Making a Conference Booking

- Knowledge Base

- Conferences

- Making a Conference Booking

Overview

The Conferences module allows schools to manage conferences between different members of the school community.

Parents or students (depending on your target group) can log in to Compass and book a time with staff members at the school.

For information on how they can make bookings via the Compass School Manager App, please refer to the 'Booking Conferences on Mobile Devices' article from our Knowledge Base.

Notifications

When a cycle is set as 'Open' for the target audience, and the target audience is Students, all students enrolled in the cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

When a cycle is set as 'Open' for the target audience, and the target audience is Parents, parents of all students enrolled in the cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for.

Making a booking

The user can click the notification to proceed to make a booking.

To access all their conference cycles, they can click the Community menu (two people icon) and choose 'Conferences'.

When they click the notification, they will be taken into that specific cycle. If a Description was included in the cycle settings, the user will see this information. They can click either 'Start Booking Now' or 'Show me How to Book' to proceed'.

If they click 'Show me How to Book' this will take them to an instruction screen which they can proceed to be guided through or Skip.

Please Note: The process is very similar for a student making a booking or a parent making a booking. The images in this process will be from the parent perspective.

When proceeding to make a booking, the parent will see the child the booking screen is in relation to in the top right corner.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

Print Preview   Information/Help   Margaret ATWOOD

Teachers

Cuthbert BINNS
English
Interview Welcome

Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

If they have more than one child enrolled in this cycle they will be able to select which child they are making bookings for (students making a booking will only have access to their own bookings).

The possible classes or groups that bookings can be made for in relation to the student will display under their name.

Print Preview   Information/Help   Margaret ATWOOD

Teachers

Cuthbert BINNS
English
Interview Welcome

Bathsheda BABBLING
Student Leadership Meetings
Interview Welcome

04:35 PM

05:35 PM

04:35 PM

05:35 PM

06:35 PM **Not available for booking** Meal Break

07:35 PM

This will display to the target group when they go into the cycle to make their bookings. See below for an example of how this appears to the Target group when first entering the interview booking screen.

There are two ways to make bookings, by 'Timeslot' or by 'Teacher'.

Timeslot
To book by timeslot, the user will click the timeslot they are wanting to make the booking

for. The teachers that they are eligible to book will be selectable on the right hand list if they are available at that time. If a teacher in the list is not available at the selected timeslot, they will be greyed out.

The user then needs to click the staff member on the right that they want to book with at that selected time. A confirmation will pop-up and they can then click 'OK' to make the booking.

The timeslot and correlating staff member will show as green indicating a booking is in place. Any staff in the user's list that they have made a booking with will show as green. White indicates they are yet to be booked with by the user.

Teacher

To book by Teacher, the user needs to click the teacher from the list on the right that they want to make a booking with. This will cause any timeslots that the teacher is still available for to display.

The user can then click the timeslot they want to book with that teacher for.
The confimation will pop-up and they can then click 'OK' to make the booking.

The timeslot and correlating staff member will show as green indicating the user has a booking in place.

Changing a Booking

While a cycle is set as 'Open' for the user, they can change their bookings if they want to. If the cycle is set to 'Read-only' the user cannot make any edits and will need to contact the school office for assistance.

To delete the booking or change the timeslot, the user can click the staff member from the Teacher list on the right. The details of their existing booking with that staff member will pop-up.

They can also click the timeslot they have a booking for and make changes.

Booking Schedule

When a user has completed making their bookings, they can use the 'Email my bookings' option by clicking the button. The email issued will contain a list of each booking detailing the staff member, the booking date/time, the subject, the location and the student it relates to (for parents with more than one student in the conference cycle)

If the user needs to access their bookings on another occasion, provided a cycle is set as 'Open' or 'Read-Only' for the target audience, the user can go to their Conferences page (under the Community menu) and click into the applicable cycle.

They can then either email the list to themselves again, or click 'Print Preview' to view their

booking schedule.

This will show them a list of their bookings.

If they want to print a hard-copy, they can click 'Print Bookings' and a printer friendly version can be sent to their available printer.

Booking for Shared Teaching Classes

If a user attempts to make a booking where a shared teaching arrangement (more than one Lead Teacher) has been set up for the class in the cycle, when the booking confirmation pop-up displays, they will be required to select the applicable teacher for the class that they are booking with. They will only be able to make one booking in relation to the class with one of the possible teachers.

Term 3 2017 - Parent Teacher Interview

[Print] [Information/Help]

Ginevra (Ginny) WEASLEY

Thursday, August 31

09:00 AM	09:15 AM	09:30 AM
09:45 AM	10:00 AM **Not available for booking** Bookings cannot be made.	10:15 AM
10:30 AM	10:45 AM	11:00 AM
11:15 AM	11:30 AM	
12:00 PM **Not available for booking** Bookings cannot be made.	12:15 PM Not av... Bookin...	...oking ...de.
12:45 PM **Not available for booking** Bookings cannot be made.	01:00 PM	
01:30 PM	01:45 PM	
02:15 PM	02:30 PM	
03:00 PM	03:15 PM	03:30 PM
03:45 PM		

Confirm Booking ✕

Reason: Yr 1 Generalist

Staff Member: [_____ ▼]

Albus DUMBLEDORE

Student: Minerva McGONAGALL   EY

Time: Severus SNAPE   17 - 10:15 AM

Interpreter: None Required

[OK] [Cancel]

Teachers

Minerva McGONAGALL
Gryffindor House Catchup

Interview Welcome

Sarah LAW
Quidditch Fundamentals

Interview Welcome

2 hosts available
TAFE

Interview Welcome

Irma PINCE
Visual Magic

Interview Welcome

3 hosts available
01GEN_01B - Year Generalist

Interview Welcome

Minerva McGONAGALL
Gryffindor Quidditch Team
Captain Interviews

Interview Welcome