

COMPASS WEB

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

Harry POTTER

-  Profile (Attendance, Schedule, Reports)
-  Send email to Harry's teachers
-  Add Attendance Note/Approval (Approved Absence/Late)
-  View Academic Reports
-  **Book Parent Teacher Interviews**
-  1 overdue learning task

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

Conferences


Conference Cycles	
Cycle Name	
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.

Term 2 2017 - Parent Teacher Interviews

Monday, June 12

[Print](#)
[Information/Help](#)



11:00 AM	11:10 AM 2 interviews booked	11:20 AM Minerva McGONAGALL Teacher for HE133B - Transfi...
11:30 AM Compass (JDLF) Admin Teacher for TAF01BUILDING...	11:40 AM	11:50 AM Daniel Keightley Teacher for MA113A - Mathe...
12:00 PM Not available for booking Bookings cannot be made.	12:10 PM Not available for booking Bookings cannot be made.	12:20 PM Not available for booking Bookings cannot be made.
12:30 PM Not available for booking Bookings cannot be made.	12:40 PM Not available for booking Bookings cannot be made.	12:50 PM Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM Minerva McGONAGALL Teacher for 10DADA - Dark ...	01:20 PM

Teachers

Aurora SINISTRA
12PTHB - Astronomy Year 12

Interview Welcome

Rolanda HOOCH
09ALCA - Alchemy Yr 9

Interview Welcome

Minerva McGONAGALL
HE133B - Transfiguration Year 12

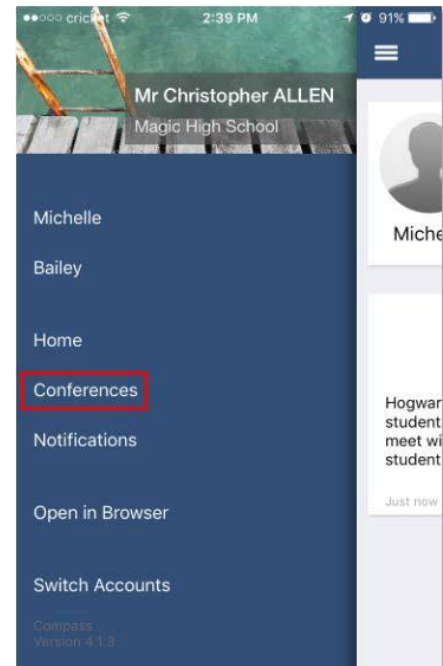
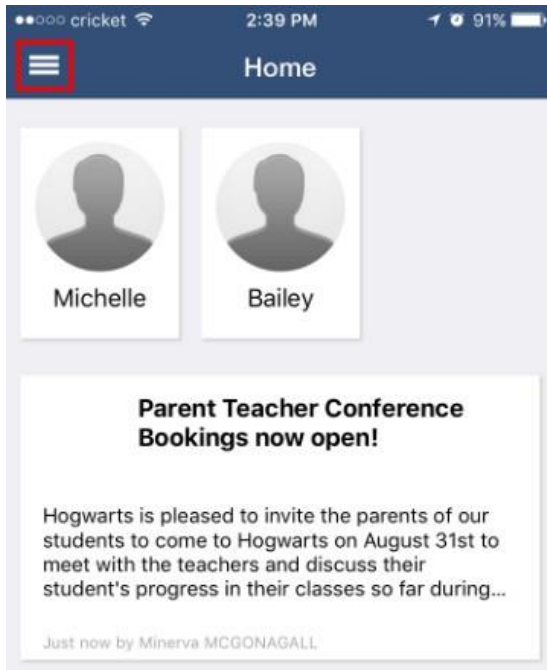
Mon 12/06 11:20 AM

You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.

COMPASS APPLE/IOS APP

To book in with the teachers at Redbank Plains State High School for interviews (conferences), using the Compass app on an apple device, you will first need to login using your parent login credentials.

