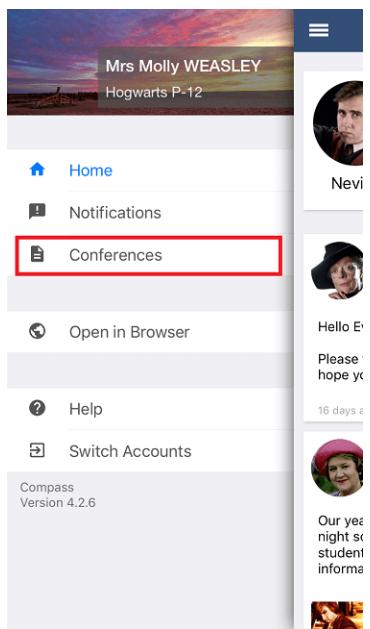
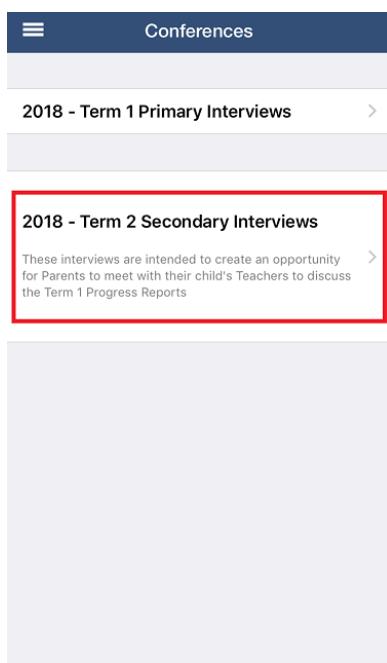


Conferences/Parent Teachers Interviews

For schools using the Compass Conferences module for Parent Student Teacher Interviews, if a Conference cycle has been set with the Target as 'Parents', then the parent will be able to click on Conferences from their tools menu to make bookings and view existing bookings. If the target audience for a cycle is set to 'Students', parents will not be able to access the cycle (please refer to the Knowledge Base article '[Conferences](#)' for further information).



They can then click into one of the cycles to make/edit/view bookings.



To make a booking, the parent needs to click on the child of theirs they want to make bookings in relation to. This will open a screen of the potential staff they can book with. Staff showing in white indicate the parent has not yet booked with them; staff showing in yellow indicate the staff member requires an interview but a booking has not yet been made. Staff showing in green indicate the parent has made a booking with them.

The left screenshot shows a list of two children: Neville and Ronald. Neville's profile is highlighted with a red box, indicating it is selected. The right screenshot shows a list of staff members: Argus FILCH, Remus LUPIN, Silvanus KETTLEBURN, and Amycus CARSON. Silvanus KETTLEBURN and Amycus CARSON are highlighted with green boxes, indicating they have been booked by the parent.

Parents need to then click on the staff member they want to make a booking with. This will show them a list of available time slots for that staff member. The parent can click the time they want to book.

The left screenshot shows the staff member Argus FILCH selected, with his details (English Unit 3, Interview Welcome) highlighted with a red box. The right screenshot shows a list of time slots for Argus FILCH on Tuesday, May 22. The time 02:50 PM is highlighted with a red box, indicating it is selected or about to be booked. Other times shown include 02:30 PM, 02:40 PM, 03:00 PM, 03:10 PM, 03:20 PM, 03:30 PM, 03:40 PM, 04:00 PM, 04:10 PM, and 04:20 PM.

If the parent requires an Interpreter and the school has the applicable one available, the parent can select the language from the list of options. They can then click 'Confirm Booking' to secure the time slot.

The image shows two side-by-side screenshots of a mobile application interface for booking a conference.

