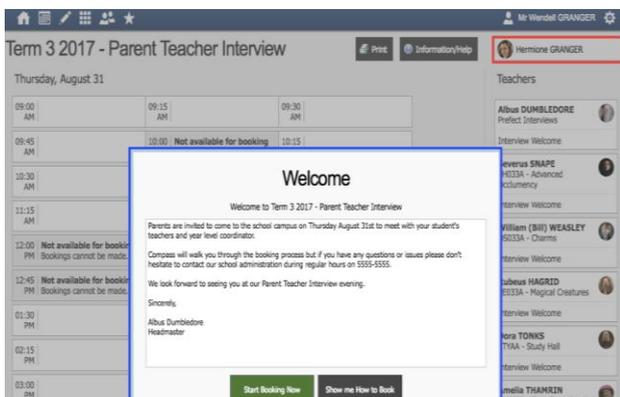
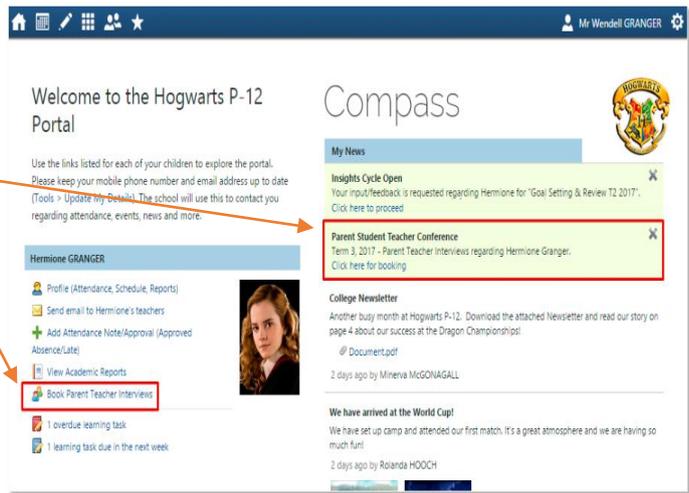




COMPASS PARENT PORTAL - HOW TO BOOK A PARENT – TEACHER CONFERENCE

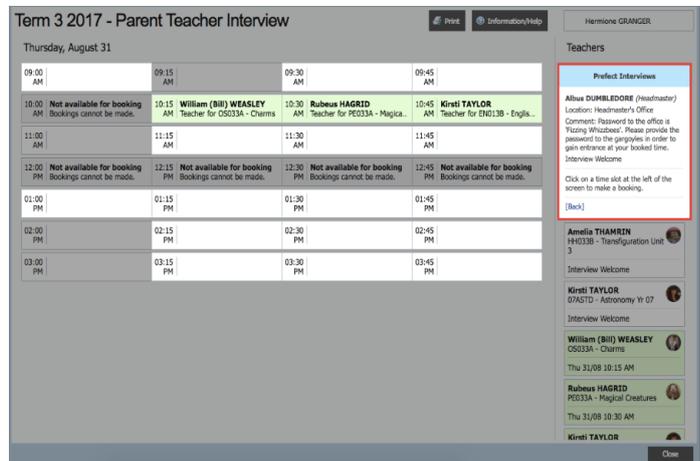
Parents can make bookings by clicking the “Book Parent Teacher Interviews” button available next to your child’s photo on the compass homepage or by clicking the Dashboard alert.



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.



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.

