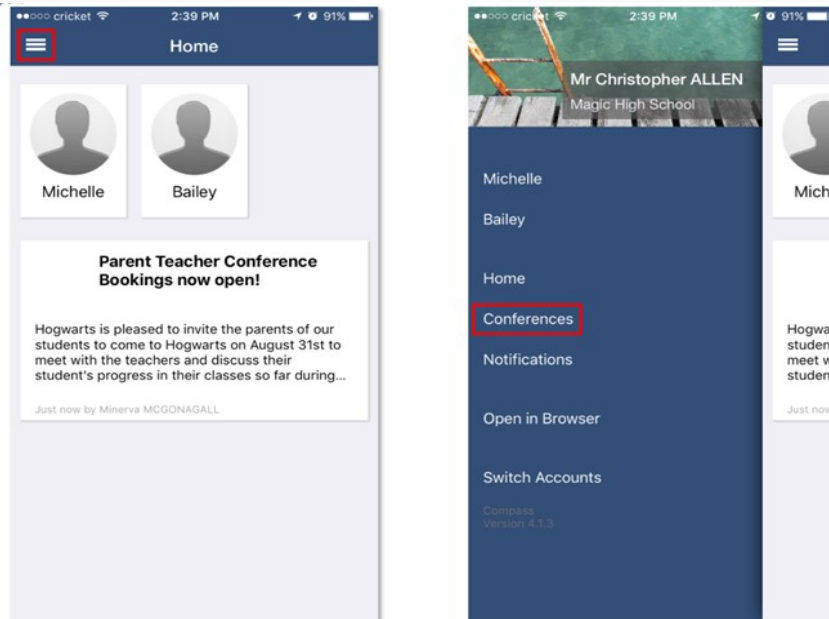


HOW TO BOOK CONFERENCES (PARENT/TEACHER INTERVIEWS) USING YOUR MOBILE DEVICE

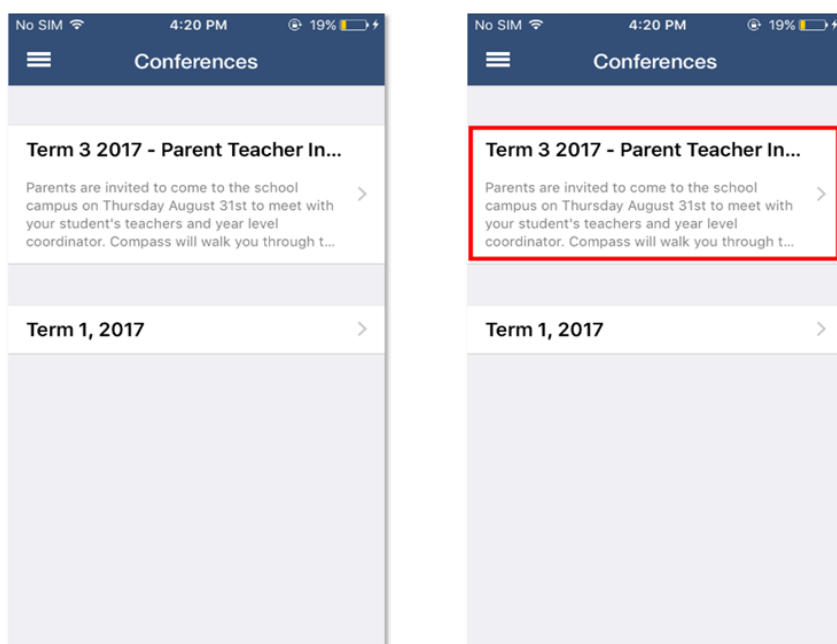
iOS / Apple Devices

In order to book in with the teachers at your students school for Conferences using the Compass app on an apple device you will first need to login using your parent login credentials.