Screenshot 1 (Left):

- Header: Back, English Unit 3
- Date: TUESDAY, MAY, 22
- Time: 02:30 PM
- Booking Details (in a modal):
 - Reason: English Unit 3
 - Student: Neville LONGBOTTOM
 - Time: Tue 22/05 02:50 PM
 - Staff Member: Argus FILCH
 - Interpreter: None Required (Arabic) (highlighted with a red box)
- Buttons: Confirm Booking (blue button)

Screenshot 2 (Right):

- Header: Back, English Unit 3
- Date: TUESDAY, MAY, 22
- Time: 02:30 PM
- Booking Details (in a modal):
 - Reason: English Unit 3
 - Student: Neville LONGBOTTOM
 - Time: Tue 22/05 02:50 PM
 - Staff Member: Argus FILCH
 - Interpreter: None Required (Arabic) (highlighted with a red box)
- Buttons: Confirm Booking (blue button) (highlighted with a red box)

To move a booking, click the teacher the booking is with. Click the new time slot you would like to book and the confirmation will then remove the existing booking and update to the newly chosen timeslot.

The image shows three screenshots illustrating the process of moving a booking between teachers and time slots.

Screenshot 1 (Left):

- Header: Back, Unit 3 Progress Conferences
- User Profile: Booking for Neville
- Booking Details (highlighted with a red box):
 - Remus LUPIN
 - Art Unit 3
 - Mon 07/05 12:20 PM

Screenshot 2 (Middle):

- Header: Unit 3 Progress Conferences Art Unit 3
- Date: MONDAY, MAY, 07
- Time Slots (highlighted with a red box):
 - 12:00 PM
 - 12:10 PM
 - 12:20 PM (highlighted with a green box, indicating it's selected)
 - 12:30 PM
 - 12:40 PM
 - 12:50 PM
 - 01:00 PM
 - 01:10 PM
 - 01:20 PM (highlighted with a red box, indicating the new booking slot)
 - 01:30 PM
 - 01:40 PM
 - 01:50 PM

Screenshot 3 (Right):

- Header: Unit 3 Progress Conferences Art Unit 3
- Date: MONDAY, MAY, 07
- Time: 12:00 PM
- Booking Details (in a modal):
 - Reason: Art Unit 3
 - Student: Neville LONGBOTTOM
 - Time: Mon 07/05 01:20 PM
 - Staff Member: Remus LUPIN
 - Note: Selecting this booking will move your existing booking
- Buttons: Confirm Booking (blue button) (highlighted with a red box)

To delete a booking, the parent can click on the existing booking and choose the 'Remove Booking' option.

The left screenshot shows a modal dialog for a booking at 'Art Unit 3' on 'MONDAY, MAY, 22'. The dialog displays the following details:

- Reason: English Unit 3
- Student: Neville LONGBOTTOM
- Time: Mon 07/05 01:20 PM
- Staff Member: Remus LUPIN

A red box highlights the 'Remove Booking' button at the bottom of the dialog.

The right screenshot shows the main booking list for 'English Unit 3' on 'TUESDAY, MAY, 22'. The list includes the following entries:

- Reason: English Unit 3
- Student: Neville LONGBOTTOM
- Time: Tue 22/05 03:40 PM
- Staff Member: Argus FILCH

Below this, there is an 'Interpreter' section with 'None Required' and 'Arabic' options. At the bottom of the list, there is a blue 'Update Booking' button and a red box highlighting the 'Remove Booking' button.

If the parent wants to view their bookings for a conference, they can click the applicable cycle and then click the book icon in the top right hand corner.

The first screenshot shows the '2018 - Term 1 Primary Interviews' cycle. It indicates '2 bookings have been made' and shows a summary of the bookings.

The second screenshot shows the 'Unit 3 Progress Conferences' cycle. It displays a booking for Neville Longbottom with details: 'Remus LUPIN' (Art Unit 3), 'Interview Welcome'. A red box highlights the book icon in the top right corner of this screen.

The third screenshot shows the 'My Bookings' list for 'TUESDAY, MAY, 22'. It lists several bookings with their respective staff members and details:

- 03:20 PM - Remus LUPIN (Art Unit 3) for Ronald WEASLEY
- 03:30 PM - Remus LUPIN (Art Unit 3) for Neville LONGBOTTOM
- 03:40 PM - Argus FILCH (English Unit 3) for Neville LONGBOTTOM
- 04:10 PM - Marlene MCKINNON (Sociology Unit 3) for Ronald WEASLEY
- 05:00 PM - Silvanus KETTLEBELL (Music Group Unit 3) for Neville LONGBOTTOM

At the bottom of the list, it says 'WEDNESDAY, MAY, 23'. A red box highlights the 'book' icon in the top right corner of the 'My Bookings' screen.