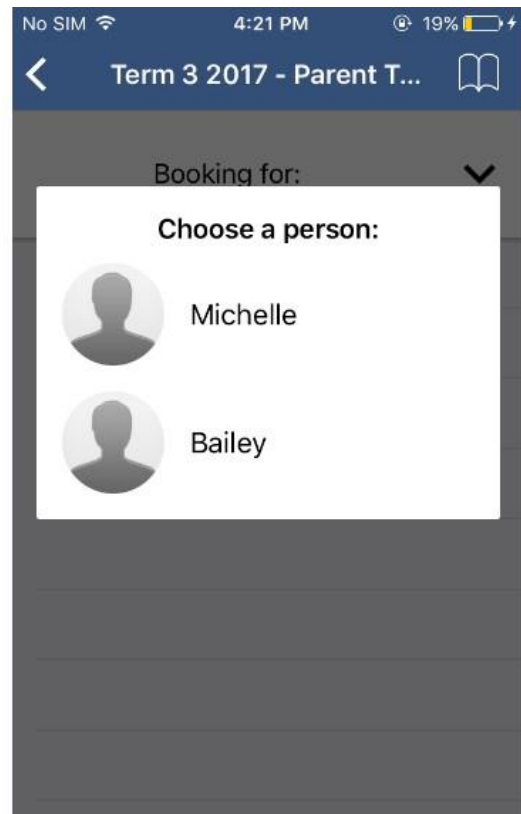
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



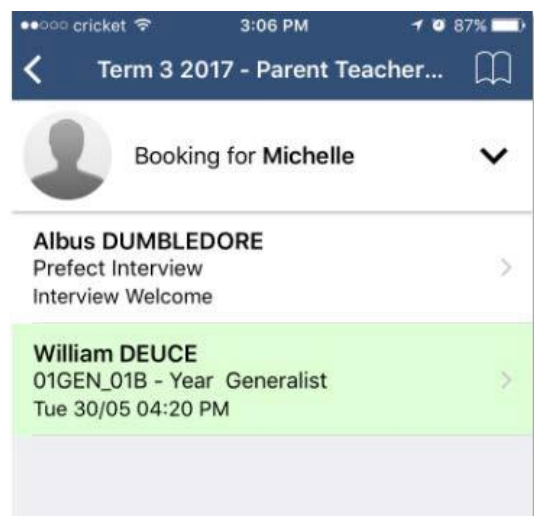
This will take you to the Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process, click on the conference cycle you'd like to book for.



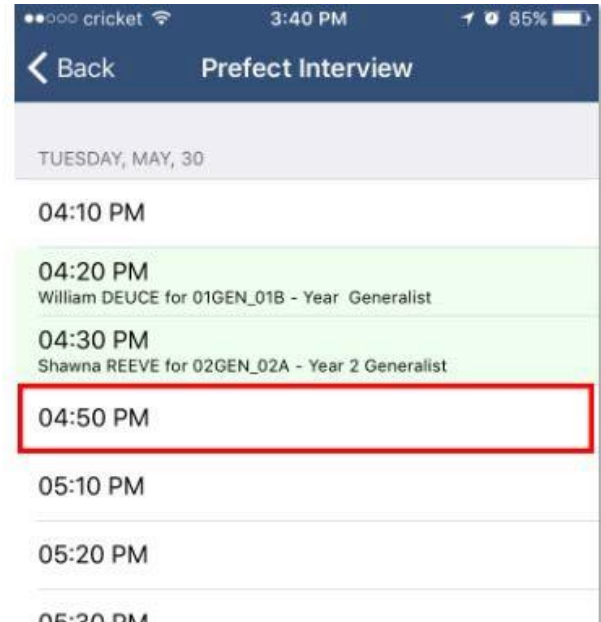
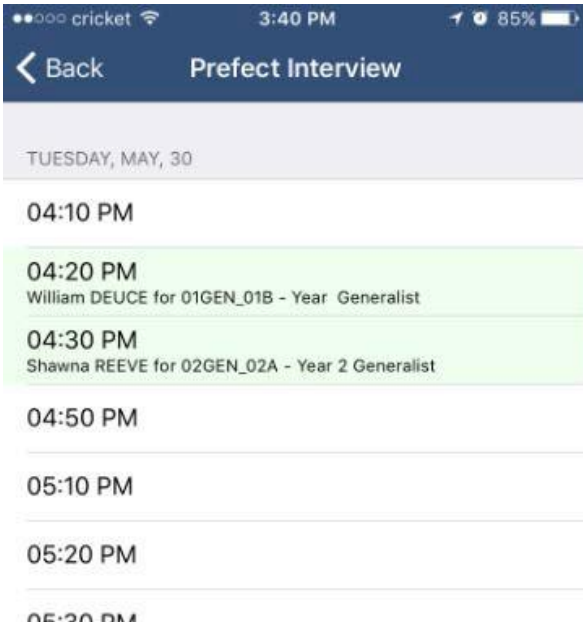
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student 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.