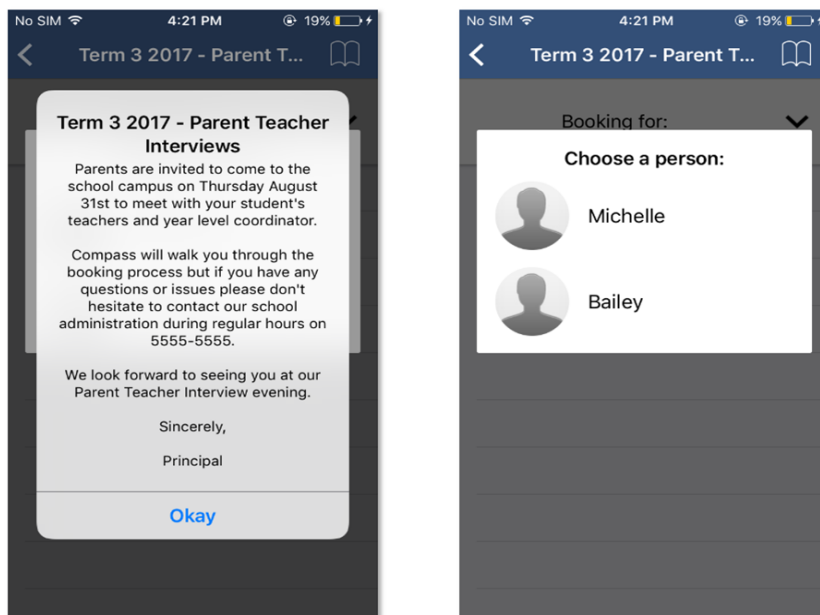
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



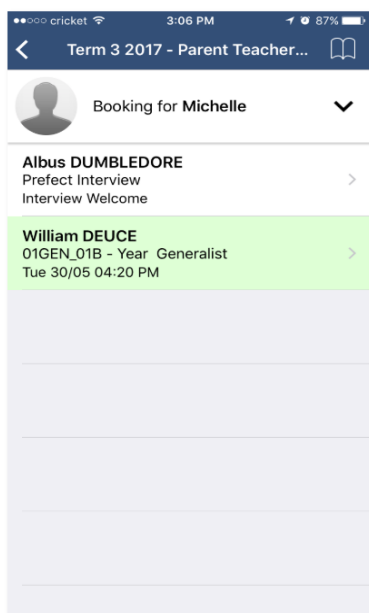
This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process click on the conference cycle you'd like to book for.



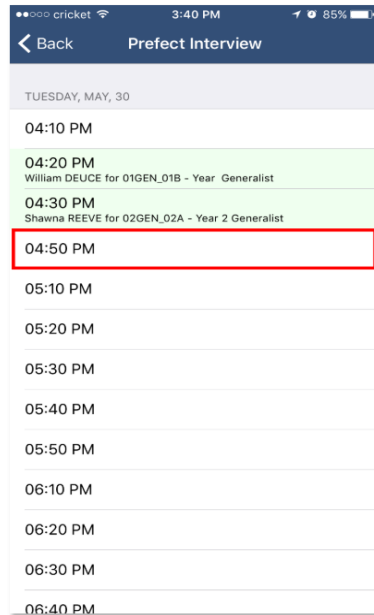
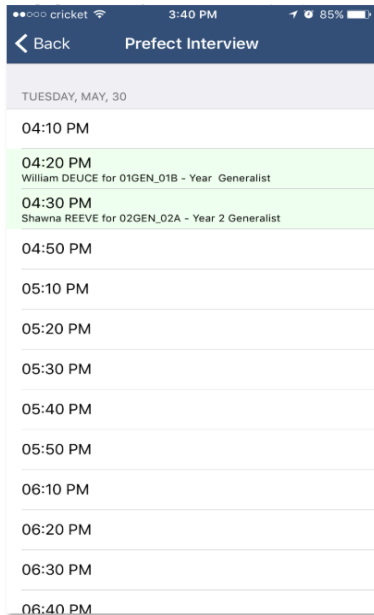
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



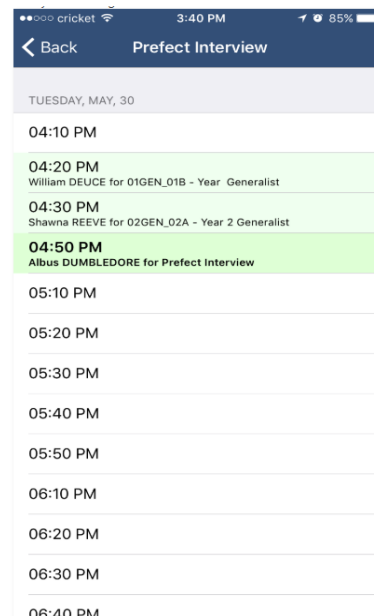
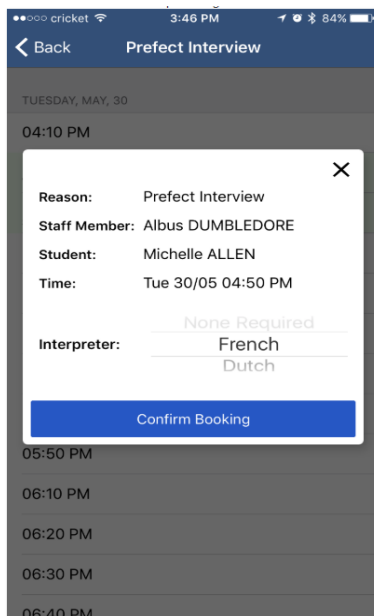
This will show you a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.



