

MATER DEI CATHOLIC COLLEGE

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Year 7-10 Parent/Student/Teacher Interviews Wednesday, 21st October 2015 3.30pm – 8.00pm

Dear Year 7 - 10 Parents,

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

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 – 8.00pm | Interviews continue as per bookings |

The booking system is user-friendly, the key information required is that you know the names of your child/childrens' teachers. Interviews are for 5 minutes. Once bookings are made, you are able to print your schedule, as well as send a confirming e-mail to yourself. Bookings can also be amended at a later date.

Bookings will be able to be made online from **Wednesday, 7th October** and will close at **3.00 pm on Tuesday, 20th October**. *No bookings can be made after this time.* A reminder email will be sent after bookings close.

Parents who do not have internet access can contact Mrs Maxine Mowett at the College and she assist you with bookings.

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

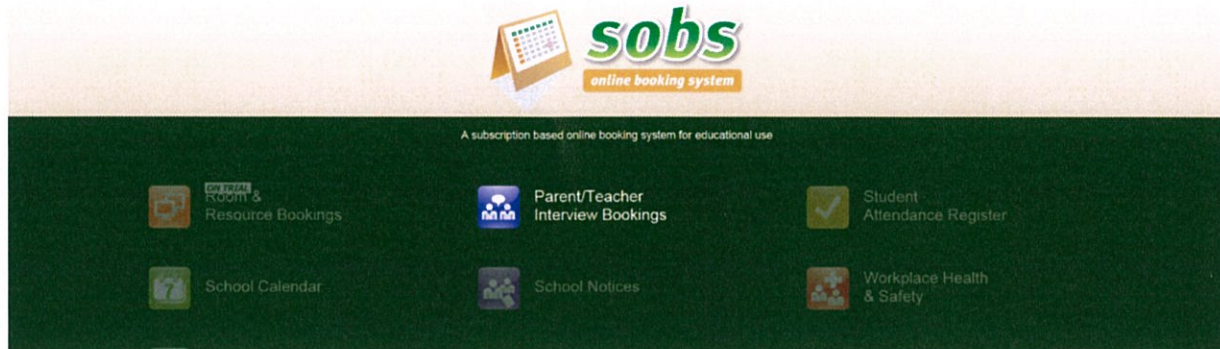
Please contact me at the College if you have any comments or questions.

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' form within the 'Parent/Teacher Interview Booking System' for Mater Dei Catholic College. The form is titled 'Interview Bookings' and 'Parent access'. It contains an 'Email' field with a placeholder text 'For example: john.smith@gmail.com' and a note '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 'Parent access' form with additional fields. Below the 'Email' field, there is a 'Name' field with a placeholder 'Enter your first name and surname, for example: John Smith' and a 'Contact' field with a placeholder 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are still present 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' form. It includes a 'Parent' section with fields for 'Email' (pre-filled with 'Roderick@gmail.com') and 'Pin Code' (pre-filled with '82904321'). Below this is the 'Students' section, titled 'Student registration', which has a 'Child's name' field (placeholder: 'Enter your child's full name') and a 'Child's year level' dropdown menu (options: Y6, Y7, Y8, Y9, Y10, Y11, Y12). A note says 'Select this child's current year level'. 'Next' and 'Cancel' buttons are at the bottom right.

- Click on the 'Book Interviews' box to book your interviews



- Select all teachers you require interviews with by ticking the box



- 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.

Parent/Teacher Interview Booking System Mater Dei Catholic College

Interview Bookings

Parent: flodoe@gmail.com
Flo Doe
67854321 Edit

Students:

| Name | Year level | Interview dates | |
|----------|------------|---|----------|
| Jane Doe | Yr7 | Year 7 Semester 1 2013 20-03-2013 - 20-03-2013 | Booked 6 |

Add child

Email Schedule Print Schedule