

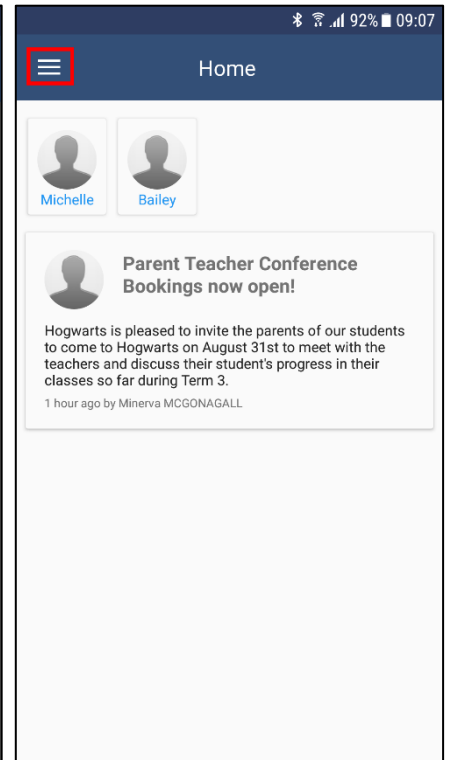
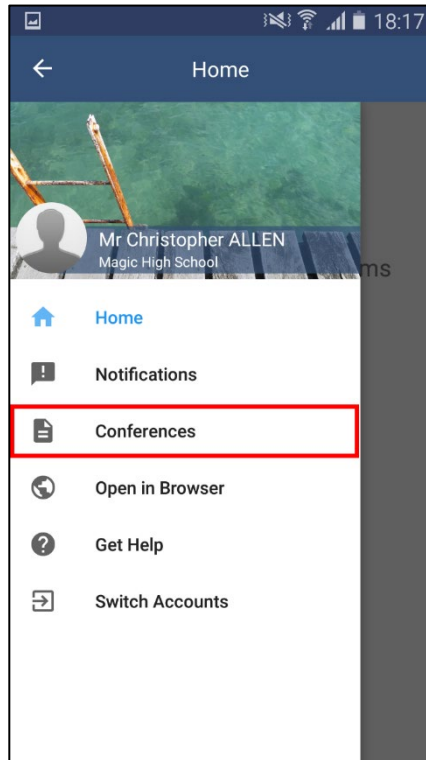


Parent Guide to Compass – Booking Parent Teacher Interviews on the Android Based Compass APP.

Step 1.

In order to book in with the teachers at your students' school for Student, Parent, Teaching Interviews using the Compass app on an Android device you will first need to login using your parent login credentials.

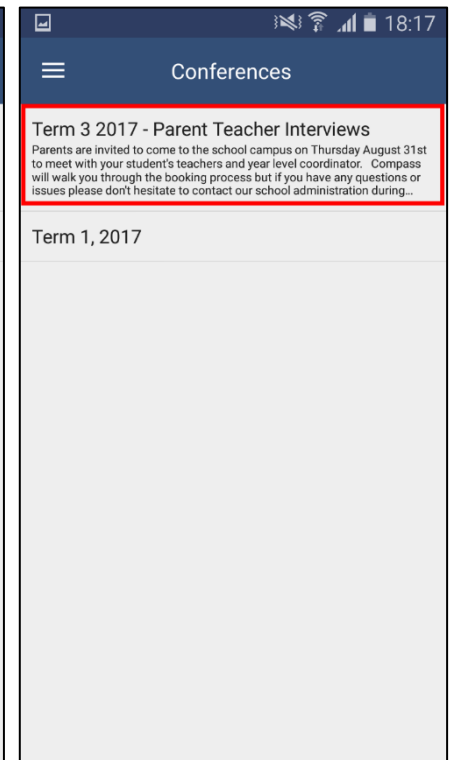
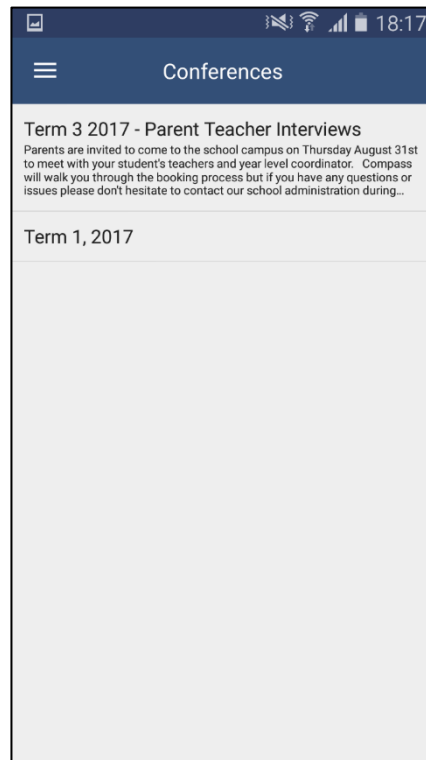
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



Step 2.

This will take you to the main Conferences screen, where you can see all Conference (SPT Interviews) cycles that the school has made available to parents and that one of your students is associated with.