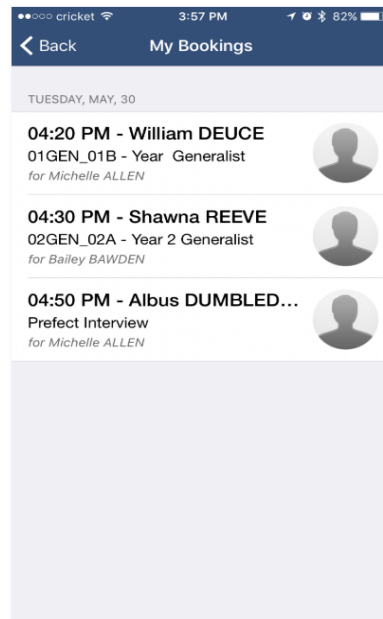
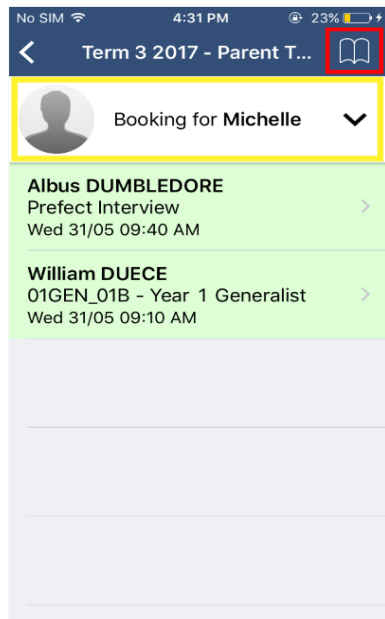
This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 4:50 PM in the screenshot below.



This will open a booking popup. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. If you require an interpreter you can select one from the list of options next to Interpreter. Please keep in mind these options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school. Once you click 'Confirm Booking' you will see your booking on the schedule in a slightly darker green with the text bolded. Click the 'Back' button at the top left to go back and make more bookings, or review all your bookings.



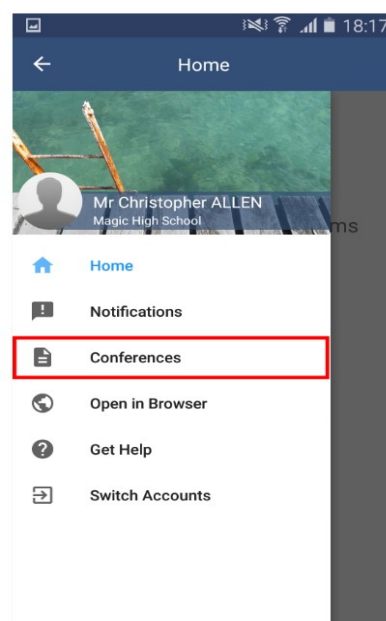
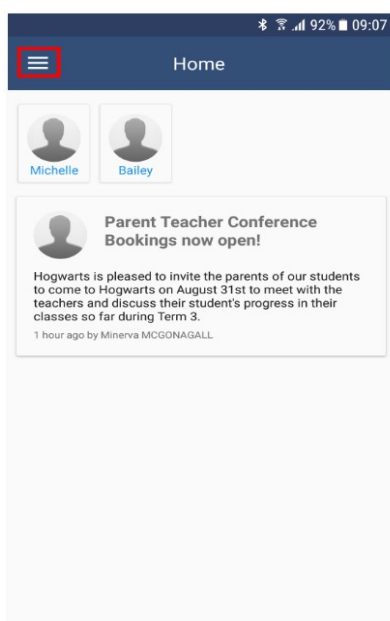
From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in yellow in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little book icon at the top right, highlighted in red in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



