

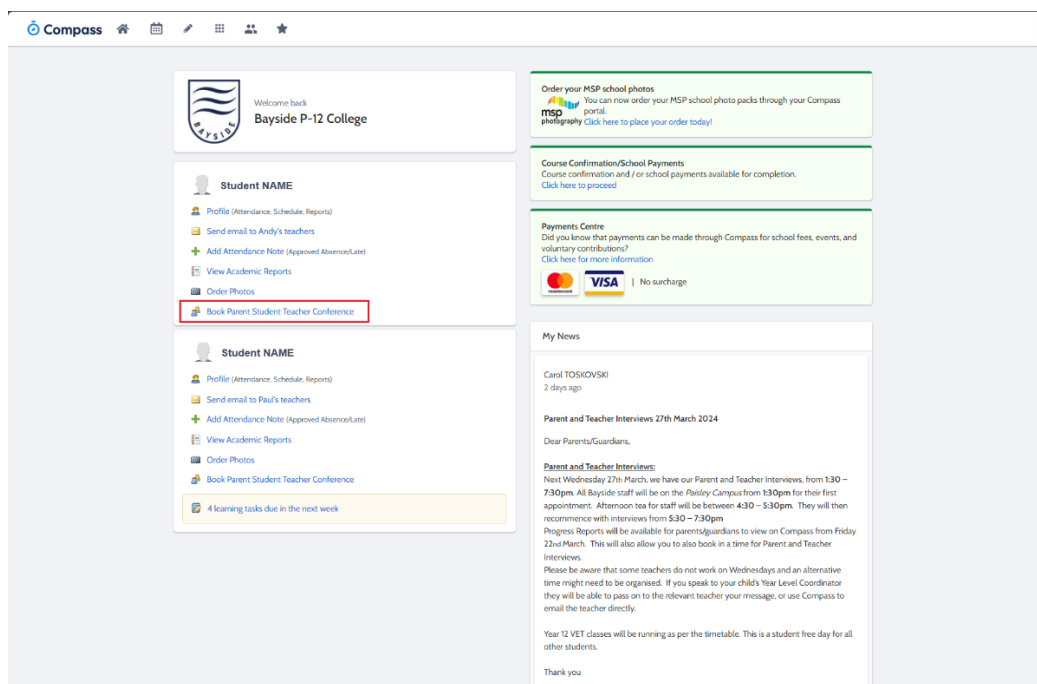
BAYSIDE P-12 COLLEGE

IT Services Procedure – Parent/Teacher Interview Bookings

Prepare by - IT Services
21/03/2024

Parent/Teacher interview booking guide via Compass

1. Parent/Guardian login to the compass parent portal.
2. Select 'Book Parent Student Teacher Conference' under your child's profile, highlighted below.



3. Select the appropriately conference cycle example below, then select the 'My Bookings' button.

Conferences

Conference Cycles	
Cycle Name	
2024 - Term 1 Parent - Teacher Interviews First Slot: Wednesday, March 27 2024 - 01:30 PM, Last Slot: Wednesday, March 27 2024 - 07:25 PM	My Bookings
2023 - Term 3 Parent - Teacher Interviews First Slot: Thursday, September 7 2023 - 01:30 PM, Last Slot: Thursday, September 7 2023 - 07:25 PM	My Bookings
2023 - Term 1 Parent - Teacher Interviews First Slot: Wednesday, March 22 2023 - 01:30 PM, Last Slot: Wednesday, March 22 2023 - 07:25 PM	My Bookings
2022 - Term 3 Parent - Teacher Interviews First Slot: Thursday, September 8 2022 - 01:30 PM, Last Slot: Thursday, September 8 2022 - 07:25 PM	My Bookings
2022 - Term 1 Parent - Teacher Interviews First Slot: Wednesday, March 23 2022 - 01:30 PM, Last Slot: Wednesday, March 23 2022 - 07:25 PM	My Bookings
2021 - Term 3 Parent - Teacher Interviews First Slot: Thursday, September 9 2021 - 01:30 PM, Last Slot: Thursday, September 9 2021 - 07:20 PM	My Bookings
2021 - Term 1 Parent - Teacher Interviews First Slot: Wednesday, March 24 2021 - 01:30 PM, Last Slot: Wednesday, March 24 2021 - 07:25 PM	My Bookings
2020 - Term 3 Parent - Teacher Interviews First Slot: Thursday, September 10 2020 - 01:30 PM, Last Slot: Thursday, September 10 2020 - 07:25 PM	My Bookings
2020 - Term 1 Parent - Teacher Interviews First Slot: Wednesday, March 25 2020 - 01:30 PM, Last Slot: Wednesday, March 25 2020 - 07:25 PM	My Bookings
2019 - Term 3 Parent - Teacher Interviews First Slot: Thursday, September 12 2019 - 01:30 PM, Last Slot: Thursday, September 12 2019 - 07:25 PM	My Bookings
2019 - Term 1 Parent - Teacher Interviews First Slot: Thursday, March 28 2019 - 01:30 PM, Last Slot: Thursday, March 28 2019 - 07:25 PM	My Bookings

