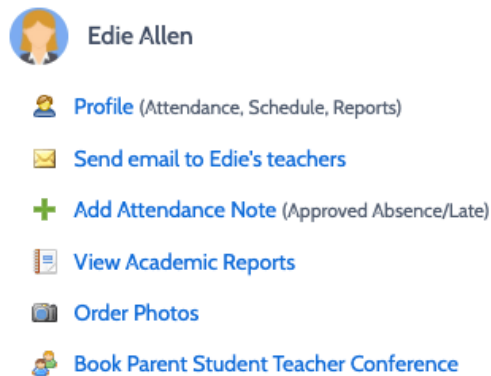


Booking Conferences on Desktop

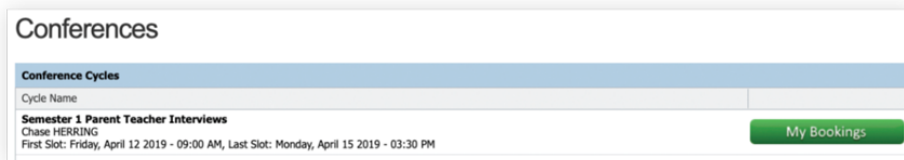
1. On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



Edie Allen

- Profile (Attendance, Schedule, Reports)
- Send email to Edie's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

2. A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.

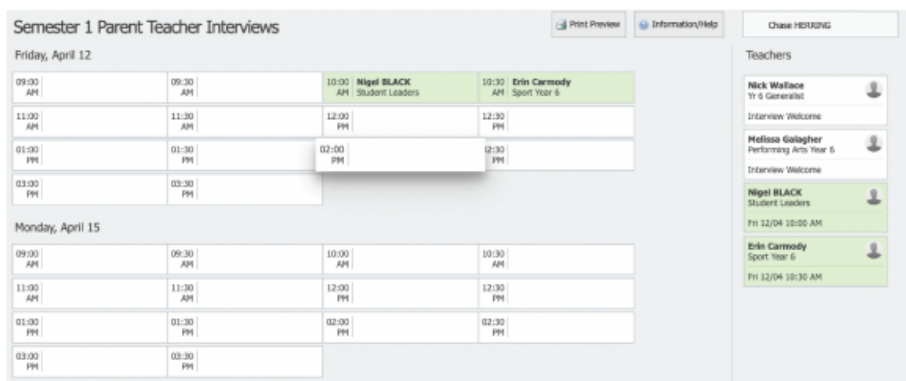


Conferences

Conference Cycles

Cycle Name	My Bookings
Semester 1 Parent Teacher Interviews Chase HERRING First Slot: Friday, April 12 2019 - 09:00 AM, Last Slot: Monday, April 15 2019 - 03:30 PM	My Bookings

3. Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



Semester 1 Parent Teacher Interviews Print Preview Information/Help Chase HERRING

Friday, April 12

09:00 AM	09:30 AM	10:00 AM Nigel BLACK Student Leaders	10:30 AM Erin Carmody Sport Year 6
11:00 AM	11:30 AM	12:00 PM	12:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
03:00 PM	03:30 PM		

Monday, April 15

09:00 AM	09:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM	12:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
03:00 PM	03:30 PM		

Teachers

- Nick Wallace**
Yr 6 Generalist
Interview Welcome
- Melissa Gallagher**
Performing Arts Year 6
Interview Welcome
- Nigel BLACK**
Student Leaders
Fri 12/04 10:00 AM
- Erin Carmody**
Sport Year 6
Fri 12/04 10:30 AM

Booking Conferences on the Compass App

1. From the Compass home screen on your app, select the menu (top left) and click Conferences.
2. From the list of parent-teacher conference cycles
 - Select the relevant cycle you wish to book for
 - Select the student you wish to place a booking for
 - Select the class or interview group
 - Click on a time slot to make a booking and confirm

