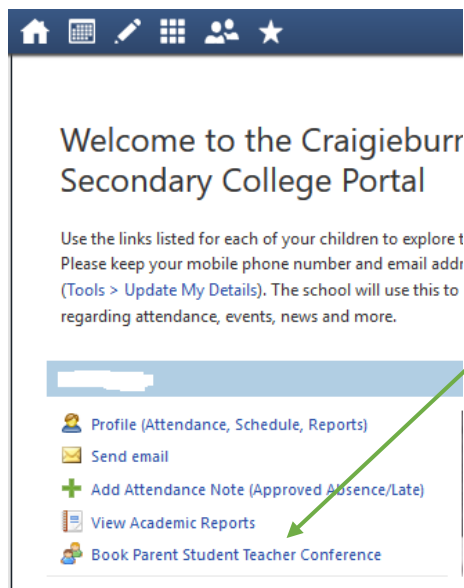


How do I make a booking in Compass for a Parent Teacher Conference?

1. Log in to Compass. If on a mobile, this needs to be through Google Chrome.
2. Please ensure you are using the **most up to date internet browser**.
E.g. Google Chrome (latest)
Firefox (latest)
Apple Safari (latest)
Safari on iPad (2nd + 3rd Gen)
3. On the home screen, click on 'Book Parent Student Teacher Conference'.



4. Click on the cycle you will attend – this will have 'My Bookings' status column.

Conferences

Conference Cycles	
Cycle Name	
7 to 12 Parent Teacher Interviews Semester 1	My Bookings
First Slot: Thursday, March 26 2020 - 01:00 PM, Last Slot: Thursday, March 26 2020 - 06:50 PM	
Yr 7 to 11 Parent Teacher Interviews, Semester 2	My Bookings
First Slot: Wednesday, September 18 2019 - 01:00 PM, Last Slot: Wednesday, September 18 2019 - 06:50 PM	

5. On the screen that appears, available sessions will be displayed. Compass will provide prompts explaining how to make a booking. Click 'Next'.

Thursday, March 26

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		04:00 PM	Not available for booking Bookings cannot be made.	04:10 PM	Not available for booking Bookings cannot be made.
04:20 PM	Not available for booking Bookings cannot be made.	04:30 PM		04:40 PM		04:50 PM	
05:00 PM		05:10 PM		05:20 PM		05:30 PM	
05:40 PM		05:50 PM		06:00 PM		06:10 PM	
06:20 PM		06:30 PM		06:40 PM		06:50 PM	

These are the timeslots that you can book appointments in for this conference. This screen will show all of the bookings you have made for this cycle.

White: Free timeslot
Yellow: Interview required
Green: Confirmed booking
Grey: Unavailable timeslot

Skip ← Back Next →

These are teachers you are eligible to book a conference with.

White: No booking with this person yet
Yellow: Interview required
Green: Booked timeslot

Ok, got it! ← Back Next →

6. Click "Let'sBook!"

How to make a booking

You can make a booking by either

← Clicking on a timeslot on the left, and then selecting the eligibility on the right →

or

Clicking on an eligibility on the right →
← and then selecting the timeslot on the left

Let's Book!

7. Click on a Teacher to make a booking.

Thursday, March 26

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		04:00 PM	Not available for booking Bookings cannot be made.	04:10 PM	Not available for booking Bookings cannot be made.
04:20 PM	Not available for booking Bookings cannot be made.	04:30 PM		04:40 PM		04:50 PM	
05:00 PM		05:10 PM		05:20 PM		05:30 PM	
05:40 PM		05:50 PM		06:00 PM		06:10 PM	
06:20 PM		06:30 PM		06:40 PM		06:50 PM	

Teachers

- Ryan WADDINGTON
11 BIOLOGY UNITS 1 &
Interview Welcome
- Aleksandar LIBER
10 SCIENCE 1B
Interview Welcome
- Joseph LIM
10 MATHS PRE METHOD
Interview Welcome
- Ashlea SALTER
10 Humanities 1D
Interview Welcome
- Jessica WILSON
10 HPE 5
Interview Welcome
- Albany BACCINI
10 ENGLISH 1F
Interview Welcome

8. The teacher's available time slots will then appear in white. Select the time slot you would like to book.

Thursday, March 26

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	Ryan WADDINGTON Teacher for 11 BIOLOGY UNI...	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		04:00 PM	Not available for booking Bookings cannot be made.	04:10 PM	Not available for booking Bookings cannot be made.
04:20 PM	Not available for booking Bookings cannot be made.	04:30 PM		04:40 PM		04:50 PM	
05:00 PM		05:10 PM		05:20 PM		05:30 PM	
05:40 PM		05:50 PM		06:00 PM		06:10 PM	
06:20 PM		06:30 PM		06:40 PM		06:50 PM	

Teachers

- Albany BACCINI
10 ENGLISH 1F
Interview Welcome
- Jessica WILSON
10 HPE 5
Interview Welcome
- Ashlea SALTER
10 Humanities 1D
Interview Welcome
- 10 MATHS PRE METHOD
Joseph LIM
Location: Study Centre
Interview Welcome
Click on a time slot at the left of the screen to make a booking.
[Back]
- 11 BIOLOGY UNITS 1 &
Thu 26/03 02:20 PM

9. A "Confirm Booking" box will appear, click "OK".

Thursday, March 26

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	Ryan WADDINGTON Teacher for 11 BIOLOGY UNI...	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		04:00 PM	Not available for booking Bookings cannot be made.	04:10 PM	Not available for booking Bookings cannot be made.
04:20 PM	Not available for booking Bookings cannot be made.	04:30 PM		04:40 PM		04:50 PM	
05:00 PM		05:10 PM		05:20 PM		05:30 PM	
05:40 PM		05:50 PM		06:00 PM		06:10 PM	
06:20 PM		06:30 PM		06:40 PM		06:50 PM	

Teachers

- Albany BACCINI
10 ENGLISH 1F
Interview Welcome
- Jessica WILSON
10 HPE 5
Interview Welcome
- Ashlea SALTER
10 Humanities 1D
Interview Welcome
- Joseph LIM
10 MATHS PRE METHOD
Interview Welcome
- Aleksandar LIBER
10 SCIENCE 1B
Interview Welcome
- Ryan WADDINGTON
11 BIOLOGY UNITS 1 &
Thu 26/03 02:20 PM

Confirm Booking

Reason: 10 MATHS PRE METHOD

Staff Member: Joseph LIM

Student: student

Time: Thursday, March 26, 2020 - 03:50 PM

OK Cancel

10. All bookings and locations can be printed or viewed by using the options 'Print Preview' on the right side of the screen. A new page will appear showing all bookings. If you would like to print your bookings, select "Print Bookings".

Bookings for 7 to 12 Parer

Print Bookings	
Booking Time	Teacher Photo
Thursday 26/03 02:20 PM	