4. There are two ways to book an interview with your child’s teacher:

The first is by selecting a booking timeslot and then selecting one of your child’s available teacher’s, as shown below.

2024 - Term 1 Parent - Teacher Interviews

Email My Bookings

Print Preview

Information/Help

Wednesday, March 27

Wednesday 27/03 01:30 PM	01:35 PM	01:40 PM	01:45 PM	01:50 PM
Click on a person at the right of screen to book with them.	02:00 PM	02:05 PM	02:10 PM	02:15 PM
[Back]	02:25 PM	02:30 PM	02:35 PM	02:40 PM
02:45 PM	02:50 PM	02:55 PM	03:00 PM	03:05 PM
03:10 PM	03:15 PM	03:20 PM	03:25 PM	03:30 PM
03:35 PM	03:40 PM	03:45 PM	03:50 PM	03:55 PM
04:00 PM	04:05 PM	04:10 PM	04:15 PM	04:20 PM
04:25 PM	04:30 PM	04:35 PM	04:40 PM	04:45 PM
04:50 PM	04:55 PM	05:00 PM	05:05 PM	05:10 PM
05:15 PM	05:20 PM	05:25 PM	05:30 PM	05:35 PM
05:40 PM	05:45 PM	05:50 PM	05:55 PM	06:00 PM
06:05 PM	06:10 PM	06:15 PM	06:20 PM	06:25 PM
06:30 PM	06:35 PM	06:40 PM	06:45 PM	06:50 PM
06:55 PM	07:00 PM	07:05 PM	07:10 PM	07:15 PM
07:20 PM	07:25 PM			

Teachers

James AUSSEMS

12 Visual Communication Design

Interview Welcome

Scott CURRIE

12 Biology

Interview Welcome

Daniel LOMBARDO

12 Business Management

Interview Welcome

Daniel LOMBARDO

12 English

Interview Welcome

Karen COLASURDO

12 General Mathematics

Interview Welcome

Ana TUCKERMAN

12 Pastoral Care

Interview Welcome

Secondly, by selecting one of your child’s teachers and then selecting an available booking timeslot, shown below.

2024 - Term 1 Parent - Teacher Interviews

Email My Bookings

Print Preview

Information/Help

Wednesday, March 27

01:30 PM	01:35 PM	01:40 PM	01:45 PM	01:50 PM
01:55 PM	02:00 PM	02:05 PM	02:10 PM	02:15 PM
02:20 PM	02:25 PM	02:30 PM	02:35 PM	02:40 PM
02:45 PM	02:50 PM	02:55 PM	03:00 PM	03:05 PM
03:10 PM	03:15 PM	03:20 PM	03:25 PM	03:30 PM
03:35 PM	03:40 PM	03:45 PM	03:50 PM	03:55 PM
04:00 PM	04:05 PM	04:10 PM	04:15 PM	04:20 PM
04:25 PM	04:30 PM	04:35 PM	04:40 PM	04:45 PM
04:50 PM	04:55 PM	05:00 PM	05:05 PM	05:10 PM
05:15 PM	05:20 PM	05:25 PM	05:30 PM	05:35 PM
05:40 PM	05:45 PM	05:50 PM	05:55 PM	06:00 PM
06:05 PM	06:10 PM	06:15 PM	06:20 PM	06:25 PM
06:30 PM	06:35 PM	06:40 PM	06:45 PM	06:50 PM
06:55 PM	07:00 PM	07:05 PM	07:10 PM	07:15 PM
07:20 PM	07:25 PM			

Teachers

12 Visual Communication Design

James AUSSEMS

Interview Welcome

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

[Back]

Interview Welcome

Daniel LOMBARDO

12 Business Management

Interview Welcome

Daniel LOMBARDO

12 English

Interview Welcome

Karen COLASURDO

12 General Mathematics

Interview Welcome

Ana TUCKERMAN

12 Pastoral Care

Interview Welcome

Please note: If your child has the same teacher for multiple subjects, please do not book that teacher multiple times, there should be enough time in one booking timeslot to discuss multiple subjects.