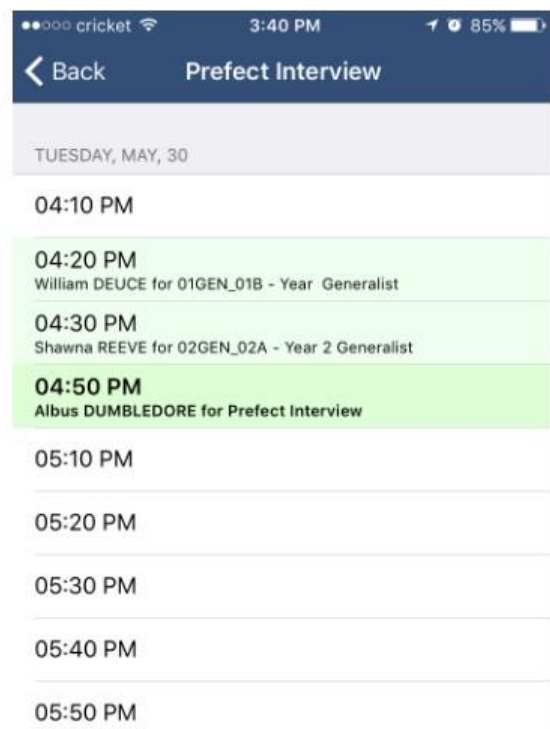
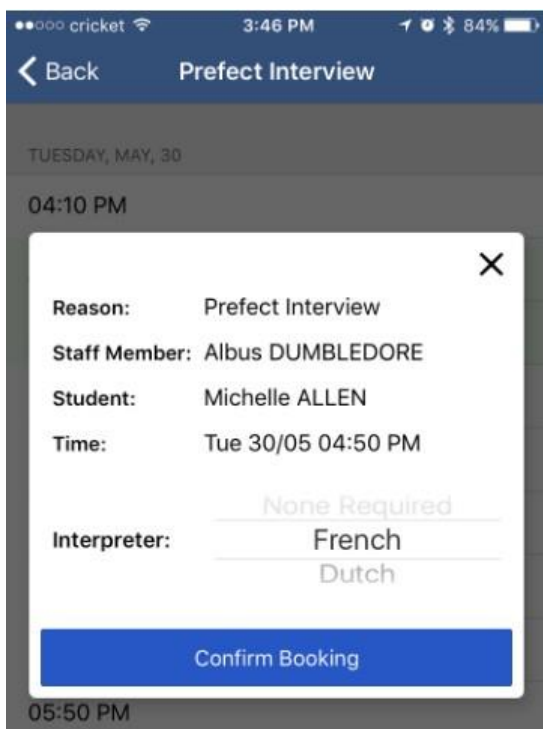
This will show you a summary of all the teachers you can book with for the student you selected. Under the teacher's name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student. Teachers who are shown in white 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 to the right, 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.



