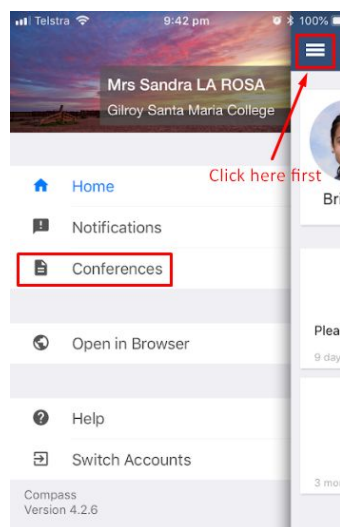


Booking Your Parent/Teacher Interviews (Conferences)

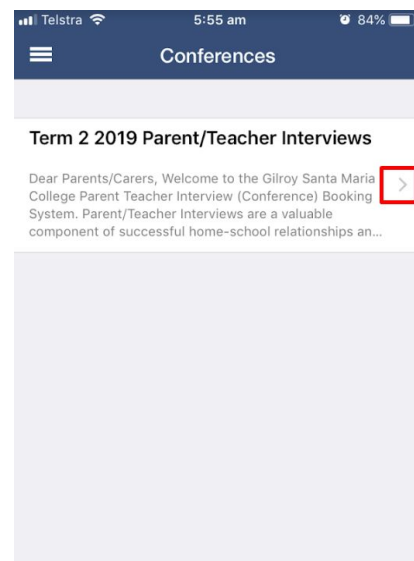
Making your bookings using your phone

Before you start doing your bookings, please ensure you have the latest version of the Compass School Manager App. If you always keep the App open, please close it and re-open it to be sure that any changes that have been made to the Parent/Teacher Interview schedule or settings transfer through to your phone.

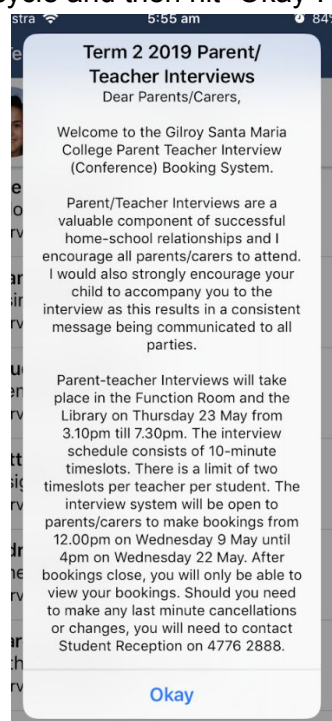
Hit the three lines at the top left of the screen to reveal the menu and then select "Conferences".



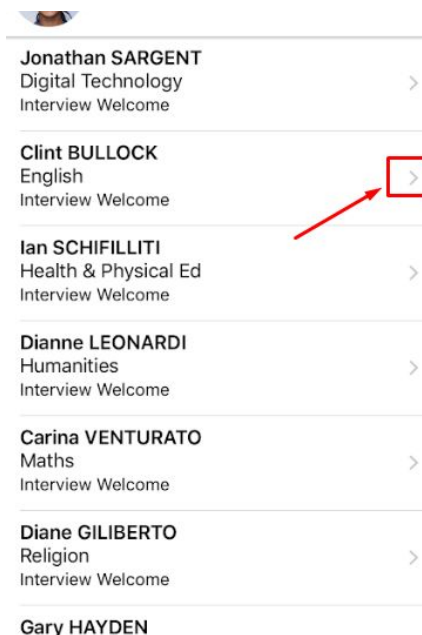
Hit the small arrow to the right of the screen.



