

# Making a Parent Teacher Interview Booking on Compass

Parents will be able to book a parent teacher interview by clicking on the notification in Compass.

The screenshot shows the Compass parent portal. On the left, there are two user profiles: Stephen CORNFOT and Euan ABERCROMBIE. For Euan ABERCROMBIE, the 'Book Parent Student Teacher Conference' link is highlighted with a red box. On the right, there are three notification boxes. The top box is for 'Course Confirmation/School Payments'. The middle box, also highlighted with a red border, is for 'Parent Student Teacher Conference' with the text '2021 Parent Teacher Interviews' and a 'Click here for booking' link. The bottom box is for 'Event Consent/Payment Required'. Below these is a 'My News' section with an article about 'Magic High's School Fete'.

You may either click 'Start Booking Now' or 'Show me How to Book' to proceed.

The screenshot shows the 'Interim Report #2 Parent Teacher Conferences' booking screen. It displays a grid of time slots for Wednesday, May 8 and Thursday, May 9. A modal window titled 'Welcome' is open in the center, providing instructions for booking. At the bottom of the modal are two buttons: 'Start Booking Now' and 'Show me How to Book'. The grid shows various time slots, with some marked as 'Not available for booking' or 'Meal Break'.

The 'Show me How to Book' option will open an instruction screen which can be used to guide parents through the process or parents may choose to 'Skip'.

For parents who have more than one child, you will be able to see which child you are booking a meeting for in the top right-hand corner of the window.

This screenshot is similar to the previous one, showing the 'Interim Report #2 Parent Teacher Conferences' booking screen. However, the modal window is not present. On the right side, there is a 'Teachers' section with a list of teachers: Cuthbert BINNS (English) and Bathsheda BABBLING (Student Leadership Meetings). The user's name, Margaret ATWOOD, is highlighted with a red box in the top right corner. The grid of time slots is visible, with some slots marked as 'Not available for booking' or 'Meal Break'.

To make a booking, click on the preferred timeslot from the options provided. Then click on the teachers name on the right-hand side of the screen.

A confirmation pop-up window will appear. Click 'OK' to confirm the booking.

The timeslot and teacher will then show as green indicating that your booking is in place.

If you experience any issues making a booking, please call the school office on 9207 7900 or email [teresa.pimm@education.wa.edu.au](mailto:teresa.pimm@education.wa.edu.au) .