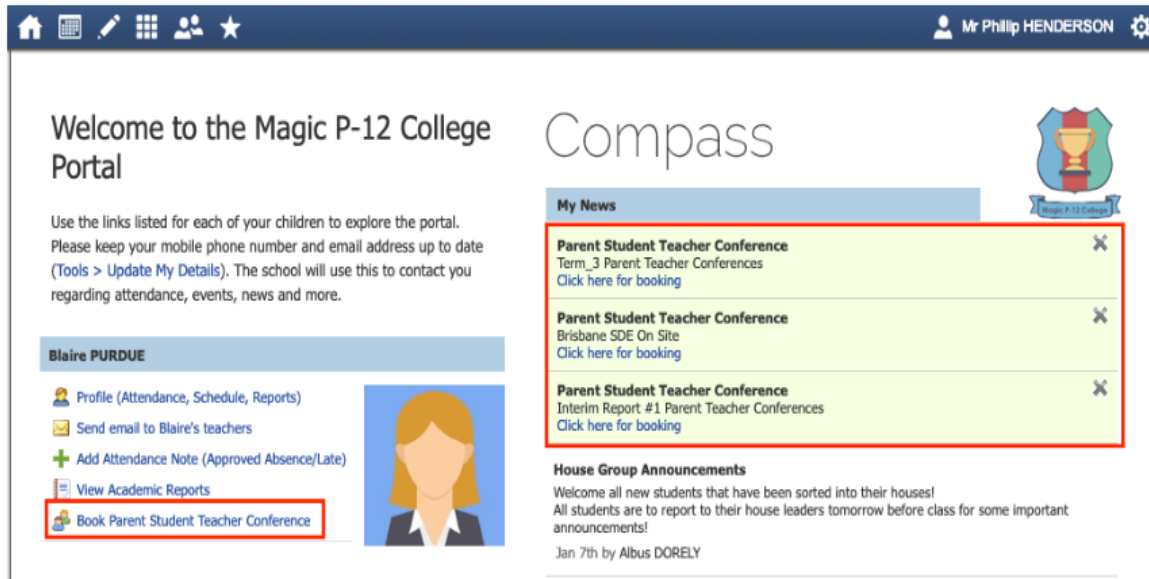


## HOW TO BOOK CONFERENCES (PARENT/TEACHER INTERVIEWS) USING BROWSER MODE

Within the portal, parents can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to their student's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.



Mr Phillip HENDERSON

### Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date ([Tools > Update My Details](#)). The school will use this to contact you regarding attendance, events, news and more.

**Blaire PURDUE**

- Profile (Attendance, Schedule, Reports)
- Send email to Blaire's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference**

### Compass

#### My News

- Parent Student Teacher Conference**  
Term\_3 Parent Teacher Conferences  
[Click here for booking](#)
- Parent Student Teacher Conference**  
Brisbane SDE On Site  
[Click here for booking](#)
- Parent Student Teacher Conference**  
Interim Report #1 Parent Teacher Conferences  
[Click here for booking](#)

#### House Group Announcements

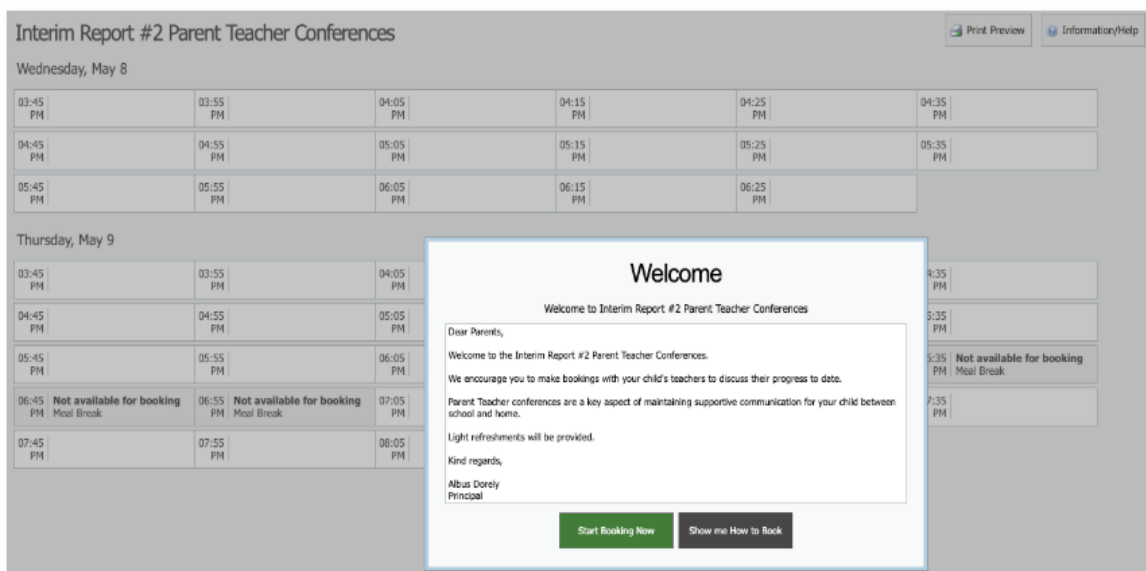
Welcome all new students that have been sorted into their houses!  
All students are to report to their house leaders tomorrow before class for some important announcements!  
Jan 7th by Albus DORELY

### 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

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		4:35 PM
04:45 PM	04:55 PM	05:05 PM		5:35 PM
05:45 PM	05:55 PM	06:05 PM		6:35 PM
06:45 PM	06:55 PM	07:05 PM		7:35 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 <b>Not available for booking</b> Meal Break
06:45 PM <b>Not available for booking</b> Meal Break	06:55 PM <b>Not available for booking</b> 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 →

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

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 <b>Not available for booking</b> Meal Break
06:45 PM <b>Not available for booking</b> Meal Break	06:55 PM <b>Not available for booking</b> 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

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 <b>Not available for booking</b> 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.

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.

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.

## 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 cycle is set as 'Open' or 'Read-Only' for the target audience, the user can access their booking schedule. To do so, they will go to their Conferences page (under the Community menu) and click into the applicable cycle.

They can then click 'Print Preview' to view their booking schedule.

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	

Thursday, May 9



Teachers

- 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.