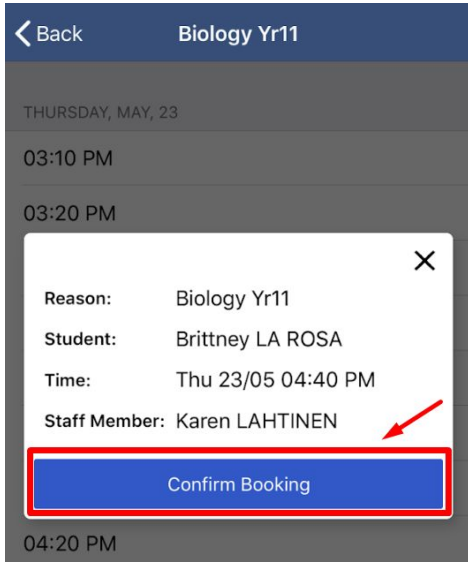
Read the Welcome message about this Interview cycle and then hit "Okay".



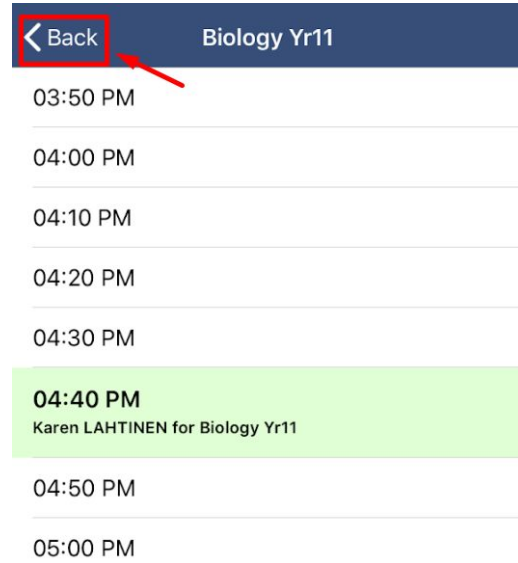
Hit the small arrow to the right of the name of the teacher with whom you wish to book an interview.



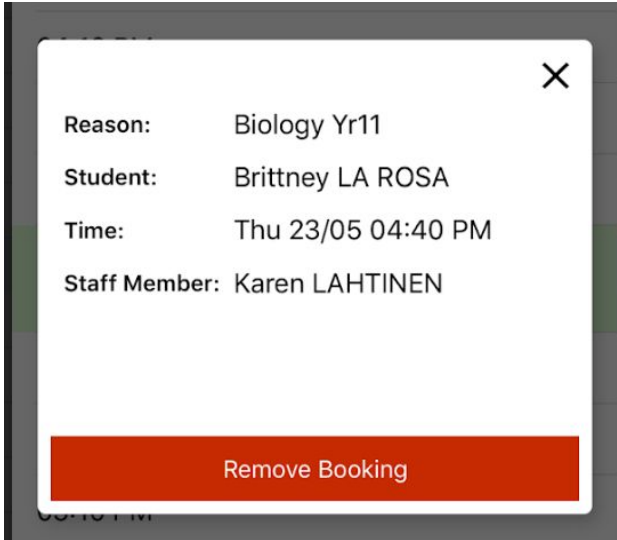
Select one of the available times and then "Confirm Booking".



The "Back" option will allow you to select another teacher and repeat the process.



You can remove a booking by touching that booking and then selecting "Remove Booking".

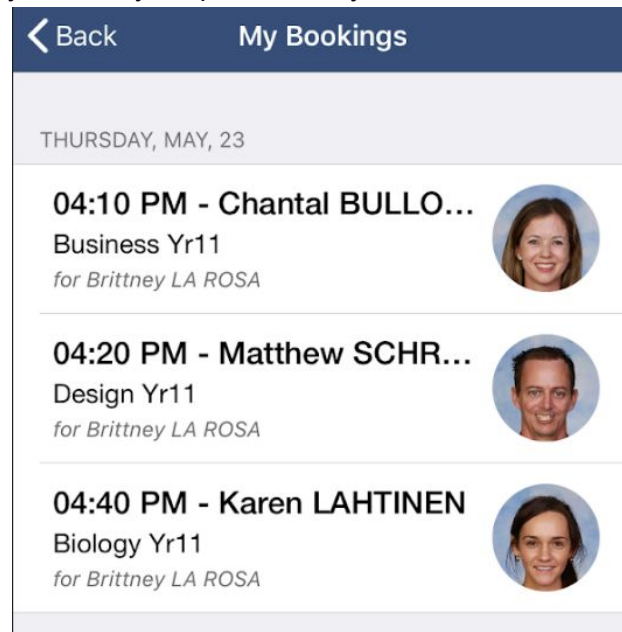


Confirm this action by selecting "Delete".

