

Compass Parent Guide

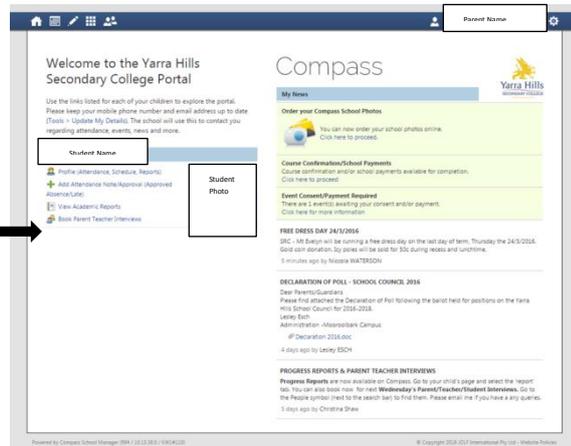
How to Book a Parent Teacher Interview

Step 1

Log in to the Compass Parent Portal

Step 2

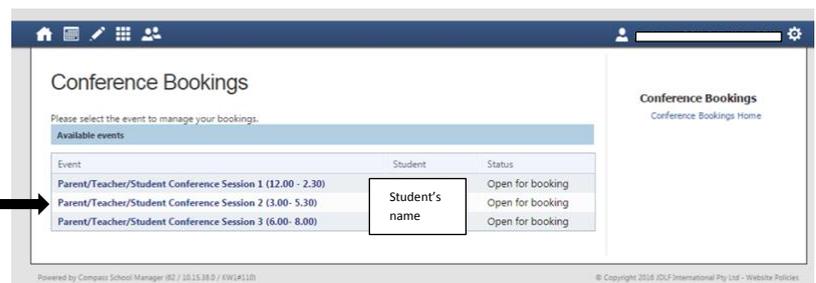
Under each of your students' profiles there will be an option to "Book Parent Teacher Interview" Click on this link
Note – you will need to make separate appointments for each of your students



Step 3

You will be taken to the Conference Booking page.

Select the time slot you would like to book appointments in by clicking on the link



Step 4

You will now be taken to the booking page and can make bookings for available time slots with teachers

Familiarise yourself with how this page operates

Parent/Teacher/Student Conference Session 2 (3.00- 5.30):

Student Name & ID

Appointment times

Conference Bookings
Conference Bookings Home

Parent/Teacher/Student Conference Session 2 (3.00- 5.30)
Bookings for Angeline
Print All Bookings

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.

23/03 15:00 PM	Available	23/03 15:50 PM	Available	23/03 16:40 PM	Available
23/03 15:10 PM	Available	23/03 16:00 PM	Available	23/03 16:50 PM	Available
23/03 15:20 PM	Available	23/03 16:10 PM	Available	23/03 17:00 PM	Available
23/03 15:30 PM	Available	23/03 16:20 PM	Available	23/03 17:10 PM	Available
23/03 15:40 PM	Available	23/03 16:30 PM	Available	23/03 17:20 PM	Available

Key ■ Available for booking ■ Not available ■ Current booking

Available Staff

Staff Member	Staff Note	Location
Angeline BONDARENKO (ABO)	Y7 ART Teacher	Mooroolbark B Block
Christine STEER (CST)	Y7 PHYSICAL EDUCATIO Teacher	Mooroolbark B Block
Joanne FULLER (JFU)	Y7 INFO & COMM TECH Teacher	Mooroolbark B Block
Julia ROCKETT (JRO)	Y7 DRAMA Teacher	Mooroolbark B Block
Marc LUCARELLI (MLU)	Y7 ITALIAN Teacher	Mooroolbark B Block
Megan SQUIRES (MSQ)	Y7 MUSIC Teacher	Mooroolbark B Block
Nicola WATERSON (NWA)	Y7 HEALTH Teacher	Mooroolbark B Block
Nicola WATERSON (NWA)	Y7 HUMANITIES Teacher	Mooroolbark B Block
Rebecca FLETCHER (RFL)	Y7 ENGLISH Teacher	Mooroolbark B Block
Robyn JOHNSTON (RJH)	07 COMMUNITY CONNECT Teacher	Mooroolbark B Block

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This is a list your student's teachers

You can click on a teacher's name and see when they have appointments available to assist with identifying which appointment time to select

Teacher Availability - A BONDARENKO

Bookings cannot be made on this page.

