

to the student's class enrolments.

Invalid Timeslot: The booked timeslot was made unavailable after a booking was made.

The reason for the invalidity of the booking will display under the Reason column on this tab.

To contact those with invalid bookings click the tick box/es down the left (or the top tickbox to Select All) and click 'Contact' and then select either 'Email Staff of selected' or 'Email Attendees of selected'. Either button will open the familiar email widget in Compass, which will allow you to email the selected group about the invalid bookings.

Display Code	Name	Date / Time	Staff	Reason	
<input checked="" type="checkbox"/>	PLO0001	Rebecca	Thursday, 31 August at 09:00 AM	Sonja KENDALL	Invalid Eligibility
<input checked="" type="checkbox"/>	PLO0001	Rebecca	Thursday, 31 August at 09:45 AM	Sonja KENDALL	Invalid Eligibility
<input checked="" type="checkbox"/>	SBI0001	Adriana BEST	Thursday, 31 August at 10:30 AM	Kirsti TAYLOR	Invalid Eligibility

From the Invalid Bookings tab you can tick the box to the left of the bookings and click 'Selected' > 'Remove Bookings' to delete the invalid bookings.

Tip: It is recommended that before simply deleting the invalid booking(s) you use the Contact button to first contact either the Staff member the booking is with, or the attendees whose booking it is, to notify them of the issue and let them know that their booking will be cancelled and any action that is required on their part.

The 'Exports' button will download a CSV of the same content this is displayed on this page.

Allowing Bookings

Once you're happy with the settings of your cycle and you're ready for the attendees to begin booking themselves into timeslots, go to the Cycle Settings (available on the Dashboard tab) and change the Parent/Student Access (this name will vary based on your target setting) to Open. As mentioned previously it is recommended that you also set the Staff Access to Read Only, as the period of time for staff to have entered their unavailable timeslots and managed their interview requirements should now have ended.

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.

Welcome to the Hogwarts P-12 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.

Hermione GRANGER

- Profile (Attendance, Schedule, Reports)
- Send email to Hermione's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews**
- 1 overdue learning task
- 1 learning task due in the next week

Compass

My News

- Insights Cycle Open**
Your input/feedback is requested regarding Hermione for "Goal Setting & Review T2 2017".
Click here to proceed
- Parent Student Teacher Conference**
Term 3, 2017 - Parent Teacher Interviews regarding Hermione Granger.
Click here for booking

College Newsletter

Another busy month at Hogwarts P-12. Download the attached Newsletter and read our story on page 4 about our success at the Dragon Championships!

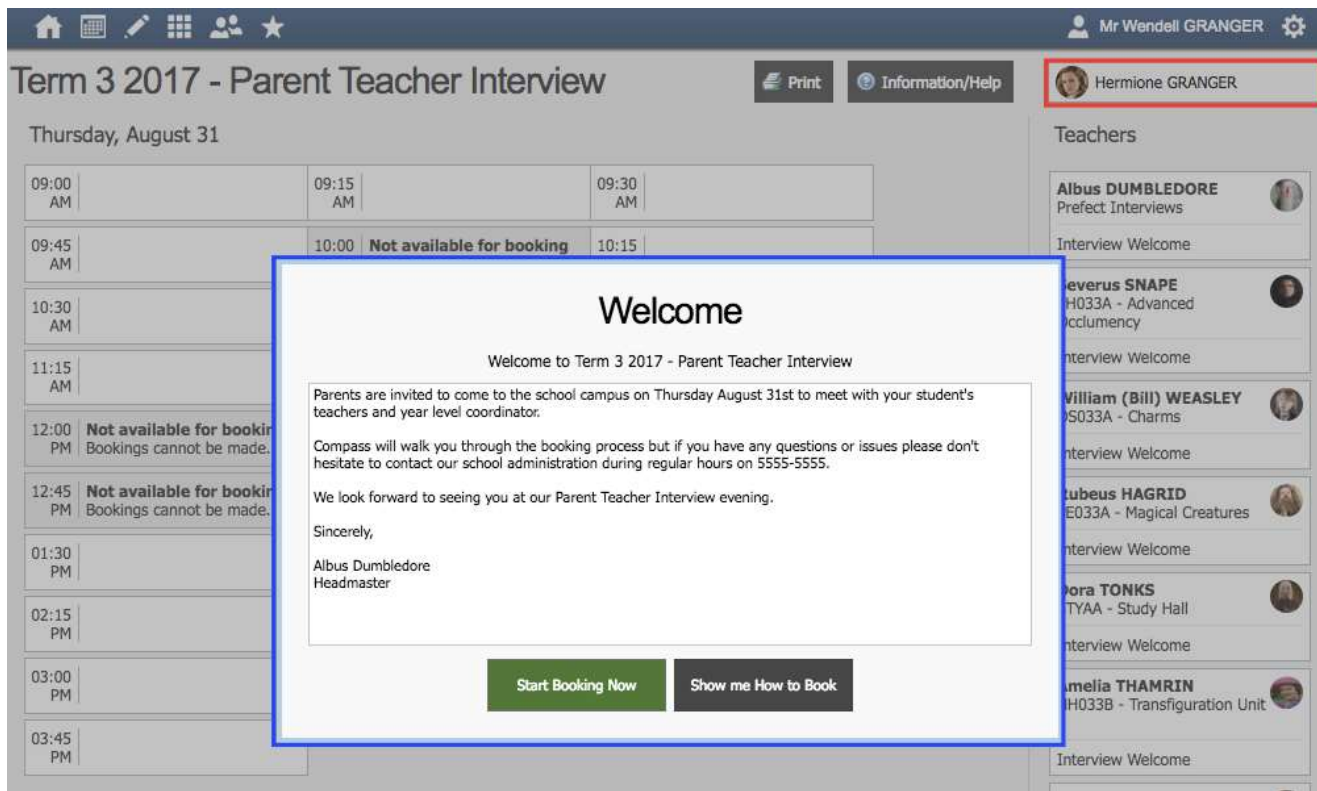
Document.pdf
2 days ago by Minerva McGONAGALL