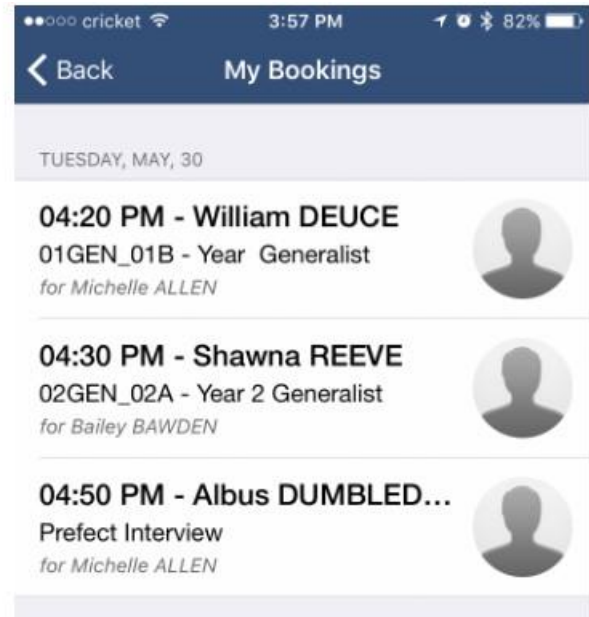
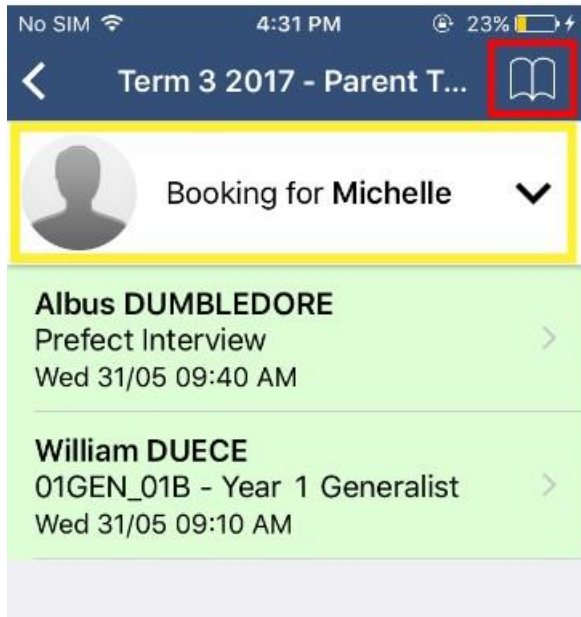
This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 4:50 PM in the screenshot below.



This will open a booking popup. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. 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.



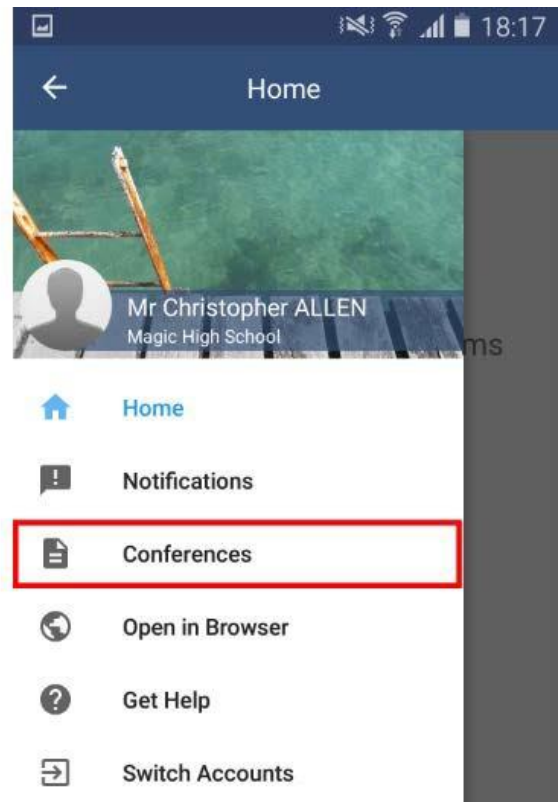
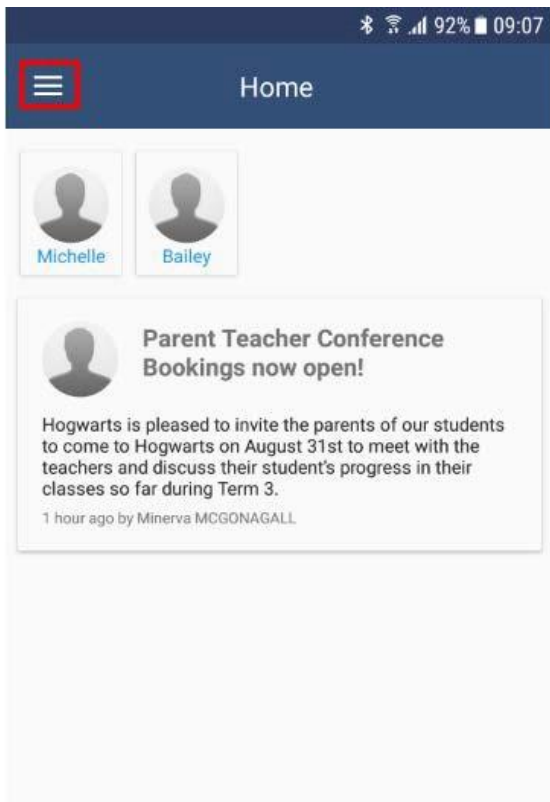
From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in yellow in the image below, to switch to one of your other students and complete the booking process for the teachers available for them. To see all your bookings, click the little book 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 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.



