

BOOKING PARENT/TEACHER/STUDENT CONFERENCES

1. Go to your Compass Homepage and select the **Book Parent Teacher Interviews** link.

Note: this link will only be available when there is a Parent/Teacher/Student session organised for the student's specific year group.

Welcome to the St Joseph's College - Lochinvar Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Student 1

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews**

Student 2

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 learning task due in the next week

My News

Parent Student Teacher Conference
Year 11 Parent Teacher Conferences
Click here for booking

Attendance: Attendance Note/Approval Required
[Status] was recorded as 'not present' or 'late' without explanation.
Click here for more information

There are no news items.

2. Any available cycles will be visible here. For this example, the interviews will occur on Thursday March 29 between 9am and 3.50pm. Click the **My Bookings** button.

Conference Cycles

Cycle Name

Year 11 Parent Teacher Conferences
Student Names
First Slot: Thursday, March 29 2018 - 09:00 AM, Last Slot: Thursday, March 29 2018 - 03:50 PM

My Bookings

Note: The first time you log into the booking session, there will be instructions on how to complete the booking process. These examples skip these steps.

3. Click the **Start Booking Now** button.

Welcome

Welcome to Year 11 Parent Teacher Conferences

Start Booking Now **Show me How to Book**

4. When booking, the time slots that are available for the day are visible on the left. Your child's teachers are available on the right hand side. **Take note of the message to indicate whether an interview is welcome, not necessary or required.** To swap between your children at St Joseph's you can click the down arrow labelled here:

Year 11 Parent Teacher Conferences

Thursday, March 29

09:00 AM	09:10 AM	09:20 AM	09:30 AM	09:40 AM
09:50 AM	Carley Leonard Teacher for History Yr07	10:00 AM	10:10 AM	10:20 AM
10:40 AM	Kylie Peattie Teacher for Transition Prepar...	10:50 AM	11:00 AM	11:10 AM
11:30 AM		11:40 AM	11:50 AM	12:00 PM
12:20 PM		12:30 PM	12:40 PM	12:50 PM
01:10 PM		01:20 PM	01:30 PM	01:40 PM
02:00 PM		02:10 PM	02:20 PM	02:30 PM
02:50 PM		03:00 PM	03:10 PM	03:20 PM
03:40 PM		03:50 PM		

Print Preview Information/Help Student Name

Teachers

- Rebecca Heath
English Yr10
Interview Welcome
- Naomi Eagleton
Science Yr10
Interview Welcome
- Paulina Phillips
Study Yr10
Interview Welcome
- Bernard Frize
Tutor Group Yr10
Interview Welcome
- Erin McCort
Religious Studies Yr10
Interview Welcome
- Michael Hickling

5. To book a certain teacher, select them from the list on the right hand side. When you select the teacher, you can select any white timeslot. **If the timeslot is grey, this means that they are already booked for this time.**

Year 11 Parent Teacher Conferences

Thursday, March 29

09:00 AM	09:10 AM	09:20 AM	09:30 AM	09:40 AM
09:50 AM	10:00 AM	10:10 AM	10:20 AM	10:30 AM
10:40 AM	10:50 AM	11:00 AM	11:10 AM	11:20 AM
11:30 AM	11:40 AM	11:50 AM	12:00 PM	12:10 PM
12:20 PM	12:30 PM	12:40 PM	12:50 PM	01:00 PM
01:10 PM	01:20 PM	01:30 PM	01:40 PM	01:50 PM
02:00 PM	02:10 PM	02:20 PM	02:30 PM	02:40 PM
02:50 PM	03:00 PM	03:10 PM	03:20 PM	03:30 PM
03:40 PM	03:50 PM			

Teachers

English Yr10

Rebecca Heath
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

[Back]

Paulina Phillips
Study Yr10
Interview Welcome

Bernard Frize
Tutor Group Yr10
Interview Welcome

Erin McCort
Religious Studies Yr10
Interview Welcome

6. When you select your timeslot, you must confirm this booking by clicking **OK**.

Confirm Booking

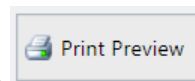
Reason: English Yr10

Staff Member: Rebecca Heath

Student: Student Name

Time: Thursday, March 29 2018 - 10:10 AM

OK Cancel



7. When you have selected all your interview timeslots, click the **Print Preview** button to produce a list with chosen times for interviews.

Bookings for Year 11 Parent Teacher Conferences

Booking Time	Student Photo	Student and Parent Information	Interview Information
Thursday 29/03 09:50 AM		Student: Student Name Parents: Parents Name(s)	Teacher: Carley Leonard Teacher for History Yr07
Thursday 29/03 10:00 AM		Student: Student Name Parents: Parents Name(s)	Teacher: Matt Wilks Teacher for Technology Yr07
Thursday 29/03 10:10 AM		Student: Student Name Parents: Parents Name(s)	Teacher: Rebecca Heath Teacher for English Yr10
Thursday 29/03 10:20 AM		Student: Student Name Parents: Parents Name(s)	Teacher: Sandra DeMamiel Teacher for English Yr07