We have arrived at the World Cup!

We have set up camp and attended our first match. It's a great atmosphere and we are having so much fun!

2 days ago by Rolanda HOOCH

When attendees go to book, they will see the Description that you set in the Cycle Settings. They will also have two options available - **Start Booking Now**, which allows them to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass. This section is highlighted in blue in the image below. If parents have multiple students at the school they can toggle between the staff members their students are associated with using the dropdown menu available at the top right of the screen, which is highlighted in red in the image below.



Once you're ready for Parents/Students to stop making bookings (for example a day before or a few hours before the first timeslot) go in to your Cycle Settings and alter your Parent/Student Access to be Read Only, this will allow attendees to see and print off their bookings, without making additional bookings or changes.

After the interviews have completed and you no longer want Parent/Students or Staff to access the cycle you can change both accesses to Closed.

Booking on Behalf of Users

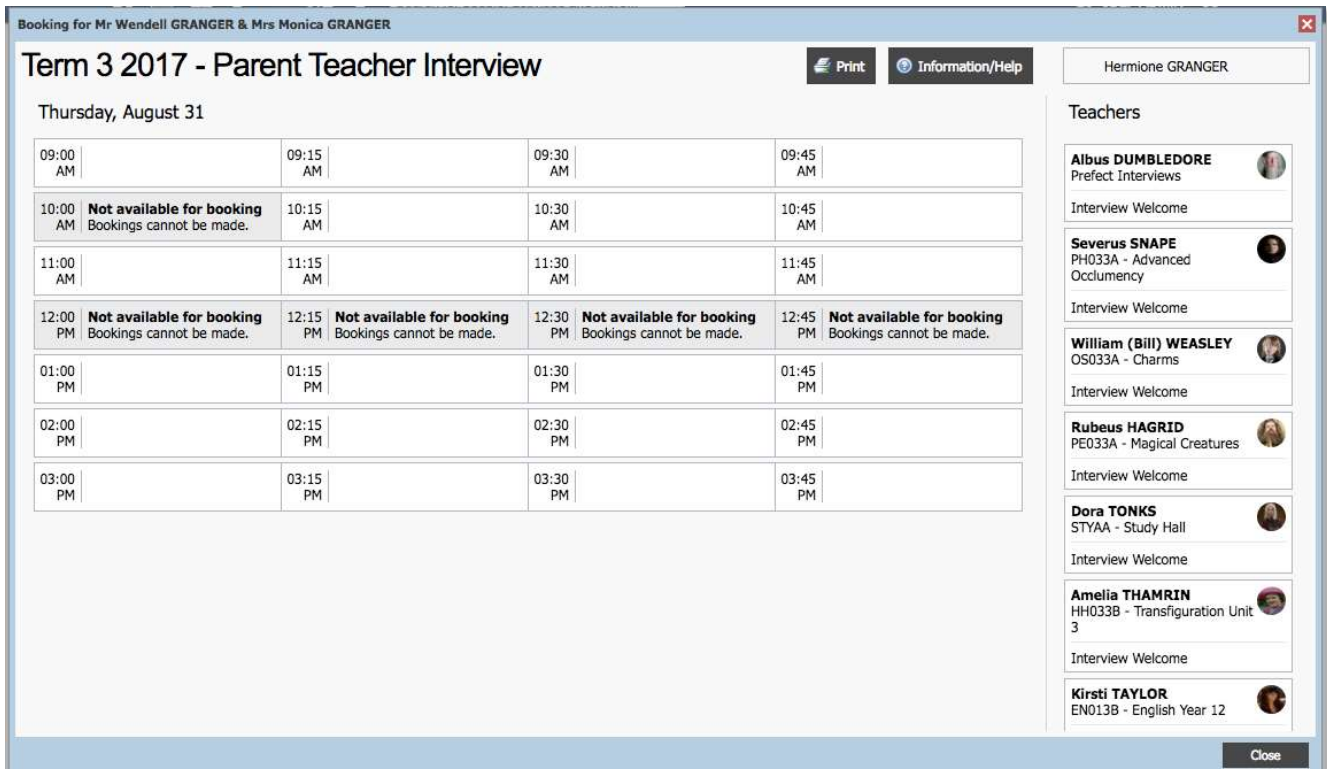
To book on behalf of a user navigate to the Conferences module by hovering over the Community menu (people icon) and clicking 'Conferences'. From this page click the 'Admin' button next to the relevant cycle.



