

# Making a Conference Booking

Knowledge Base > Conferences > Making a Conference Booking

## Overview

The Conferences module allows schools to manage conferences between different members of the school community.

Parents or students (depending on your target group) can log in to Compass and book a time with staff members at the school.

For information on how they can make bookings via the Compass School Manager App, please refer to the '[Booking Conferences on Mobile Devices](#)' article from our Knowledge Base.

## Notifications

When a cycle is set as 'Open' for the target audience, and the target audience is Students, all students enrolled in the cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

When a cycle is set as 'Open' for the target audience, and the target audience is Parents, parents of all students enrolled in the cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

Welcome back, Sable!  
**Magic P-12 College**

**Stephen CORNFOOT**  
Profile (Attendance, Schedule, Reports)  
Send email to Stephen's teachers  
Add Attendance Note (Approved Absence/Late)  
View Academic Reports  
Order Photos

**Euan ABERCROMBIE**  
Profile (Attendance, Schedule)  
Send email to Euan's teachers  
Add Attendance Note (Approved Absence/Late)  
Order Photos  
**Book Parent Student Teacher Conference**  
4 overdue learning tasks

**Course Confirmation/School Payments**  
Course confirmation and / or school payments available for completion.  
[Click here to proceed](#)

**Parent Student Teacher Conference**  
2021 Parent Teacher Interviews  
[Click here for booking](#)

**Event Consent/Payment Required**  
There is 1 event awaiting your consent and/or payment.  
[Click here for more information](#)

**My News**

Sunil Stiney  
Feb 8th

**Magic High's School Fete**  
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls!  
Please email Donna Pollard if you would like any further event information :)

## Making a booking

The user can click the notification to proceed to make a booking.

To access all their conference cycles, they can click the Community menu (two people icon) and choose 'Conferences'.

When they click the notification, they will be taken into that specific cycle. If a Description was included in the cycle settings, the user will see this information. They can click either 'Start Booking Now' or 'Show me How to Book' to proceed'.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

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	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM			4:35 PM
04:45 PM	04:55 PM	05:05 PM			5:35 PM
05:45 PM	05:55 PM	06:05 PM			5:35 PM
06:45 PM	06:55 PM	07:05 PM			7:35 PM
07:45 PM	07:55 PM	08:05 PM			

### Welcome

Welcome to Interim Report #2 Parent Teacher Conferences

Dear Parents,

Welcome to the Interim Report #2 Parent Teacher Conferences. We encourage you to make bookings with your child's teachers to discuss their progress to date. Parent Teacher conferences are a key aspect of maintaining supportive communication for your child between school and home.

Light refreshments will be provided.

Kind regards,  
Albus Dorely  
Principal

Start Booking Now
Show me How to Book

If they click 'Show me How to Book' this will take them to an instruction screen which they can proceed to be guided through or Skip.

Wednesday, May 8

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	

Thursday, May 9

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
06:45 PM	06:55 PM	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	

These are the timeslots that you can book appointments in for this conference. This screen will show all of the bookings you have made for this cycle.

White: Free timeslot  
Yellow: Interview required  
Green: Confirmed booking  
Grey: Unavailable timeslot

Skip
← Back
Next →

Please Note: The process is very similar for a student making a booking or a parent making a booking. The images in this process will be from the parent perspective.

When proceeding to make a booking, the parent will see the child the booking screen is in relation to in the top right corner.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

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	

Thursday, May 9

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
06:45 PM	06:55 PM	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	

Margaret ATWOOD

Teachers

**Cuthbert BINNS**  
English  
Interview Welcome

**Bathsheda BABBLING**  
Student Leadership Meetings  
Interview Welcome

If they have more than one child enrolled in this cycle they will be able to select which child they are making bookings for (students making a booking will only have access to their own bookings).

The possible classes or groups that bookings can be made for in relation to the student will display under their name.

The screenshot shows a booking interface for Margaret ATWOOD. On the left is a grid of timeslots for May 25th. On the right is a 'Teachers' list:

Time	Availability
04:35 PM	Available
05:35 PM	Available
06:35 PM	Not available for booking Meal Break
07:35 PM	Available

The 'Teachers' list includes:

- Cuthbert BINNS** (English) - Interview Welcome
- Bathsheda BABBLING** (Student Leadership Meetings) - Interview Welcome

This will display to the target group when they go into the cycle to make their bookings. See below for an example of how this appears to the Target group when first entering the interview booking screen.

There are two ways to make bookings, by 'Timeslot' or by 'Teacher'.

#### Timeslot

To book by timeslot, the user will click the timeslot they are wanting to make the booking for. The teachers that they are eligible to book will be selectable on the right hand list if they are available at that time. If a teacher in the list is not available at the selected timeslot, they will be greyed out.

The screenshot shows the booking interface for Margaret ATWOOD. A timeslot for Wednesday, May 8, at 06:25 PM is selected. A tooltip indicates: "Click on a person at the right of screen to book with them." The 'Teachers' list on the right shows:

- Cuthbert BINNS** (English) - Interview Welcome
- Bathsheda BABBLING** (Student Leadership Meetings) - Interview Welcome

The user then needs to click the staff member on the right that they want to book with at that selected time. A confirmation will pop-up and they can then click 'OK' to make the booking.

The 'Confirm Booking' dialog box displays the following information:

- Reason:** English
- Staff Member:** Cuthbert BINNS
- Student:** Margaret ATWOOD
- Time:** Wednesday, May 8 2019 - 06:25 PM
- Interpreter:** None Required

Buttons: OK, Cancel

The timeslot and correlating staff member will show as green indicating a booking is in place. Any staff in the user's list that they have made a booking with will show as green. White indicates they are yet to be booked with by the user.

