

Making a Conference Booking

Knowledge Base > Conferences > Making a Conference Booking

Overview

The Conferences module allows schools to manage conferences between different members of the school community.

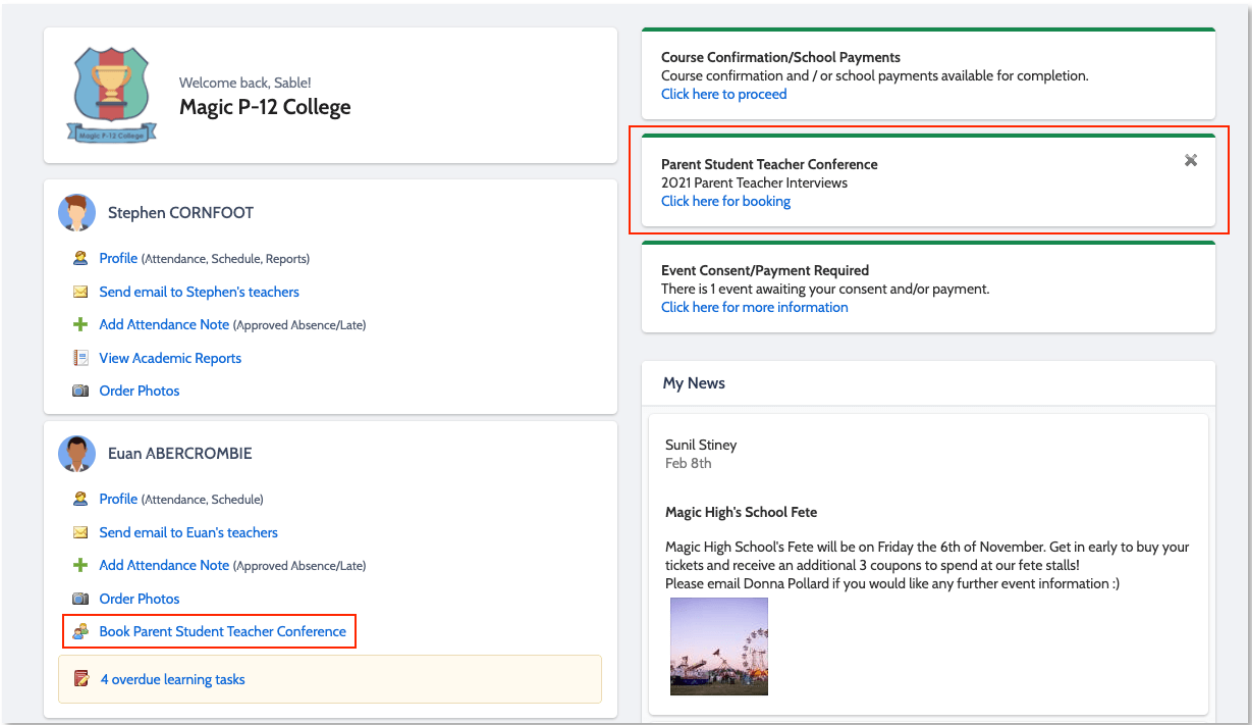
Parents or students (depending on your target group) can log in to Compass and book a time with staff members at the school.

For information on how they can make bookings via the Compass School Manager App, please refer to the ['Booking Conferences on Mobile Devices' article](#) from our Knowledge Base.

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.



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			04:35 PM
04:45 PM	04:55 PM	05:05 PM			05:35 PM
05:45 PM	05:55 PM	06:05 PM			05:35 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			07:35 PM
07:45 PM	07:55 PM	08:05 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

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	

Margaret ATWOOD

Teachers

Cuthbert BINNS

English

Interview Welcome

Bathsheda 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

Teachers

Cuthbert BINNS
English
Interview Welcome

Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

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
25 'M	07:35 PM
25 'M	

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

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

05:45 PM

05:55 PM

06:05 PM

06:15 PM

Wednesday 08/05 06:25 PM

Thursday, May 9

03:45 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

05:45 PM

05:55 PM

06:05 PM

06:15 PM

06:25 PM

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

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

05:45 PM

05:55 PM

06:05 PM

06:15 PM

06:25 PM

Thursday, May 9

03:45 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

05:45 PM

05:55 PM

06:05 PM

06:15 PM

06:25 PM

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	Not available for booking Meal Break
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.

[Back]

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

2021 Parent Teacher Interviews

Email My Bookings

Print Preview

Information/Help

Euan ABERCROMBIE

Teachers

Kevin Phillips

Year 10 Coordinator Meeting

Mon 19/10 05:10 PM

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									

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.

Interim Report #2 Parent Teacher Conferences

[Print Preview](#)
[Information/Help](#)

 Margaret ATWOOD

Wednesday, May 8

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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	

Bathsheda BABBLING

Student Leadership Meetings

Wed 08/05 05:55 PM

Cuthbert BINNS

English

Wed 08/05 06:25 PM

This will show them a list of their bookings.

Bookings for Interim Report #2 Parent Teacher Conferences

 Print Bookings

Booking Time ▲	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Bathsheda BABBLING Student Leadership Meetings Location: Room 24
Wednesday 08/05 06:25 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Cuthbert BINNS Teacher for English

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.