COMPASS ANDROID APP

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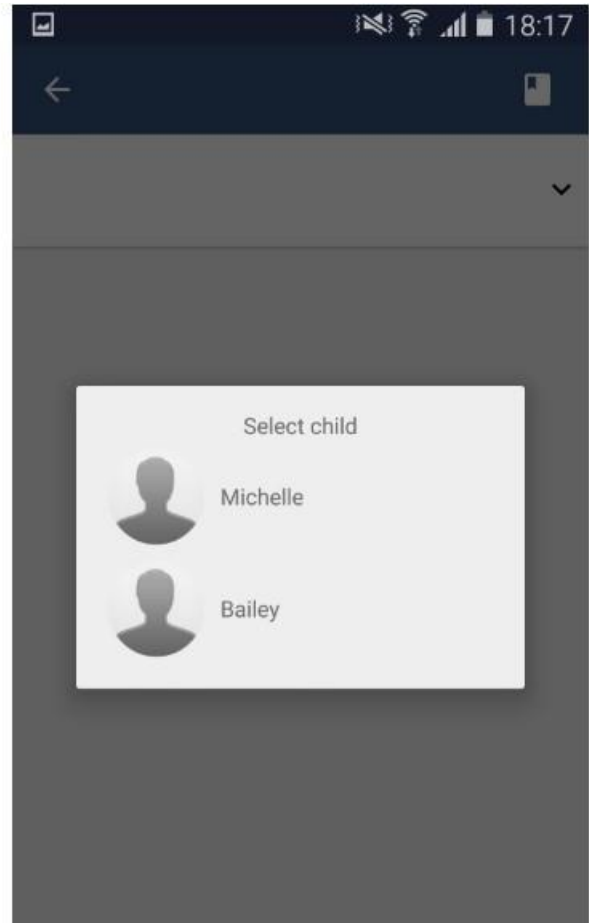
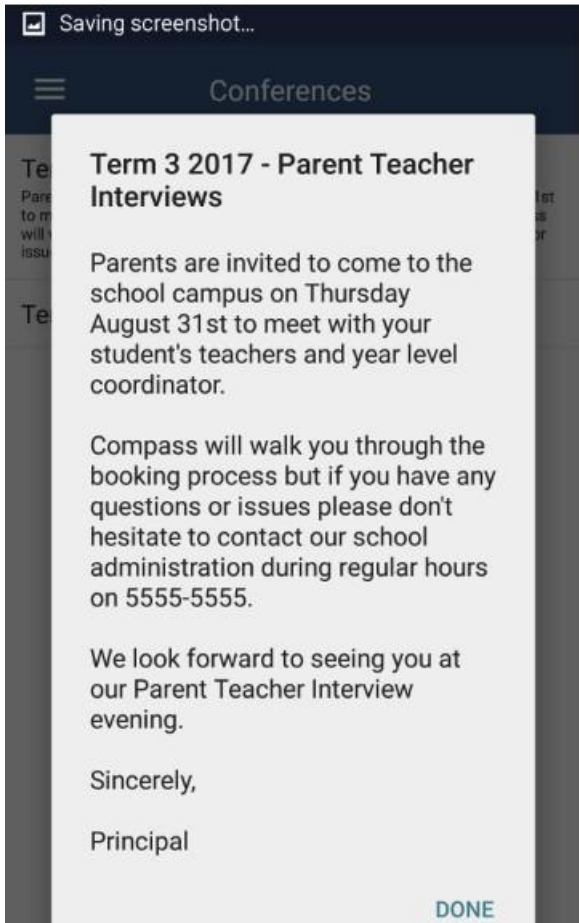
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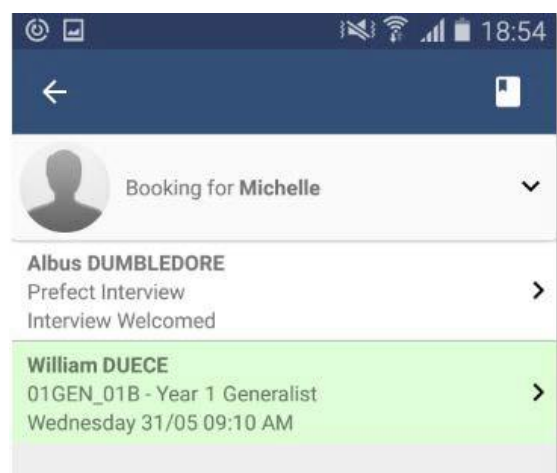