Navigate to the 'Enrolments' tab and use the search option to find the student the booking is in regards to. Click Manage Bookings (the book icon), which is highlighted in the image below.



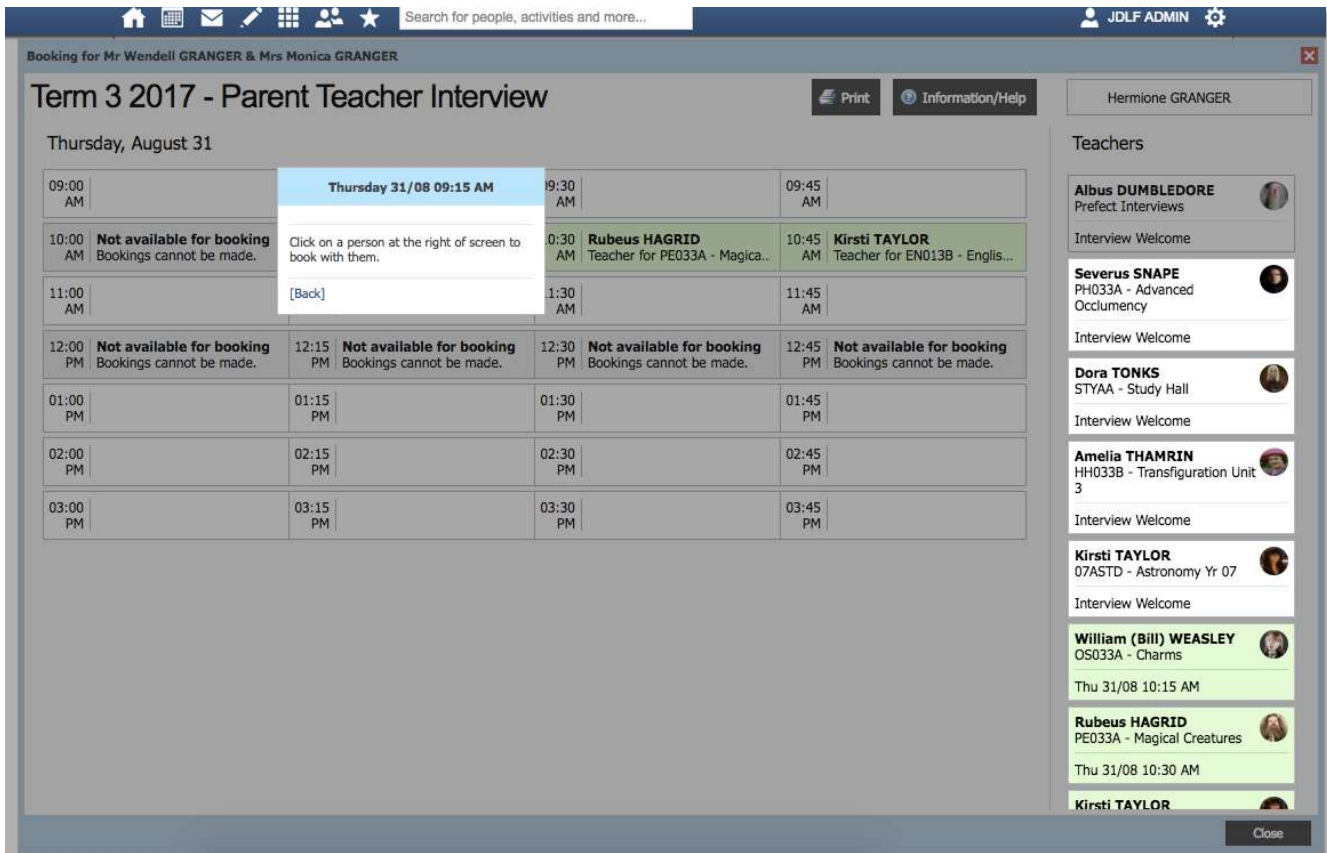
This will take you to the bookings screen, which works exactly the same for you as it does from the parent or student side.



