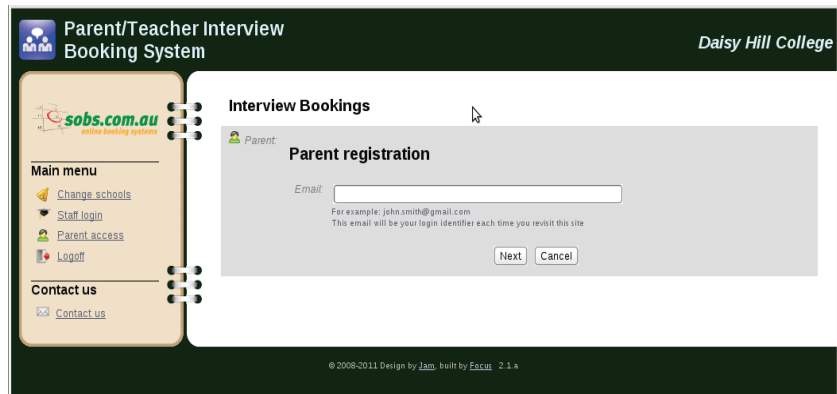


How to book your Parent/Teacher interviews

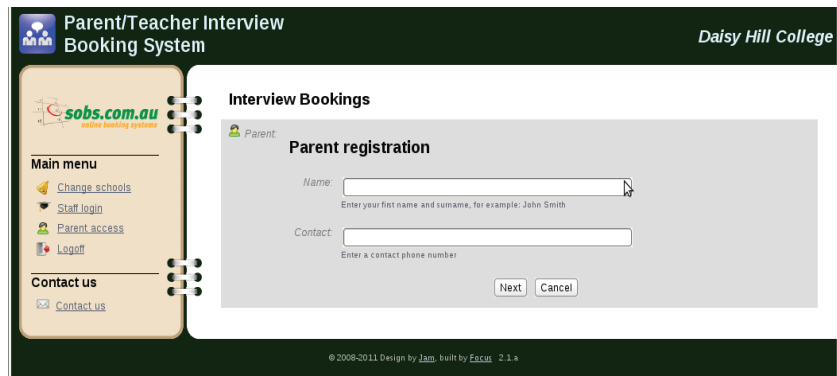
NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the school website and click on the link for 'Parent/Teacher interviews'
2. Type in your **email address**



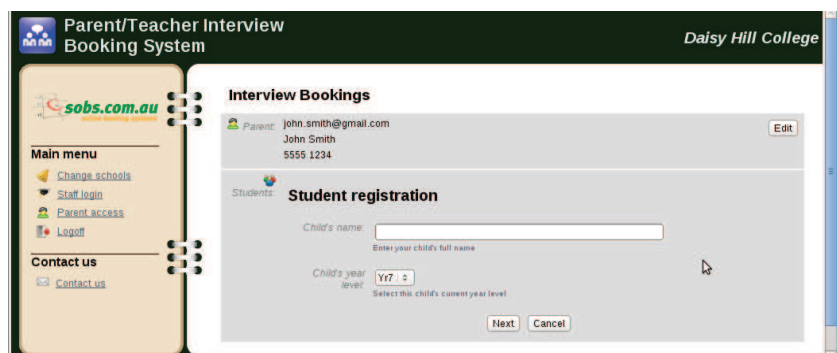
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The 'Parent registration' form has an 'Email' field with a placeholder example 'john.smith@gmail.com' and 'Next' and 'Cancel' buttons.

3. Enter your **name** and **contact details**



The screenshot shows the 'Parent registration' form with 'Name' and 'Contact' fields. The 'Name' field has a placeholder 'John Smith' and the 'Contact' field has a placeholder for a phone number. 'Next' and 'Cancel' buttons are visible at the bottom.

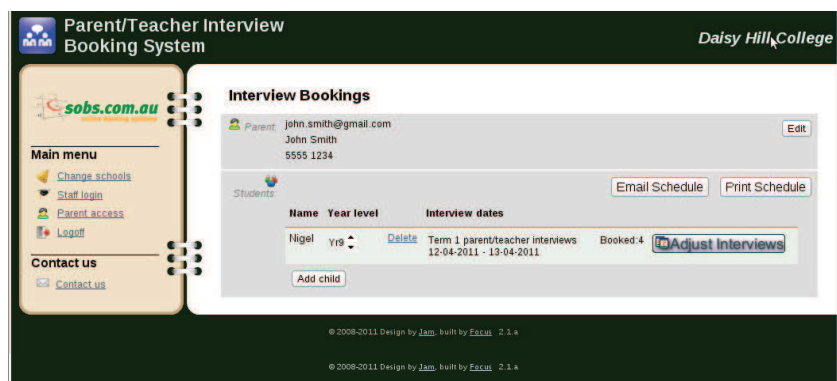
4. Enter your **child's full name** and select **year level** from the drop down menu



The screenshot shows the 'Student registration' form. The 'Parent' information is pre-filled with 'john.smith@gmail.com', 'John Smith', and '5555 1234'. The 'Student registration' section has a 'Child's name' field and a 'Child's year level' dropdown menu set to 'Y7'. 'Next' and 'Cancel' buttons are at the bottom.

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews



The screenshot shows the final booking list. The 'Parent' information is pre-filled. The 'Students' section has a table with columns for 'Name', 'Year level', and 'Interview dates'. The table contains one entry: 'Nigel', 'Y7', and 'Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011'. There are 'Email Schedule', 'Print Schedule', and 'Adjust Interviews' buttons. An 'Add child' button is at the bottom.

Name	Year level	Interview dates
Nigel	Y7	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011

6. Select all teachers you require interviews with by **ticking the boxes**

Parent: john.smith@gmail.com
John Smith
9555 1234

Students: Nigel
Term 1 parent/teacher interviews

Interviews: **Select Yr9 Teachers for Interviews**

ANGELO, Michael GEOGRAPHY, George MUSIC, Mozart SCIENTIST, Steven
 BROWN, Barry GRAFIX, Gary PEECEE, Peter
 ENGLISH, John LANGUAGES, Laura SCIENCE, Sally

Next Cancel

7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button

Interviews: **Select interview slots for Nigel** Save

ENGLISH, John	GRAFIX, Gary	PEECEE, Peter	ANGELO, Michael
Tuesday, 12 Apr 11			
15:30	15:30	15:30	15:30
15:50	15:50	15:50	15:50
16:10	16:10	16:10	16:10
16:30	16:30	16:30	16:30
16:50	16:50	16:50	16:50

Interviews: **Select interview slots for Nigel** Save

ENGLISH, John	GRAFIX, Gary	PEECEE, Peter	ANGELO, Michael
Tuesday, 12 Apr 11			
15:30	15:30	15:30	15:30
15:50	15:50	15:50	15:50
16:10	16:10	16:10	16:10
16:30	16:30	16:30	16:30
16:50	16:50	16:50	16:50

If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot

8. Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered