

Dear Parents/Caregivers,

Please find below the instructions for booking a Parent Teacher Conference using Compass.

If you have any difficulties please contact karenh@cranbournesouth.edu.au for assistance

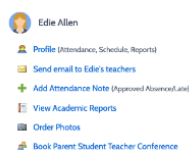
Kind regards,

Karen Halket - Assistant Principal

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

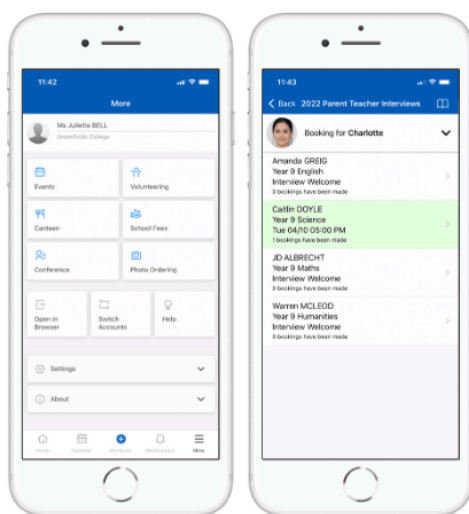
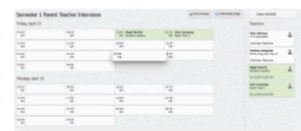
- 1 On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



- 2 A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.



- 3 Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



Using the Compass App

- 1 From the Compass home screen on your app, select the menu (top left) and click Conferences.
- 2 From the list of parent-teacher conference cycles
 - Select the relevant cycle you wish to book for
 - Select the student you wish to place a booking for
 - Select the class or interview group
 - Click on a time slot to make a booking and confirm