

Browser Conference Booking Instructions

Parents of all students enrolled in the conference cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

Click "Book Parent Student Teacher Conference"

The screenshot shows the Compass dashboard for Magic P-12 College. On the left, under the user profile for Stephen CORNFOOT, the button "Book Parent Student Teacher Conference" is highlighted with a red rectangle. On the right, a notification box for the "Parent Student Teacher Conference" is also highlighted with a red rectangle, containing the text "2021 Parent Teacher Interviews" and a "Click here for booking" link. Other visible elements include a "Course Confirmation/School Payments" section, an "Event Consent/Payment Required" section, and a "My News" section with a post about the Magic High's School Fete.

You can either choose *Start Booking Now* or if you need further instructions you can choose *Show me how to book* for detailed information

The screenshot shows the "Interim Report #2 Parent Teacher Conferences" booking page. The page displays a grid of time slots for Wednesday, May 8, and Thursday, May 9. A "Welcome" modal is open in the center, providing instructions for booking. The modal text includes a welcome message, encouragement to book, and contact information for the Principal, Albus Dorely. At the bottom of the modal are two buttons: "Start Booking Now" and "Show me How to Book". The background grid shows time slots from 03:45 PM to 08:05 PM, with some slots marked as "Not available for booking" or "Meal Break".

Timeslot

To book by timeslot, the user will click the timeslot they are wanting to make the booking for. The teachers that they are eligible to book will be selectable on the right hand list if they are available at that time. If a teacher in the list is not available at the selected timeslot, they will be greyed out.

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		06:05 PM		06:15 PM		Wednesday 08/05 06:25 PM			

Click on a person at the right of screen to book with them.
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Thursday, May 9

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	

Teachers

Cuthbert BINNS

English

Interview Welcome

Bathsheda BABBLING

Student Leadership Meetings

Interview Welcome

The user then needs to click the staff member on the right that they want to book with at that selected time. A confirmation will pop-up and they can then click 'OK' to make the booking.

Confirm Booking

Reason: English

Staff Member: Cuthbert BINNS

Student: Margaret ATWOOD

Time: Wednesday, May 8 2019 - 06:25 PM

Interpreter:

None Required

OK

Cancel