To start the booking process click on the conference cycle you'd like to book for.

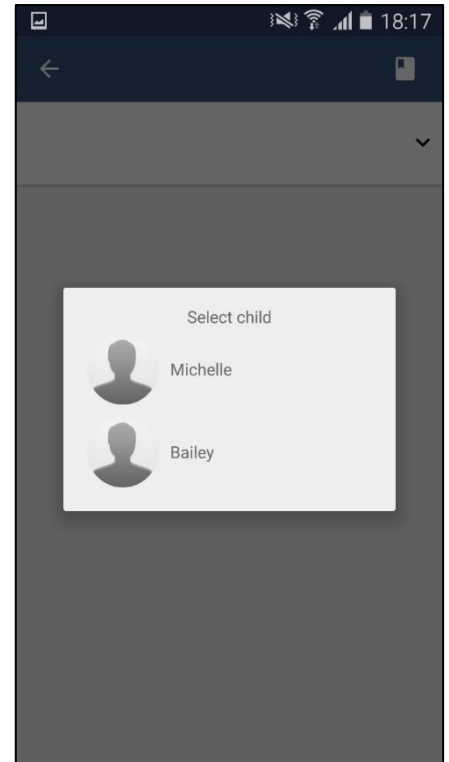
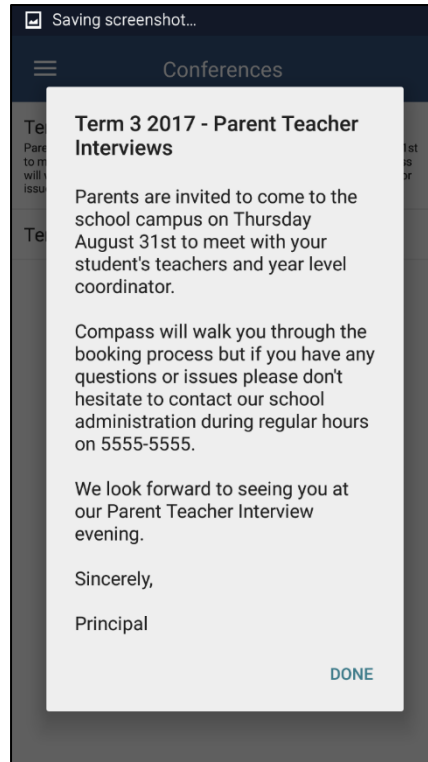


Step 3.

Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle.

Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image on the right.

Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.

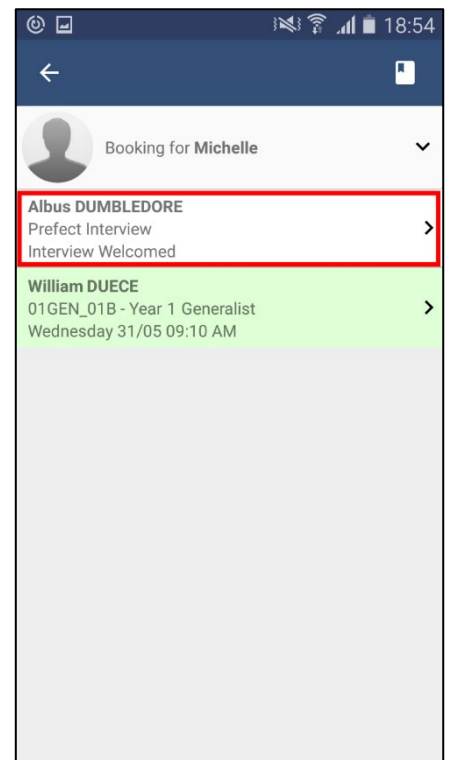
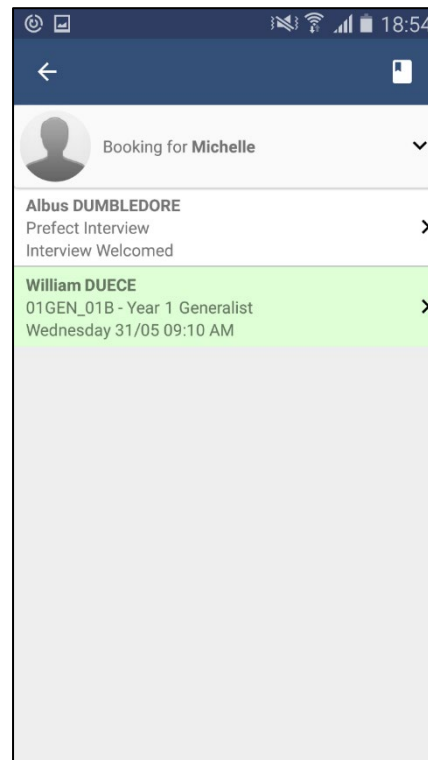


Step 4.

This will show you a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student.

