



Parent Guide to Compass – Booking Parent Teacher Interviews Web Browser.

Step 1.

Within the portal, parents can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to their student's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.

Step 2.

When attendees go to book, they will see the Description that was set in the Cycle Settings. They will also have two options available - **Start Booking Now**, which allows them to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass. This section is highlighted in blue in the image below.

If parents have multiple students at the school they can toggle between their children using the dropdown menu available at the top right of the screen, which is highlighted in red in the image below. This will update the list of Teachers available to book with based on each child.

For further details on how parents/students make bookings within the portal, please refer to the ['Making a Conference Booking' article](#) from our Knowledge Base.