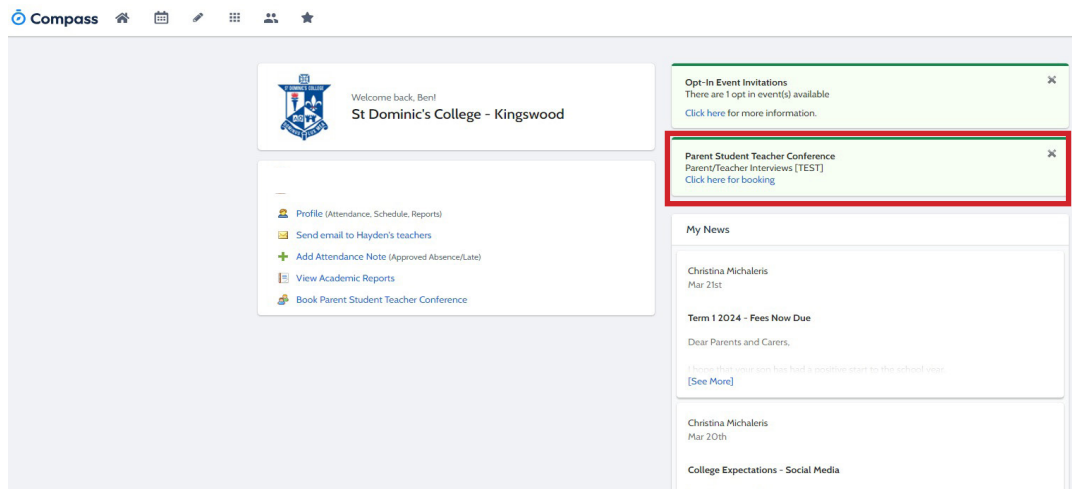
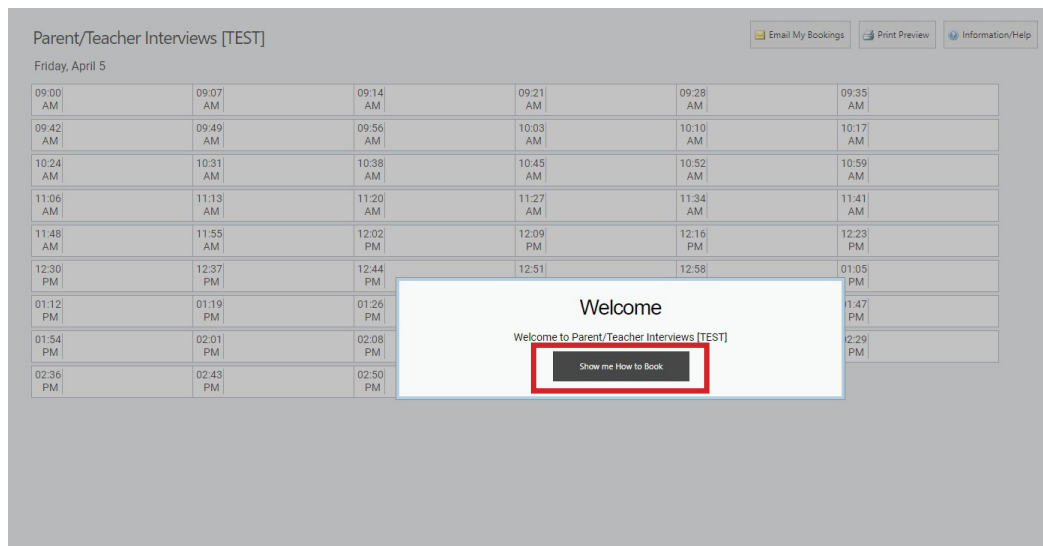


Scheduling Parent/Teacher Interviews in Compass Conferences



1

Start by clicking on the Parent/Teacher Interviews Conference alert located on your parent dashboard



2

A pop-up will be displayed with the option to be shown how to book meetings. We recommend taking the time to go through these steps.