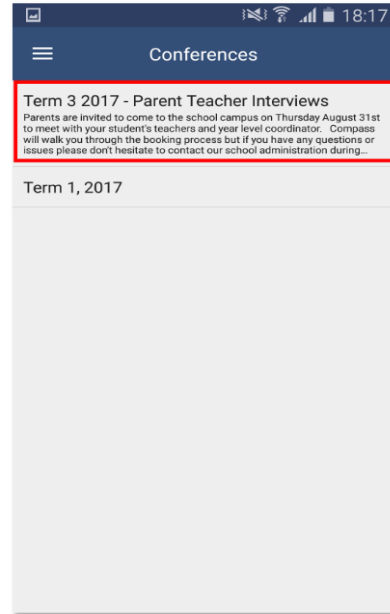
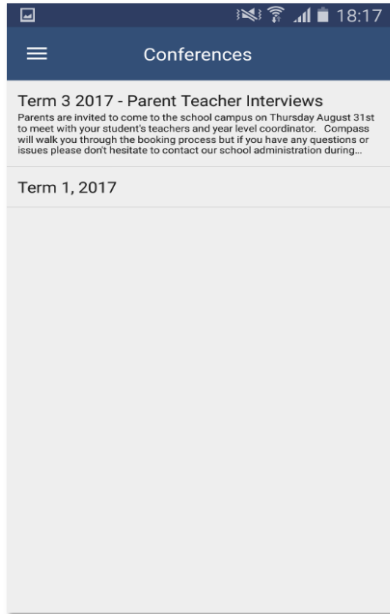
Android Devices

In order to book in with the teachers at your students school for Conferences using the Compass app on an Android device you will first need to login using your parent login credentials.

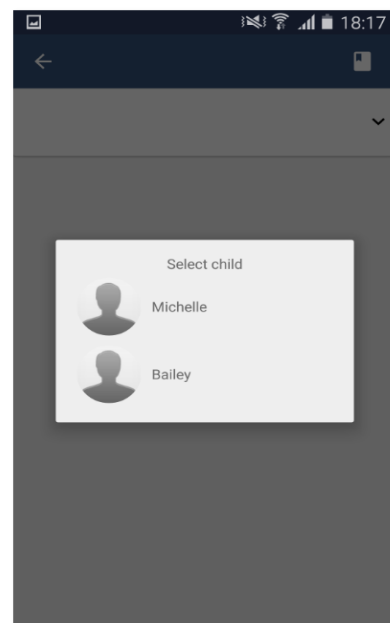
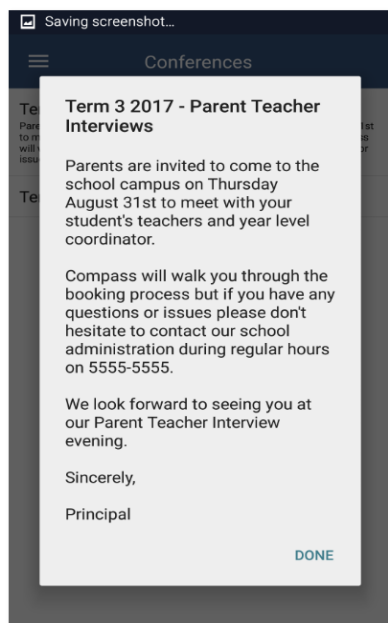
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



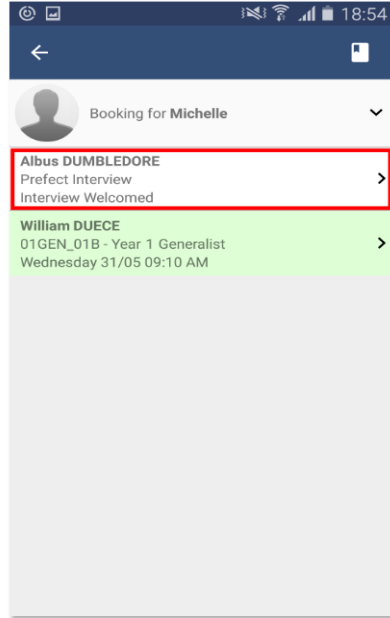
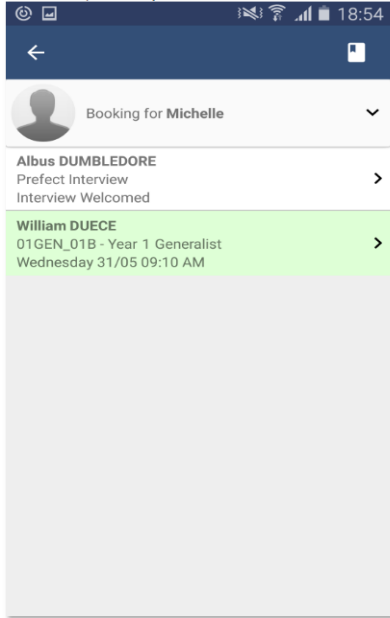
This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process click on the conference cycle you'd like to book for.



