

Making a Conference Booking

Notifications

When a cycle is set as 'Open' for the target audience, and the target audience is Students, 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.

When a cycle is set as 'Open' for the target audience, and the target audience is Parents, 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 displays a Compass dashboard interface. At the top left, there is a welcome message: "Welcome back, Sable! Magic P-12 College" with a college crest logo. Below this, two user profiles are listed: Stephen CORNFOOT and Euan ABERCROMBIE. Each profile includes a profile picture, name, and a list of actions such as "Profile", "Send email to teachers", "Add Attendance Note", "View Academic Reports", and "Order Photos". In Euan ABERCROMBIE's profile, the "Book Parent Student Teacher Conference" link is highlighted with a red box. On the right side of the dashboard, there are several notification cards. The top card is titled "Course Confirmation/School Payments" and includes a link to "proceed". The second card, titled "Parent Student Teacher Conference" with a sub-heading "2021 Parent Teacher Interviews", is highlighted with a red border and includes a link to "booking". The third card is titled "Event Consent/Payment Required" and includes a link to "more information". Below the notifications is a "My News" section featuring a news item from Sunil Stiney dated Feb 8th about "Magic High's School Fete", which includes a small image of a fairground.

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. If a Description was included in the cycle settings, the user will see this information. 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	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 Not available for booking
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 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 Not available for booking
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 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 →](#)

Please Note: The process is very similar for a student making a booking or a parent making a booking. The images in this process will be from the parent perspective.

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 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	

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 Not available for booking
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

Teachers

- Cuthbert BINNS
English
Interview Welcome
- Bathsheba 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.

Print Preview Information/Help Margaret ATWOOD

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 Not available for booking Meal Break
25 'M	07:35 PM
25 'M	

Teachers

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.

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	Wednesday 08/05 06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM		04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM

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

[Back]

Teachers

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 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 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 Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
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.

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

Teachers

Bathsheda BABBLING
 Student Leadership Meetings
 Wed 08/05 05:55 PM

Cuthbert BINNS
 English
 Wed 08/05 06:25 PM

Changing a Booking

While a cycle is set as 'Open' for the user, they can change their bookings if they want to. If the cycle is set to 'Read-only' the user cannot make any edits and will need to contact the school office for assistance.

To delete the booking or change the timeslot, the user can click the staff member from the Teacher list on the right. The details of their existing booking with that staff member will pop-up.

English

Cuthbert BINNS
Interview Welcome

Booked on Wednesday 08/05 06:25 PM
for Margaret ATWOOD

[\[Delete this booking\]](#)
[\[Manage interpreter options\]](#)

Click on another time at the left of
screen to book at that time instead.

[\[Back\]](#)

They can also click the timeslot they have a booking for and make changes.

Booking Schedule

When a user has completed making their bookings, they 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 (for parents with more than one student in the conference cycle)

Booking for Mrs Sable BROOKS Email My Bookings Print Preview Information/Help Euan ABERCROMBIE

2021 Parent Teacher Interviews

Monday, October 19

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	05:00 PM
05:10 PM Kevin Phillips Year 10 Coordinator Meeting	05:20 PM	05:30 PM	05:40 PM	05:50 PM

Tuesday, October 20

09:30 AM	09:40 AM	09:50 AM	10:00 AM	10:10 AM
10:20 AM	10:30 AM	10:40 AM	10:50 AM	11:00 AM
11:10 AM	11:20 AM	04:00 PM	04:10 PM	04:20 PM
04:30 PM	04:40 PM	04:50 PM	05:00 PM	05:10 PM
05:20 PM	05:30 PM	05:40 PM	05:50 PM	06:00 PM Not available for booking Meal Break
06:10 PM Not available for booking Meal Break	06:20 PM Not available for booking Meal Break	06:30 PM	06:40 PM	06:50 PM
07:00 PM	07:10 PM	07:20 PM	07:30 PM	07:40 PM
07:50 PM				

Teachers

Kevin Phillips
 Year 10 Coordinator Meeting
 Mon 19/10 05:10 PM

Close

If the user needs to access their bookings on another occasion, provided a cycle is set as 'Open' or 'Read-Only' for the target audience, the user can go to their Conferences page (under the Community menu) and click into the applicable cycle.

They can then either email the list to themselves again, or click 'Print Preview' to view their booking schedule.

This will show them a list of their bookings.

Bookings for Interim Report #2 Parent Teacher Conferences

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.

Booking for Shared Teaching Classes

If a user attempts to make a booking where a shared teaching arrangement (more than one Lead Teacher) has been set up for the class in the cycle, when the booking confirmation pop-up displays, they will be required to select the applicable teacher for the class that they are booking with. They will only be able to make one booking in relation to the class with one of the possible teachers.