5. Once you have successfully completed your parent/teacher interview bookings, the interview bookings page will look like the one shown below.

2024 - Term 1 Parent - Teacher Interviews

Email My Bookings

Print Preview

Information/Help

Wednesday, March 27

01:30 PM		01:35 PM		01:40 PM		01:45 PM		01:50 PM	
01:55 PM		02:00 PM		02:05 PM		02:10 PM		02:15 PM	
02:20 PM	James AUSSEMS Teacher for 12 Visual C...	02:25 PM		02:30 PM		02:35 PM		02:40 PM	
02:45 PM		02:50 PM		02:55 PM		03:00 PM		03:05 PM	
03:10 PM		03:15 PM		03:20 PM		03:25 PM		03:30 PM	
03:35 PM		03:40 PM		03:45 PM		03:50 PM		03:55 PM	
04:00 PM		04:05 PM		04:10 PM		04:15 PM		04:20 PM	
04:25 PM		04:30 PM	Not available for boo...	04:35 PM	Not available for boo...	04:40 PM	Not available for boo...	04:45 PM	Not available for boo...
04:50 PM	Not available for boo...	04:55 PM	Not available for boo...	05:00 PM	Not available for boo...	05:05 PM	Not available for boo...	05:10 PM	Not available for boo...
05:15 PM	Not available for boo...	05:20 PM	Not available for boo...	05:25 PM	Not available for boo...	05:30 PM		05:35 PM	
05:40 PM		05:45 PM		05:50 PM		05:55 PM		06:00 PM	
06:05 PM		06:10 PM		06:15 PM		06:20 PM		06:25 PM	
06:30 PM		06:35 PM		06:40 PM		06:45 PM		06:50 PM	
06:55 PM		07:00 PM		07:05 PM		07:10 PM		07:15 PM	
07:20 PM		07:25 PM							

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James AUSSEMS
12 Visual Communication Design
Wed 27/03 02:20 PM

6. Once you finalised your parent/teacher interview bookings, you can email or print you confirmation booking sheet by selecting one of the buttons highlighted by the red square, shown below.

2024 - Term 1 Parent - Teacher Interviews

Email My Bookings

Print Preview

Information/Help

Wednesday, March 27

01:30 PM		01:35 PM		01:40 PM		01:45 PM		01:50 PM	
01:55 PM		02:00 PM		02:05 PM		02:10 PM		02:15 PM	
02:20 PM	James AUSSEMS Teacher for 12 Visual C...	02:25 PM		02:30 PM		02:35 PM		02:40 PM	
02:45 PM		02:50 PM		02:55 PM		03:00 PM		03:05 PM	
03:10 PM		03:15 PM		03:20 PM		03:25 PM		03:30 PM	
03:35 PM		03:40 PM		03:45 PM		03:50 PM		03:55 PM	
04:00 PM		04:05 PM		04:10 PM		04:15 PM		04:20 PM	
04:25 PM		04:30 PM	Not available for boo...	04:35 PM	Not available for boo...	04:40 PM	Not available for boo...	04:45 PM	Not available for boo...
04:50 PM	Not available for boo...	04:55 PM	Not available for boo...	05:00 PM	Not available for boo...	05:05 PM	Not available for boo...	05:10 PM	Not available for boo...
05:15 PM	Not available for boo...	05:20 PM	Not available for boo...	05:25 PM	Not available for boo...	05:30 PM		05:35 PM	
05:40 PM		05:45 PM		05:50 PM		05:55 PM		06:00 PM	
06:05 PM		06:10 PM		06:15 PM		06:20 PM		06:25 PM	
06:30 PM		06:35 PM		06:40 PM		06:45 PM		06:50 PM	
06:55 PM		07:00 PM		07:05 PM		07:10 PM		07:15 PM	
07:20 PM		07:25 PM							

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Wed 27/03 02:20 PM

That completes the Parent/Teacher booking process.