



# Making Student-Led-Conference Bookings using Compass



**Step 1.** Log in to Compass.

**Step 2.** Select the 'Book Parent/Student/Teacher Interview's Action button on the Compass home page.



**Step 3.** A page titled 'Conference Bookings' will appear listing all of your families enrolled children. Select one student to enter their 'My Bookings' page.

**Step 4.** Parents of multiple children can now view teacher's availability by clicking on the teacher's name. This will allow you to view available times of each child's teacher, enabling you to book suitable Conference times.

**Step 5.** To make a booking, select the time on the 'My Bookings' page, a list of the teachers available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking. (see screen shot below)

**\*Please leave one timeslot free between bookings of family members to allow for movement between classes.**

**Step 6.** Specialist teachers (Art, Music & LOTE) are also available for Conference appointments; this is optional for families who would like to book a conference with these teachers. There are limited time slots and a first-in-best-dressed approach will be used for booking Specialist teachers.

**My Bookings**

Bookings will be made on behalf of:  
 [Name] [Address] [City] [State] [Postcode] [Country]

Family Name [Name]

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

18/06 15:40 PM	Available	18/06 18:10 PM	Available	19/06 10:10 AM	Available
18/06 15:50 PM	Available	18/06 18:20 PM	Available	19/06 10:20 AM	Available
[No Booking]		18/06 18:30 PM	Available	19/06 10:30 AM	Available
[No Booking]		18/06 18:40 PM	Available	19/06 10:40 AM	Available
Diana LEWINGTON		18/06 18:50 PM	Available	19/06 10:50 AM	Available
Joan VAGUE		19/06 08:30 AM	Available	19/06 11:00 AM	Available
Kate PARKER		19/06 08:40 AM	Available	19/06 11:10 AM	Available
Pam HILDITCH		19/06 08:50 AM	Available	19/06 11:20 AM	Available
18/06 16:40 PM	Available	19/06 09:00 AM	Available	19/06 11:30 AM	Available
18/06 16:50 PM	Available	19/06 09:10 AM	Available	19/06 11:40 AM	Available
18/06 17:00 PM	Available	19/06 09:20 AM	Available	19/06 11:50 AM	Available
18/06 17:10 PM	Available	19/06 09:30 AM	Available		
18/06 17:20 PM	Available	19/06 09:40 AM	Available		
18/06 17:30 PM	Available	19/06 09:50 AM	Available		
18/06 17:40 PM	Available	19/06 10:00 AM	Available		
18/06 17:50 PM	Available				
18/06 18:00 PM	Available				

**Key**   ■ Available for booking   ■ Not available   ■ Current booking

**Available Staff**

Staff Member	Staff Note	Location
Diana LEWINGTON (DL)	Music Teacher	
Joan VAGUE (JV)	Art Teacher	
Kate PARKER (KP)	Languages Teacher	
Pam HILDITCH (PHI)	Generalist Teacher	