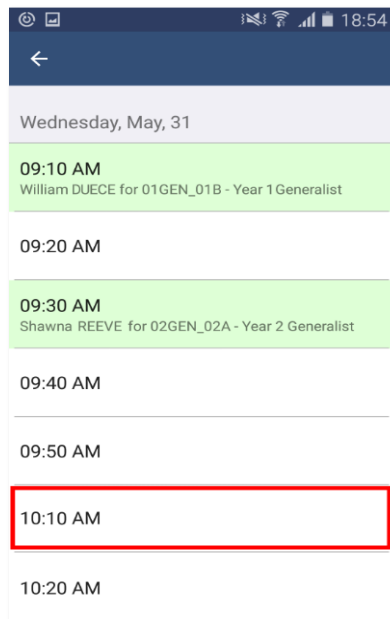
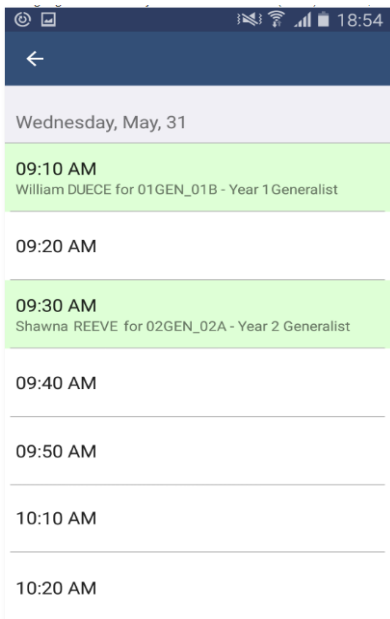
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



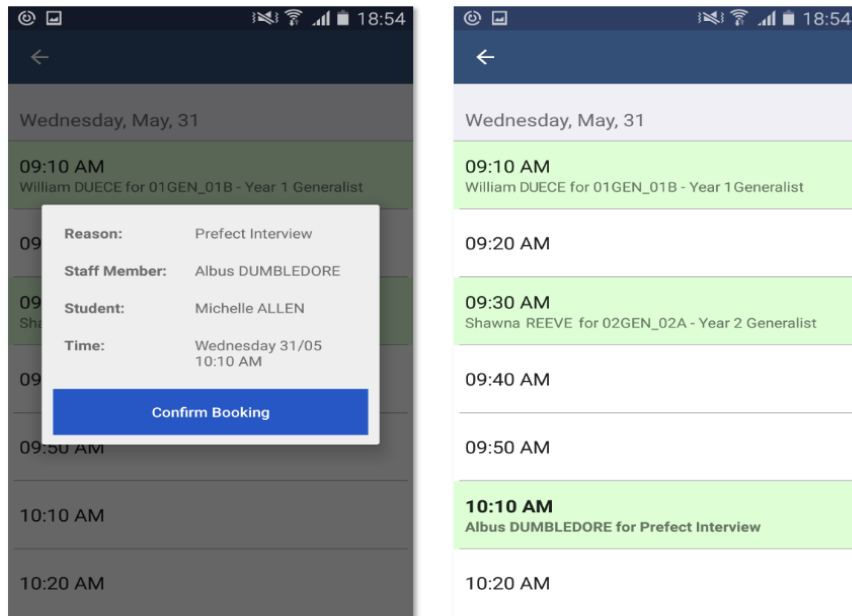
This will show you a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.



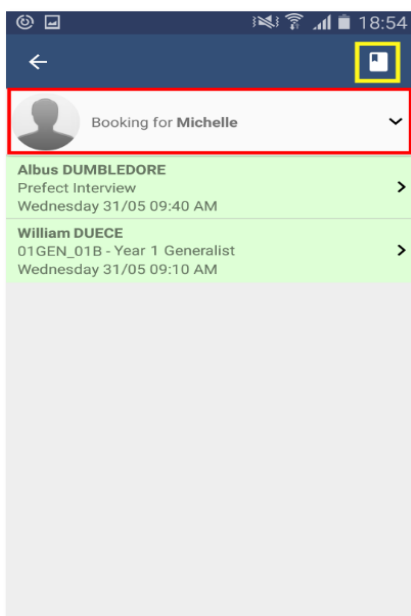
This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 10:10 AM in the screenshot below.



This will open a booking popup window. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. If you require an interpreter you can select one from the list of options next to Interpreter. Please keep in mind these options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school. Once you click 'Confirm Booking' you will see your booking on the schedule with the text bolded. Click the back arrow at the top left to go back and make more bookings, or review all your bookings.



From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in red in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little book icon at the top right, highlighted in yellow in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



CHANGING A BOOKING IS AVAILABLE FROM DESKTOP VERSION

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	

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.