Parent/Teacher Interviews [TEST]

Friday, April 5

Email My Bookings Print Preview Information/Help

09:00 AM	09:07 AM	09:14 AM	09:21 AM	09:28 AM	09:35 AM
09:42 AM	09:49 AM	09:56 AM	10:03 AM	10:10 AM	10:17 AM
10:24 AM	10:31 AM	10:38 AM	10:45 AM	10:52 AM	10:59 AM
11:06 AM	11:13 AM	11:20 AM	11:27 AM	11:34 AM	11:41 AM
11:48 AM	11:55 AM	12:02 PM	12:09 PM	12:16 PM	12:23 PM
12:30 PM	12:37 PM	12:44 PM	12:51 PM	12:58 PM	01:05 PM
01:12 PM	01:19 PM	01:26 PM	01:33 PM	01:40 PM	01:47 PM
01:54 PM	02:01 PM	02:08 PM	02:15 PM	02:22 PM	02:29 PM
02:36 PM	02:43 PM	02:50 PM	02:57 PM		

Teachers

Nathan Zammit
Extra Curricular
Interview Welcome

3

You will then see a range of time slots. On the right, you will see the teachers you are able to book meetings with. By clicking on these teachers/subjects it will show all available times for that teacher.

Parent/Teacher Interviews [TEST]

Friday, April 5

Email My Bookings Print Preview Information/Help

09:00 AM	09:07 AM	09:14 AM	09:21 AM	09:28 AM	09:35 AM
09:42 AM	09:49 AM	09:56 AM	10:03 AM	10:10 AM	10:17 AM
10:24 AM	10:31 AM	10:38 AM	10:45 AM	10:52 AM	10:59 AM
11:06 AM	11:13 AM	11:20 AM	11:27 AM	11:34 AM	11:41 AM
11:48 AM	11:55 AM	12:02 PM	12:09 PM	12:16 PM	12:23 PM
12:30 PM	12:37 PM	12:44 PM	12:51 PM	12:58 PM	01:05 PM
01:12 PM	01:19 PM	01:26 PM	01:33 PM	01:40 PM	01:47 PM
01:54 PM	02:01 PM	02:08 PM	02:15 PM	02:22 PM	02:29 PM
02:36 PM	02:43 PM	02:50 PM	02:57 PM		

Teachers

Extra Curricular
Nathan Zammit
Interview Welcome
Click on a time slot at the left of the screen to make a booking.
[Back]

4

Select a preferred timeslot that is available for the teacher you have selected.



Parent/Teacher Interviews [TEST]

Friday, April 5

09:00 AM	09:07 AM	09:14 AM	09:21 AM	09:28 AM	09:35 AM
09:42 AM	09:49 AM	09:56 AM	10:03 AM	10:10 AM	10:17 AM
10:24 AM	10:31 AM	10:38 AM	10:45 AM	10:52 AM	10:59 AM
11:06 AM	11:13 AM	11:20 AM	11:27 AM	11:34 AM	11:41 AM
11:48 AM	11:55 AM	12:02 PM	12:09 PM	12:16 PM	12:23 PM
12:30 PM	12:37 PM	12:44 PM			01:05 PM
01:12 PM	01:19 PM	01:26 PM			01:47 PM
01:54 PM	02:01 PM	02:08 PM			02:29 PM
02:36 PM	02:43 PM	02:50 PM			

Confirm Booking

Reason: Extra Curricular

Staff Member: Nathan Zammit

Student: Hayden Cummins

Time: Friday, April 5 2024 - 11:20 AM

Teachers

Nathan Zammit
Extra Curricular

Interview Welcome

5

Confirm the booking by clicking the 'OK' button.

Parent/Teacher Interviews [TEST]

Friday, April 5

09:00 AM	09:07 AM	09:14 AM	09:21 AM	09:28 AM	09:35 AM
09:42 AM	09:49 AM	09:56 AM	10:03 AM	10:10 AM	10:17 AM
10:24 AM	10:31 AM	10:38 AM	10:45 AM	10:52 AM	10:59 AM
11:06 AM	11:13 AM	11:20 AM	11:27 AM	11:34 AM	11:41 AM
11:48 AM	11:55 AM	12:02 PM	12:09 PM	12:16 PM	12:23 PM
12:30 PM	12:37 PM	12:44 PM	12:51 PM	12:58 PM	01:05 PM
01:12 PM	01:19 PM	01:26 PM	01:33 PM	01:40 PM	01:47 PM
01:54 PM	02:01 PM	02:08 PM	02:15 PM	02:22 PM	02:29 PM
02:36 PM	02:43 PM	02:50 PM	02:57 PM		

11:20 Nathan Zammit
AM Teacher for Extra Curric...

Teachers

Nathan Zammit
Extra Curricular
Fri 05/04 11:20 AM

6

If both the teachers name/subject are highlighted in green, you have successfully booked a timeslot.



ST DOMINIC'S
COLLEGE

'Dominus Lux Mea' The Lord Is My Light

