

# Booking a Parent Teacher Interview

Upon logging into Compass, you will see a notification on your Compass home page letting you know Parent Teacher Interviews are taking place and giving you the option to book. Please click on the 'Click here for booking' hyperlink.

**Parent Student Teacher Conference** ✕

Semester Two Parent Teacher Interviews

[Click here for booking](#)

When you click the notification, you will be taken into the booking page. You can click either 'Start Booking Now' or 'Show me How to Book' to proceed.

The screenshot shows the 'Interim Report #2 Parent Teacher Conferences' booking page. A modal box titled 'Welcome' is centered on the screen. The modal contains the following text:

**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

At the bottom of the modal are two buttons: 'Start Booking Now' and 'Show me How to Book'.

The background shows a grid of time slots for Wednesday, May 8 and Thursday, May 9. Some slots are marked as 'Not available for booking' or 'Meal Break'.

If you click 'Show me How to Book' this will take you to an instruction screen which you can proceed to be guided through or Skip.

When proceeding to make a booking, you will see the child the booking screen is in relation to in the top right corner. If you have more than one child at the school, you will be able to select which child to make a booking for.

This screenshot shows the same booking page as the previous one, but with a 'Teachers' list visible in the top right corner. The list is titled 'Teachers' and contains the following entries:

- Cuthbert BINNS** (English) Interview Welcome
- Bethsheda BARBLING** (Student Leadership Meetings) Interview Welcome

The user's name, 'Margaret ATWOOD', is displayed in a red-bordered box at the top right of the page. The background grid of time slots is visible, with some slots marked as 'Not available for booking' or 'Meal Break'.

Next you will need to click the teacher from the list on the right that you want to make a booking with. This will cause any timeslots that the teacher is still available for to display.

You can then click the timeslot you want to book with that teacher for. The confirmation will pop-up and you 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:**

The timeslot and correlating staff member will show as green indicating you have a booking in place.

To delete the booking or change the timeslot, you 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 and can be deleted or changed.

**English**

**Cuthbert BINNS**  
Interview Welcome

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Booked on Wednesday 08/05 06:25 PM  
for Margaret ATWOOD  
[\[Delete this booking\]](#)  
[\[Manage interpreter options\]](#)

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Click on another time at the left of  
screen to book at that time instead.

[\[Back\]](#)

To check your bookings, you can access your booking schedule at any point. To do so, you will need to go to the Conferences page (under the Community menu) and click into the Semester two cycle.

You can then click 'Print Preview' to view your booking schedule and print a copy if required.

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