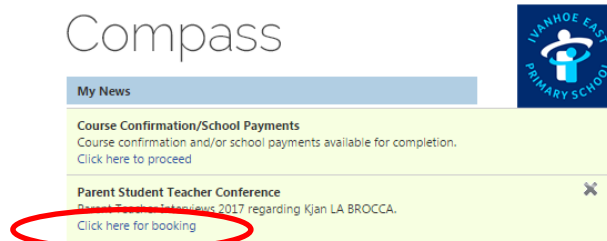
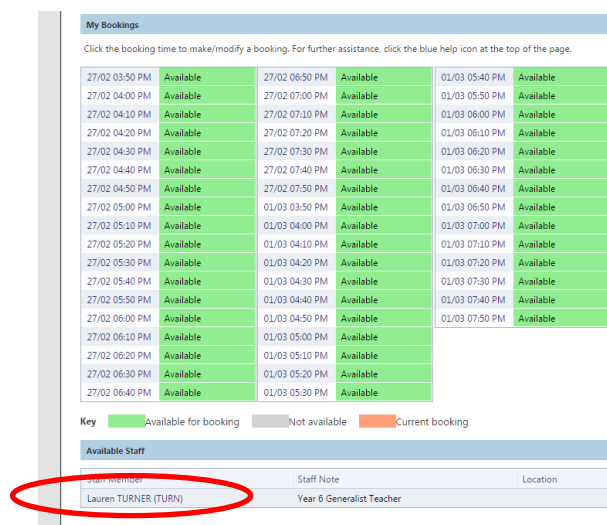


How to Book a Parent Teacher Interview on Compass

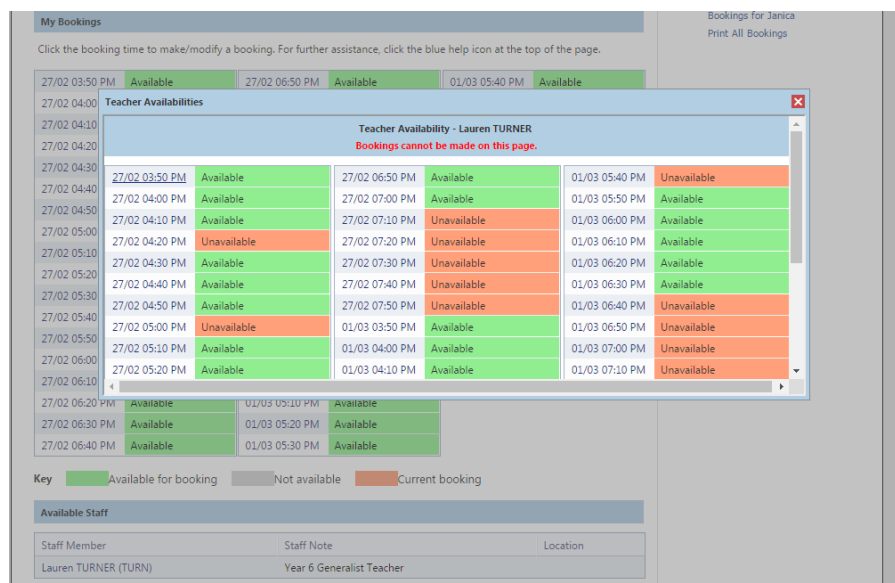
Login to Compass and your Home Page will appear. On the right hand side under My News a Parent Student Teacher Conference alert will be listed for each child you have at the school.



When you click on the **Click here to proceed**, the following page will appear.



To view the times that the teacher is available, click on the teacher's name at the bottom of the page. The **Teacher Availability** page will appear showing times available for bookings.



When you have decided on a time and are ready to make your booking, exit from the **Teacher Availability Screen** and click on the time that you wish book on the **My Bookings** page. A drop down menu with the teacher's name will appear.

| My Bookings | | | | | |
|---|-----------|----------------|-----------|----------------|-----------|
| Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page. | | | | | |
| 27/02 03:50 PM | Available | 27/02 06:50 PM | Available | 01/03 05:40 PM | Available |
| 27/02 04:00 PM | Available | 27/02 07:00 PM | Available | 01/03 05:50 PM | Available |
| 27/02 04:10 PM | Available | [No Booking] | | 01/03 06:00 PM | Available |
| 27/02 04:20 PM | Available | [No Booking] | | 01/03 06:10 PM | Available |
| 27/02 04:30 PM | Available | Lauren TURNER | | 01/03 06:20 PM | Available |

Click on the teacher's name to confirm your booking. Once you have made a successful booking your **My Bookings** Page will update and show the teacher's name at the time that you have made the booking.

| Your booking was made successfully | | | | | |
|---|-----------|----------------|---------------|----------------|-----------|
| My Bookings | | | | | |
| Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page. | | | | | |
| 27/02 03:50 PM | Available | 27/02 06:50 PM | Available | 01/03 05:40 PM | Available |
| 27/02 04:00 PM | Available | 27/02 07:00 PM | Lauren TURNER | 01/03 05:50 PM | Available |
| 27/02 04:10 PM | Available | 27/02 07:10 PM | Available | 01/03 06:00 PM | Available |

To make a booking for additional children, select your child's name from beneath the **Parent Teacher Interviews 20XX** heading on the right hand side of the page. This will allow you to access their teacher's availability from the **Available Staff** area of the page.