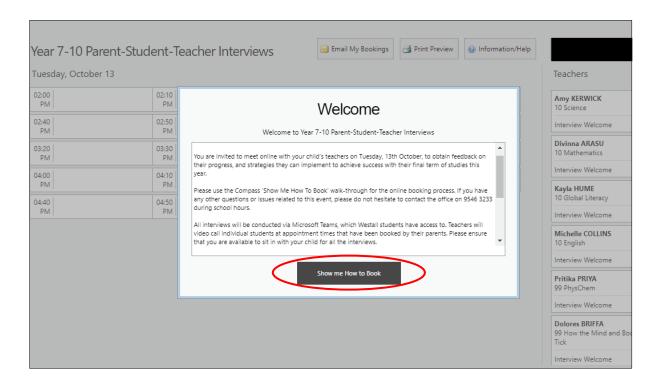
Instructions to book interviews in Compass

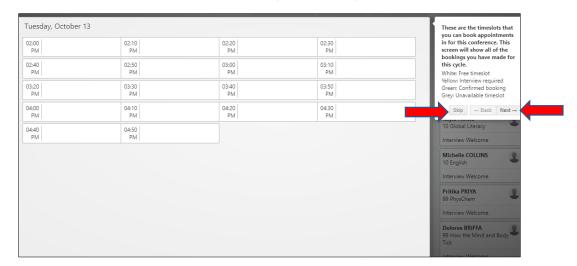
The Parent Teacher Interviews cycle is now open to parents. Parents of all students enrolled in Year 7-10 will have a **notification on their Compass dashboard** advising them that they have a conference cycle open to make bookings for.

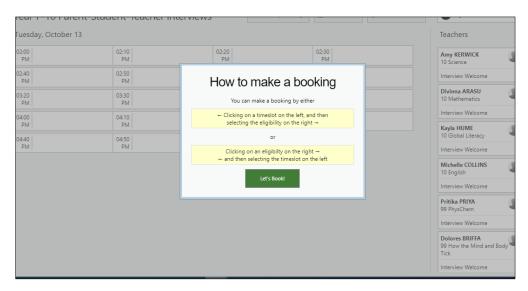


Clicking on the notification will take you to the Welcome page of the current cycle. Click 'Show me How to Book' for assistance with making bookings.



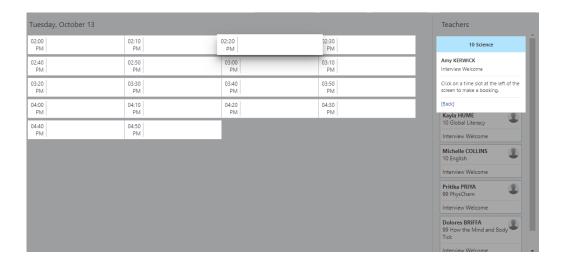
You can choose to Skip or proceed to be guided through the process.



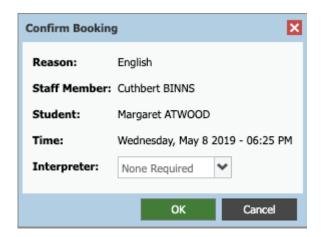


Timeslot

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.



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

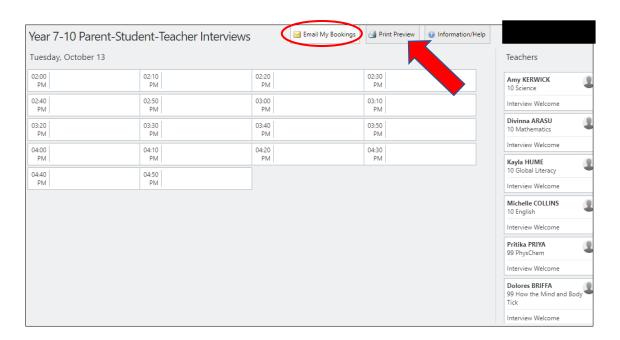


The timeslot and correlating staff member will show as green indicating a booking is in place. Any staff in your list that you have made a booking with will show as green. White indicates they are yet to be booked with.



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.



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.