

COMPASS PARENT PORTAL - HOW TO BOOK A PARENT – TEACHER CONFERENCE

Parents can make bookings by clicking the "Book Parent Teacher Interviews" button available next to your child's photo on the compass homepage or by clicking the Dashboard alert.





You will have two options available - **Start Booking Now**, which allows you to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass

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.

Term 3 2017 - Parent Teacher Interview								Hermione GRANGER	
Thursday, August 31								Teachers	
09:00 AM		09:15 AM		09:30 AM		09:45 AM		Prefect Interviews	
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 EN0138 - Englis	Albus DUMBLEDORE (Headmaster) Location: Headmaster's Office Comment: Passend to the office is Fitzing Whitzbeed, Rease provide the password to the gargoyles in order to gain entrance at your booked lime. Interview Welcome Click on a time slot at the left of the screen to make a booking.	
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		[Back]	
02:00 PM		02:15 PM		02:30 PM		02:45 PM		Amelia THAMRIN HH0338 - Transfiguration Unit	
03:00 PM		03:15 PM		03:30 PM		03:45 PM		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	

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.

If you do not have access to the internet and are unable to book a parent/teacher conference via Compass, please contact the school office.

If you have any issues please contact the school office.