23/03 15:00 PM	Available	23/03 15:50 PM	Available	23/03 16:40 PM	Available
23/03 15:10 PM	Available	23/03 16:00 PM	Unavailable	23/03 16:50 PM	Unavailable
23/03 15:20 PM	Available	23/03 16:10 PM	Unavailable	23/03 17:00 PM	Unavailable
23/03 15:30 PM	Available	23/03 16:20 PM	Unavailable	23/03 17:10 PM	Unavailable
23/03 15:40 PM	Available	23/03 16:30 PM	Unavailable	23/03 17:20 PM	Unavailable

Key ■ Available for booking ■ Not available ■ Current booking

Step 5

Make your appointment.

To make an appointment click on the time link and then using the drop down box select the teacher you wish to make an appointment with from the list that displays.

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.

23/03 15:00 PM	Available	23/03 15:50 PM	Available	23/03 16:40 PM	Available
23/03 15:10 PM	Available	23/03 16:00 PM	Available	23/03 16:50 PM	Available
[No Booking]		23/03 16:10 PM	Available	23/03 17:00 PM	Available
Update	Cancel	23/03 16:20 PM	Available	23/03 17:10 PM	Available
23/03 15:20 PM	Available	23/03 16:30 PM	Available	23/03 17:20 PM	Available
23/03 15:30 PM	Available				
23/03 15:40 PM	Available				

Key ■ Available for booking ■ Not available ■ Current booking

Click the drop down arrow to display teachers who are available in this appointment time

If the teacher's name is not displaying, it means they do not have that appointment time available. Please try booking another time for that teacher. Remember you can use the available staff section to identify when teachers have available time slots (see step 4).

Click the booking time to make/modify a booking

23/03 15:00 PM	Available	23/03 15:50 PM	Available
23/03 15:10 PM	Available	23/03 16:00 PM	Available
[No Booking]		23/03 16:10 PM	Available
[No Booking]		23/03 16:20 PM	Available
Robyn JOHNSTON		23/03 16:30 PM	Available
Christine STEER			
Julia ROCKETT			
Angeline BONDARENKO			
Marc LUCARELLI	Not available		
Nicola WATERSON	Not available		
Joanne FULLER	Not available		

Staff Member

Select the teacher you wish to make an appointment

My Bookings

Click the booking time to make/modify a booking

23/03 15:00 PM	Available	2
23/03 15:10 PM	Available	2
23/03 15:20 PM	Angeline BONDARENKO	2
[No Booking]		2
Update	Cancel	
23/03 15:30 PM	Available	
23/03 15:40 PM	Available	

Key ■ Available for booking ■ Not available ■ Current booking

Click the update button and your time will be booked in

Available Staff

Click the booking time to make/modify a booking

23/03 15:00 PM	Available	23
23/03 15:10 PM	Angeline BONDARENKO	23
23/03 15:20 PM	Available	23
23/03 15:30 PM	Available	23
23/03 15:40 PM	Available	23

Key ■ Available for booking ■ Not available ■ Current booking

Available Staff

To Cancel/Change a Booking

Click on the booking time you wish to change and either select and alternate teacher using the drop down arrow and then click the update button or to cancel the booking all together change the booking back to {no Booking} and click on the update button

You will receive a cancellation message once this is complete and your time slot will now display the new teachers name or a green available box

My Bookings

Click the booking time to make/modify a boo

23/03 15:00 PM	Available	2
23/03 15:10 PM	Available	2
23/03 15:20 PM	Angeline BONDARENKO	2
[No Booking]		2
Update	Cancel	
23/03 15:30 PM	Available	
23/03 15:40 PM	Available	

Key ■ Available for booking ■

Available Staff

Parent/Teacher/Student Conferen Session 2 (3.00- 5.30)

Your existing booking has been cancelled.

My Bookings

Click the update button to process the change you have made

Should you have any queries in relation to this guide please contact your Campus Office.

Any Compass access issues such as a password reset can be directed to our ICT Manager, Phil Wigley, via email – wiglet.phillip.j@edumail.vic.gov.au or our Compass Liaison, Leanne Whitby, via email – whitby.leanne.r@edumail.vic.gov.au