

COMPASS GUIDE FOR PARENT TEACHER INTERVIEWS

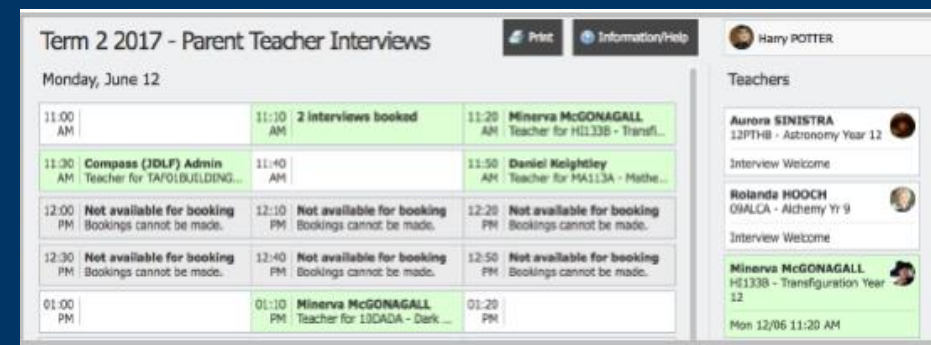
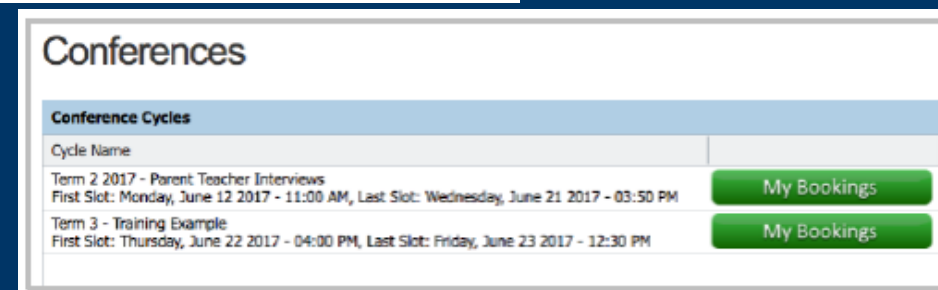
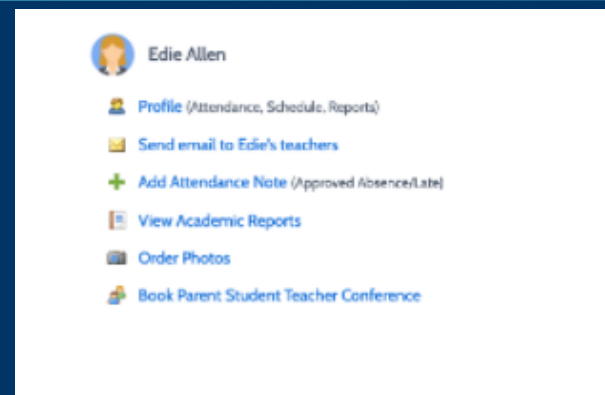


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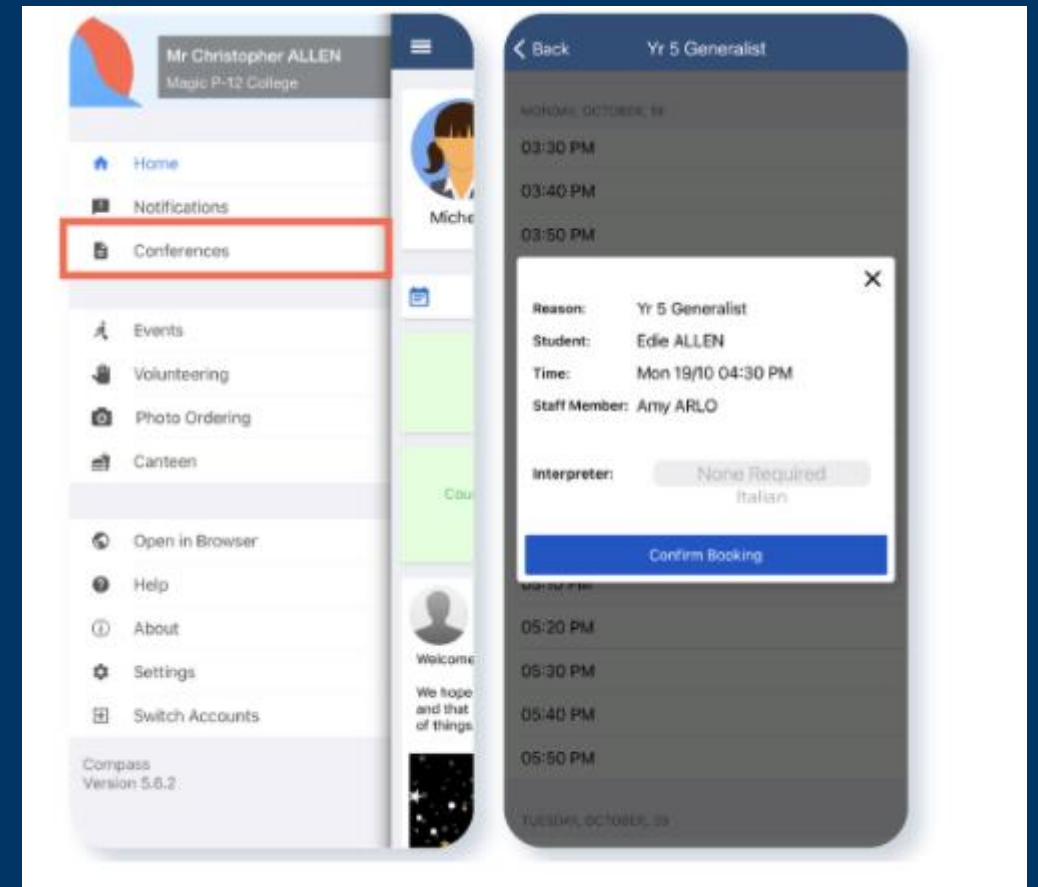
Parent Teacher Interviews via Compass Web

1. On the Compass home screen, beside the students you wish to make bookings for, click **'Book Parent Teacher Interviews'**.
2. A list of parent-teacher interview events will be displayed along with their booking status. Click **'My Bookings'** for the relevant event.
3. Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display the teachers available for booking at that time.
4. You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.



Parent Teacher Interviews via Compass App

1. From the Compass App click the menu button at the top left and select **'Conferences'**.
2. From the list of parent-teacher conference events:
 1. Select the relevant parent teacher night you wish to book for
 2. Select the student you wish to place a booking for
 3. Select the class or interview group
 4. Click on a time slot to make a booking and confirm



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