There are two ways to make bookings - either by timeslot or by teacher.

By Timeslot

To book by timeslot click the timeslot and then select the teacher from the right who you would like to book with for this specific time. The teachers who are available during this timeslot will be shown in white. To select one of these teachers to book with click their name at the right. Teachers who the individual has already booked with but are available during the selected timeslot will be highlighted in green. If you would like to move the existing booking to this new timeslot you can click their name at the right. Teachers who are already booked out with another individual during the selected timeslot will be greyed out in the list, like Albus Dumbledore in the image below.



By Teacher

To book by teacher click the teacher's name in the list at the far right. The schedule to the left will display only the timeslots that the teacher is still available to be booked with. All timeslots that the teacher is already booked out for will be greyed out. Just click an available timeslot on the left to make a booking.

Booking for Mr Wendell GRANGER & Mrs Monica GRANGER

Term 3 2017 - Parent Teacher Interview

Thursday, August 31

09:00 AM		09:15 AM		09:30 AM		09:45 AM	
10:00 AM	Not available for booking Bookings cannot be made.	10:15 AM	William (Bill) WEASLEY Teacher for OS033A - Charms	10:30 AM	Rubeus HAGRID Teacher for PE033A - Magica...	10:45 AM	Kirsti TAYLOR Teacher for EN013B - Englis...
11:00 AM		11:15 AM		11:30 AM		11:45 AM	
12:00 PM	Not available for booking Bookings cannot be made.	12:15 PM	Not available for booking Bookings cannot be made.	12:30 PM	Not available for booking Bookings cannot be made.	12:45 PM	Not available for booking Bookings cannot be made.
01:00 PM		01:15 PM		01:30 PM		01:45 PM	
02:00 PM		02:15 PM		02:30 PM		02:45 PM	
03:00 PM		03:15 PM		03:30 PM		03:45 PM	

Teachers

Prefect Interviews

Albus DUMBLEDORE (Headmaster)
Location: Headmaster's Office
Comment: Password to the office is 'Fizzing Whizzbees'. Please provide the password to the gargoyles in order to gain entrance at your booked time.
Interview Welcome

Click on a time slot at the left of the screen to make a booking.
[Back]

Amelia THAMRIN
HH033B - Transfiguration Unit 3
Interview Welcome

Kirsti TAYLOR
07ASTD - Astronomy Yr 07
Interview Welcome

William (Bill) WEASLEY
OS033A - Charms
Thu 31/08 10:15 AM

Rubeus HAGRID
PE033A - Magical Creatures
Thu 31/08 10:30 AM

Kirsti TAYLOR

Close

Using either method of booking you will receive a confirmation popup to confirm the details of the booking - the time and date, the student's name, the staff member's name, the reason for the interview, and if an interpreter is required.

See the image at the right for an example.

FAQ

How can I make bookings for the attendee if they cannot access Compass?

If an attendee is unable to log in to Compass and make their own bookings, administrators are able to make bookings on their behalf. From the 'Enrolments' tab within the PST cycle filter for the student/s name using the Search bar at the top right of the table. Click the Manage Bookings button (book icon) and make the booking for the individual. See the section above titled 'Booking on Behalf of Users' for specifics.

How do I open the cycle up to be booked?

From the Dashboard tab of your cycle click with 'Cycle Settings' button and set the Parent Access (or Student Access if your Target is set to Students) to 'Open', and click 'Save' at the bottom.

Confirm Booking

Reason: Prefect Interviews

Staff Member: Albus DUMBLEDORE

Student: Ronald (Ron) WEASLEY

Time: Thursday, August 31 2017 - 11:45 AM

Interpreter: ▼