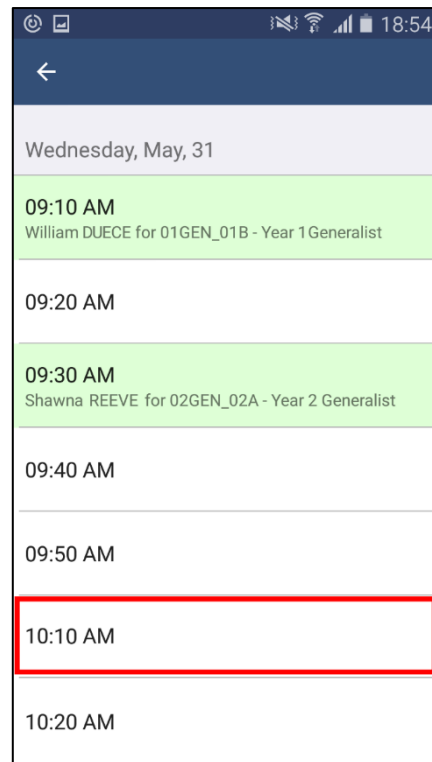
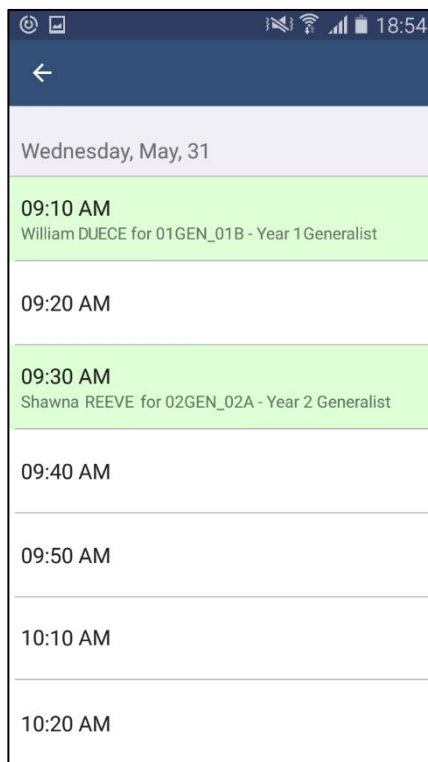
Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student.

In the image to the right, the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.



Step 5.

This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 10:10 AM in the screenshot to the right.

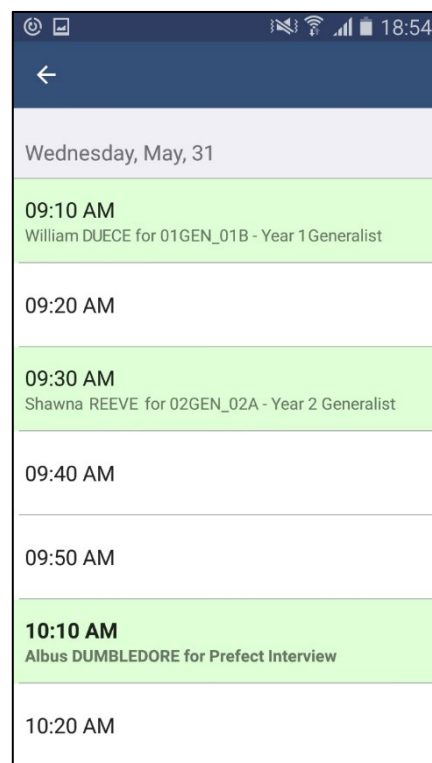
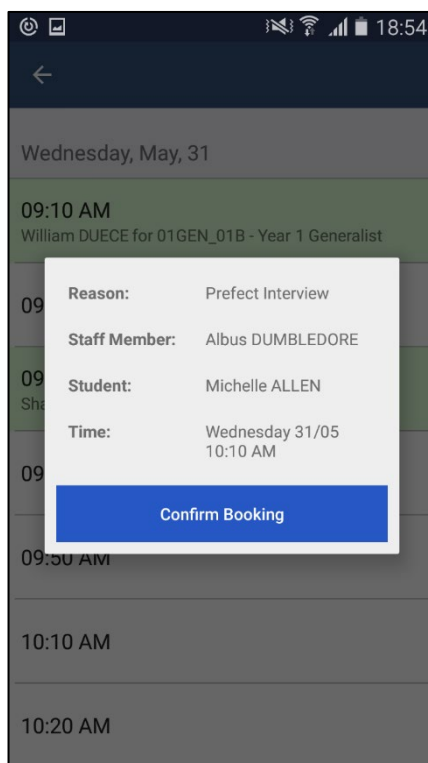


Step 6.

This will open a booking popup window. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected.

If you require an interpreter you can select one from the list of options next to Interpreter. Please keep in mind these options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school.

Once you click 'Confirm Booking' you will see your booking on the schedule with the text bolded. Click the back arrow at the top left to go back and make more bookings, or review all your bookings.



Step 7.

From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in red in the image to the right, in order to switch to one of your other students and complete the booking process for the teachers available for them.

To see all of your bookings click the little book icon at the top right, highlighted in yellow in the image to the right. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle.

If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.