The screenshot shows the booking interface for Margaret ATWOOD. The timeslot for Wednesday, May 8, at 06:25 PM is now green. The 'Teachers' list on the right shows:

- Bathsheda BABBLING** (Student Leadership Meetings) - Interview Welcome
- Cuthbert BINNS** (English) - Interview Welcome (highlighted in green)

## Teacher

To book by Teacher, the user needs to click the teacher from the list on the right that they want to make a booking with. This will cause any timeslots that the teacher is still available for to display.

The user can then click the timeslot they want to book with that teacher for. The confirmation will pop-up and they can then click 'OK' to make the booking.

The timeslot and correlating staff member will show as green indicating the user has a booking in place.

## Changing a Booking

While a cycle is set as 'Open' for the user, they can change their bookings if they want to. If the cycle is set to 'Read-only' the user cannot make any edits and will need to contact the school office for assistance.

To delete the booking or change the timeslot, the user can click the staff member from the Teacher list on the right. The details of their existing booking with that staff member will pop-up.

They can also click the timeslot they have a booking for and make changes.

## Booking Schedule

When a user has completed making their bookings, they can use the 'Email my bookings' option by clicking the button. The email issued will contain a list of each booking detailing the staff member, the booking date/time, the subject, the location and the student it relates to (for parents with more than

one student in the conference cycle)

**Booking for Mrs Sable BROOKS**

2021 Parent Teacher Interviews

Monday, October 19

03:30 PM	03:40 PM	03:50 PM	04:00 PM	04:10 PM
04:20 PM	04:30 PM	04:40 PM	04:50 PM	05:00 PM
05:10 PM	Kevin Phillips Year 10 Coordinator Meeting	05:20 PM	05:30 PM	05:40 PM

Tuesday, October 20

09:30 AM	09:40 AM	09:50 AM	10:00 AM	10:10 AM
10:20 AM	10:30 AM	10:40 AM	10:50 AM	11:00 AM
11:10 AM	11:20 AM	04:00 PM	04:10 PM	04:20 PM
04:30 PM	04:40 PM	04:50 PM	05:00 PM	05:10 PM
05:20 PM	05:30 PM	05:40 PM	05:50 PM	06:00 PM Meal Break
06:10 PM Meal Break	06:20 PM Meal Break	06:30 PM	06:40 PM	06:50 PM
07:00 PM	07:10 PM	07:20 PM	07:30 PM	07:40 PM
07:50 PM				

Teachers

- Kevin Phillips  
Year 10 Coordinator Meeting  
Mon 19/10 05:10 PM

If the user needs to access their bookings on another occasion, provided a cycle is set as 'Open' or 'Read-Only' for the target audience, the user can go to their Conferences page (under the Community menu) and click into the applicable cycle.

They can then either email the list to themselves again, or click 'Print Preview' to view their booking schedule.

**Interim Report #2 Parent Teacher Conferences**

Wednesday, May 8

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	Bathsheda BABBLING Student Leadership Meetings	06:05 PM	06:15 PM	06:25 PM
				Cuthbert BINNS Teacher for English	

Teachers

- Bathsheda BABBLING  
Student Leadership Meetings  
Wed 08/05 05:55 PM
- Cuthbert BINNS  
English  
Wed 08/05 06:25 PM

This will show them a list of their bookings.

**Bookings for Interim Report #2 Parent Teacher Conferences**

Print Bookings

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Bathsheda BABBLING Student Leadership Meetings Location: Room 24
Wednesday 08/05 06:25 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Cuthbert BINNS Teacher for English

If they want to print a hard-copy, they can click 'Print Bookings' and a printer friendly version can be sent to their available printer.

## Booking for Shared Teaching Classes

If a user attempts to make a booking where a shared teaching arrangement (more than one Lead Teacher) has been set up for the class in the cycle, when the booking confirmation pop-up displays, they will be required to select the applicable teacher for the class that they are booking with. They will only be able to make one booking in relation to the class with one of the possible teachers.

### Term 3 2017 - Parent Teacher Interview

Thursday, August 31

09:00 AM	09:15 AM	09:30 AM
09:45 AM	10:00 AM <b>Not available for booking</b> Bookings cannot be made.	10:15 AM
10:30 AM	10:45 AM	11:00 AM
11:15 AM	11:30 AM	
12:00 PM <b>Not available for booking</b> Bookings cannot be made.	12:15 PM <b>Not available for booking</b> Bookings cannot be made.	
12:45 PM <b>Not available for booking</b> Bookings cannot be made.	01:00 PM	
01:30 PM	01:45 PM	
02:15 PM	02:30 PM	
03:00 PM	03:15 PM	03:30 PM
03:45 PM		

**Confirm Booking**  
Reason: Yr 1 Generalist  
Staff Member:   
Student: Albus DUMBLEDORE  
Minerva McGONAGALL  
Severus SNAPE  
Time: 17 - 10:15 AM  
Interpreter: None Required  
OK Cancel

**Teachers**

- Minerva McGONAGALL**  
Gryffindor House Catchup  
Interview Welcome
- Sarah LAW**  
Quidditch Fundamentals  
Interview Welcome
- 2 hosts available**  
TAFE  
Interview Welcome
- Irma PINCE**  
Visual Magic  
Interview Welcome
- 3 hosts available**  
01GEN\_01B - Year Generalist  
Interview Welcome
- Minerva McGONAGALL**  
Gryffindor Quidditch Team Captain Interviews  
Interview Welcome