

PARENT-TEACHER CONFERENCES

BOOKINGS ARE NOW OPEN

Dear Parents,

Next week we will be conducting Parent-Teacher reporting conferences. As in past years we will operate an on-line booking system for parents to book a time with their child's teacher. This year bookings will be taken through your Compass portal.

To book a meeting time, please go to your Compass home screen and you will find a notification link which will take you to the booking page. After completing your booking, don't forget to note down the date and time for your meeting next week.

Compass User Manual

Further information is available in your Compass manual on pg 16: **Parent-Teacher Conferences**.

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

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



2

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

A screenshot of the 'Conference Bookings' page. It shows a table with columns for Event, Student, and Status. Two events are listed: 'Parent/Student Teacher Conferences May 8' and 'Parent/Student Teacher Conferences Aug 8', both for Harry Potter. The status for the May event is 'Read-Only' and for the Aug event is 'Open for booking'.

Event	Student	Status
Parent/Student Teacher Conferences May 8	Harry Potter	Read-Only
Parent/Student Teacher Conferences Aug 8	Harry Potter	Open for booking

3

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 the selected time.

A screenshot of the '3-way Conferences : Harry POTTER (SMI0036)' booking sheet. It shows a table with columns for Teacher Name, Eligibility, Location, Time Slots, and Status. The table lists several teachers and their availability for booking at various times.

Teacher Name	Eligibility	Location	Time Slots	Status
David BISHOP	MATHS/SCIENCE/ICT 3	1501	(25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM	Open
Lugh O'DONNAN	Study A		(25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM	Open
Miriam MCCORMACK	History/Geography		(25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM	Open
Seamus SMITH	Psycholine 1 Psychology LINE 1		(25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM	Open
Seamus SMITH	Psycholine 2 Psychology LINE 2		(25/02/19) - 10:30 AM (25/02/19) - 10:30 AM (25/02/19) - 10:30 AM	Open

Note: You can view a teacher's availability by clicking on the teacher's name at the bottom of the booking page.

If you need any assistance, please contact the school on 5472 1452.