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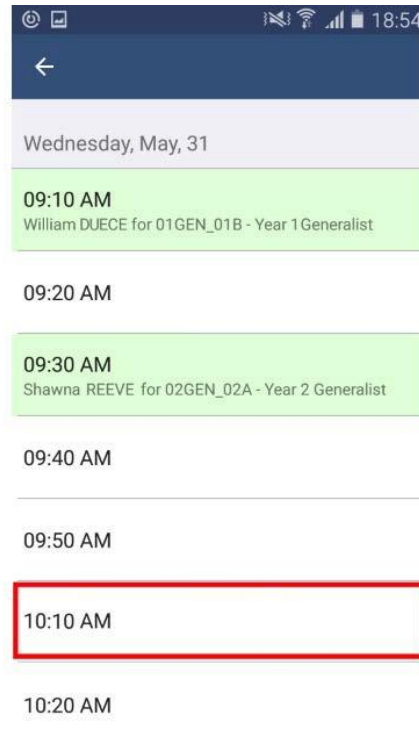
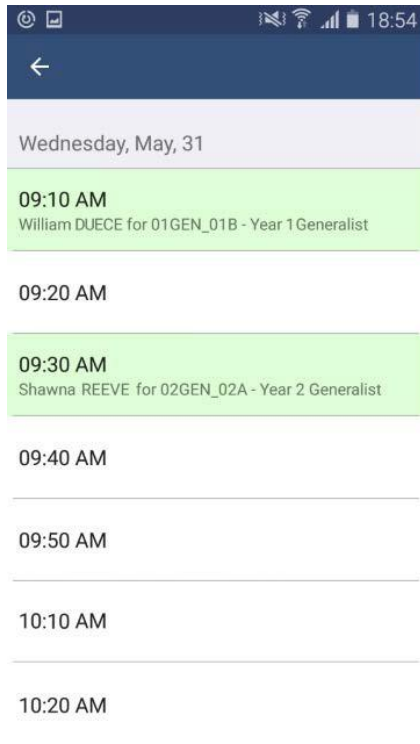
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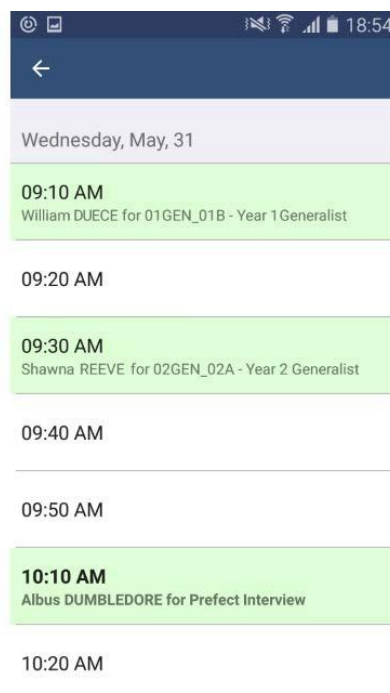
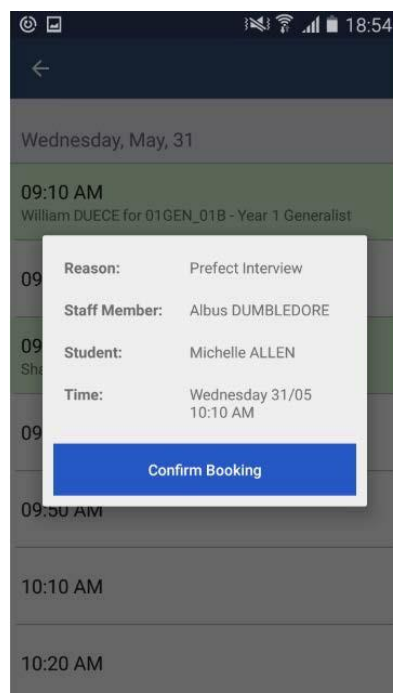
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