

BOOKING A TEACHER CONFERENCE

Fictional names are used in these instructions

This Semester there are 2 conference cycles (One for each day) for you to make bookings.

1. Online Parent, Student, Teacher Conference

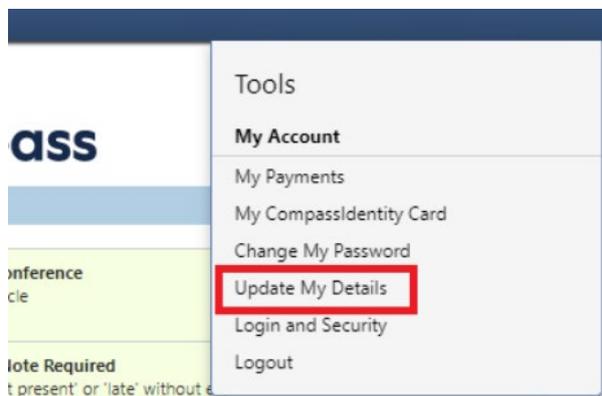
AND

2. Face to Face Parent, Student, Teacher Conference.

Firstly, we need to make sure your contact details are up to date for when we email you the link to participate in the Online Parent, Student, Teacher Conference

UPDATING YOUR DETAILS

1. On your Compass Homepage click on the  icon at the top right of your screen.

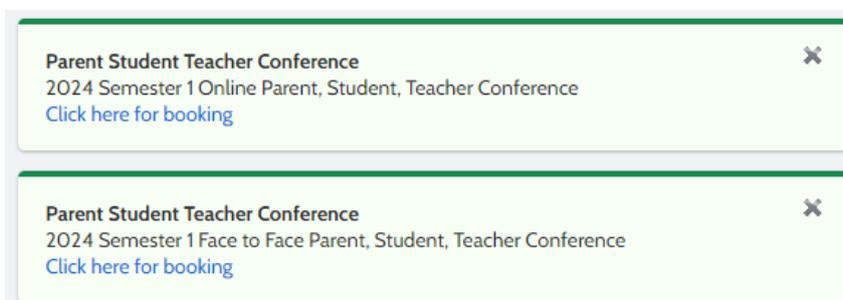


2. Select “Update My Details” and edit as needed.

3. After editing click on “Update My Details” button. All done!

MAKING A BOOKING

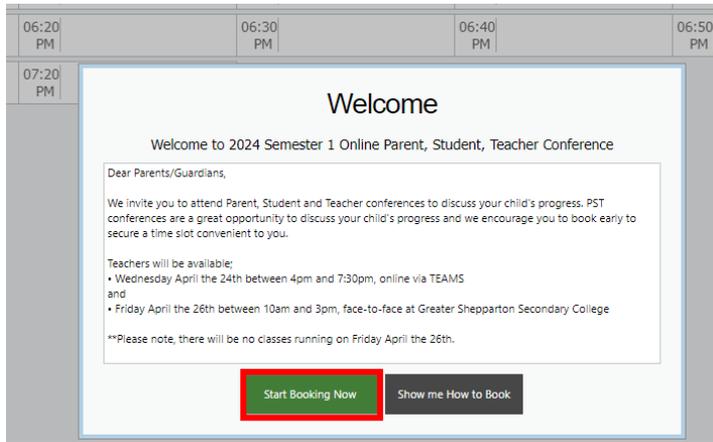
1. Log in to your Compass Parent Portal.



**Under ‘My News’ you will see both Conference cycles.

2. Click either “Online Parent, Student, Teacher Conference” or “Face to Face Parent, Student, Teacher Conference”.

You can access both at any time whilst they are open for bookings



3. Click **"Start Booking Now"**



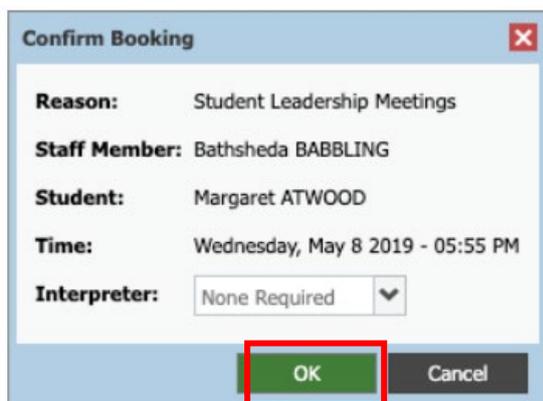
You will see your **child's name in the top right corner. (If you have more than one child, you will be able to select which child you are making bookings for)

The **Teacher and Subject name that bookings can be made for in relation to the student will display under your child's name.

4. Click on the **teacher** you wish to meet with.

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

5. Click the timeslot you want to book with that teacher and a confirmation window will pop-up.



6. Click **"OK"** to make the booking.

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM	Bathsheda BABBLING Student Leadership Meetings Wed 08/05 05:55 PM Cuthbert BINNS English Wed 08/05 06:25 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM	
05:45 PM	05:55 PM	Bathsheda BABBLING Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM	

**Timeslots and teachers will show as green when you have a booking in place.

7. Follow steps 4, 5 & 6 for each teacher you wish to talk to.

8. To make bookings for the other Conference (Online or Face to Face), repeat steps 2 to 7.

CANCELLING / DELETING A BOOKING

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM	Bathsheda BABBLING Student Leadership Meetings Wed 08/05 05:55 PM Cuthbert BINNS English Wed 08/05 06:25 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM	
05:45 PM	05:55 PM	Bathsheda BABBLING Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM	

1. Click the **teacher**. And a small window will pop-up.

English

Cuthbert BINNS
Interview Welcome

Booked on Wednesday 08/05 06:25 PM
for Margaret ATWOOD

Delete this booking

[\[Manage interpreter options\]](#)

Click on another time at the left of screen to book at that time instead.

[\[Back\]](#)

2. Select **Delete this Booking**. All done!