The book icon at the top of the screen allows you to see your list of bookings.



Remember that you can also refer to this list of your bookings on the day of the interviews if you have your phone with you:



Making your bookings using your computer

The booking interface can be accessed by clicking the “Parent Student Teacher Conference” link under “My News on the right side of the screen:

Compass

My News

Parent Student Teacher Conference
Term 2 2019 Parent/Teacher Interviews
Click here for booking

Newsletter
Please click [HERE](#) for the latest Newsletter
May 2nd by Julie Zanghi

or by clicking the “Book Parent Teacher Interviews” link next to your child’s photo:

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

The Welcome screen will then appear:

Welcome

Welcome to Term 2 2019 Parent/Teacher Interviews

Dear Parents/Carers,

Welcome to the Gilroy Santa Maria College Parent Teacher Interview (Conference) Booking System.

Parent/Teacher Interviews are a valuable component of successful home-school relationships and I encourage all parents/carers to attend. I would also strongly encourage your child to accompany you to the interview as this results in a consistent message being communicated to all parties.

Parent-teacher Interviews will take place in the Function Room and the Library on Thursday 23 May from 3.10pm till 7.30pm. The interview schedule consists of 10-minute timeslots. There is a limit of two timeslots per teacher per student. The interview system will be open to parents/carers to make bookings from 12.00pm on Wednesday 9 May until 4pm on Wednesday 22 May. After bookings close, you will only be able to view your bookings. Should you need to make any last minute cancellations or changes, you will need to contact the school.

[Start Booking Now](#) [Show me How to Book](#)

The “Show me How to Book” link will walk you through the process. Alternatively, you begin the booking process without taking the tour.

Click on the teacher’s name:

03:10 PM		03:20 PM		03:30 PM	
03:40 PM		03:50 PM		04:00 PM	
04:10 PM	Chantal Bullock Teacher for Business Yr11	04:20 PM	Matthew (Matt) Schrodter Teacher for Design Yr11	04:30 PM	
04:40 PM	Karen Lahtinen Teacher for Biology Yr11	04:50 PM		05:00 PM	
05:10 PM		05:20 PM		05:30 PM	
05:40 PM		05:50 PM		06:00 PM	

Claude Cianciullo
Chemistry Yr11
Interview Welcome

General English Yr11

Andrew Hill
Interview Welcome

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

[\[Back\]](#)

Then select a timeslot and click “OK” to confirm the booking.

03:10 PM		03:20 PM		03:30 PM	
03:40 PM		03:50 PM		04:00 PM	
04:10 PM	Chantal Bullock Teacher for Business Yr11	04:20 PM	Matthew (Matt) Schr Teacher for Design Yr1		
04:40 PM	Karen Lahtinen Teacher for Biology Yr11	04:50 PM			
05:10 PM		05:20 PM			
05:40 PM		05:50 PM			

Confirm Booking ✕

Reason: General English Yr11

Staff Member: Andrew Hill

Student: Brittney La Rosa

Time: Thursday, May 23 2019 - 04:30 PM

OK
Cancel

When you have completed your bookings, you can print your booking schedule. Click "print Preview" first:

Term 2 2019 Parent/Teacher Interviews

Print Preview
Information/Help

Thursday, May 23

03:10 PM		03:20 PM		03:30 PM	
03:40 PM		03:50 PM		04:00 PM	
04:10 PM	Chantal Bullock Teacher for Business Yr11	04:20 PM	Matthew (Matt) Schrodter Teacher for Design Yr11	04:30 PM	Andrew Hill Teacher for General English ...
04:40 PM	Karen Lahtinen Teacher for Biology Yr11	04:50 PM		05:00 PM	

and then click the "Print Bookings" icon:

Bookings for Term 2 2019 Parent/Teacher Interviews

Print Bookings

Booking Time ▲	Teacher Photo	Student and Parent Information
		