

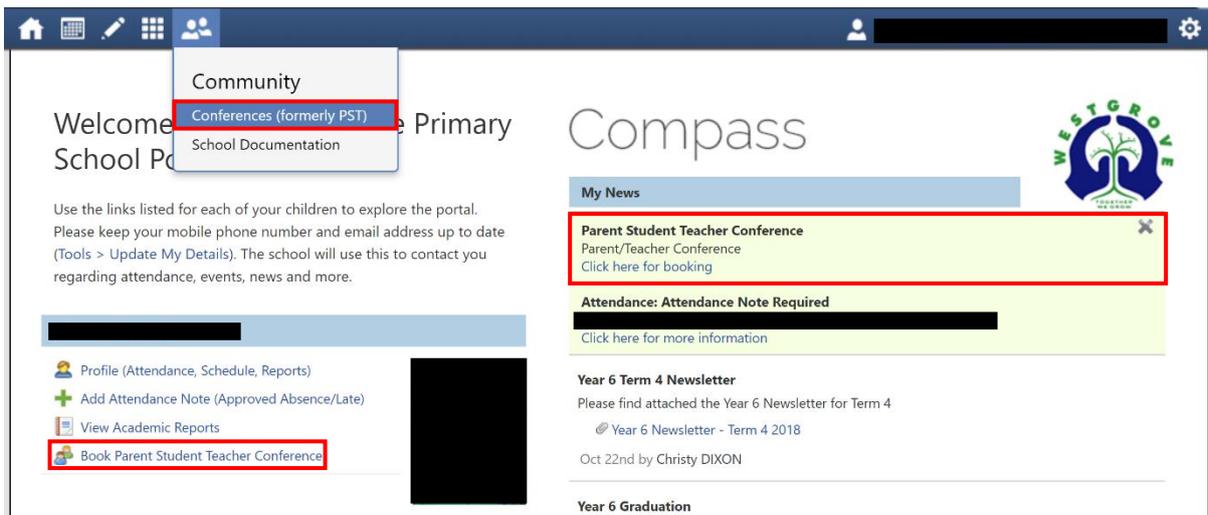


Booking a Parent/Student/Teacher Conference on Compass

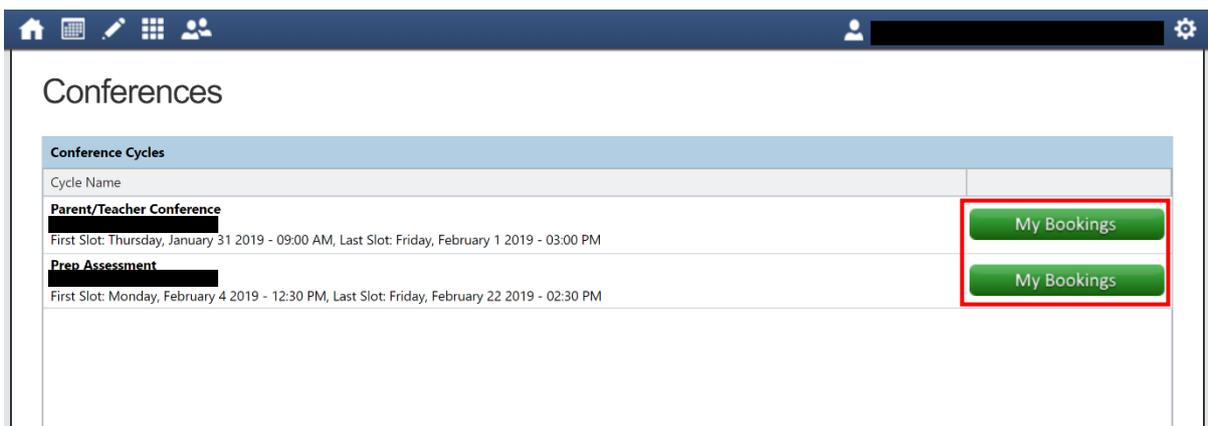
1. Login to Compass via;
 - the web address <https://westgrps-vic.compass.education/> OR
 - the link found on our school's website <http://www.westgrps.vic.edu.au/>



2. Once logged in, there are two ways to access the Conferences page, or you may choose to go directly to the bookings page by clicking the notification in 'My News' on the right.



3. Click on 'My Bookings' next to the Conference cycle you'd like to book for.





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4. Within the Bookings page, on the right you will see the student you are booking for and the teacher(s) that require a booking, and the on the left are potential timeslots. In some cycles, you may need to book interviews for multiple teachers. Click on the name of the teacher to see available timeslots.

The screenshot shows the Compass booking interface. On the left, there is a calendar for the week of February 4-7. Each day has three timeslots: 12:30 PM, 01:15 PM, and 02:30 PM. On the right, there is a sidebar with a 'Child's name here' field and a 'Teachers' list. The teacher 'Rhiannon PORTER' is selected, showing her profile and 'Interview Welcome' message.

5. Once you have selected the teacher you would like an interview with, select an available timeslot and confirm your booking by clicking 'OK'.

The screenshot shows the Compass booking interface with a 'Confirm Booking' dialog box open. The dialog box contains the following information: Reason: Prep P Assessment, Staff Member: Rhiannon PORTER, Student: [redacted], and Time: Tuesday, February 5 2019 - 02:30 PM. The 'OK' button is highlighted.

6. Once confirmed, the timeslot will be shaded green to represent your booking as well as the teacher you have booked with. If you would like to change your booking, simply select the teacher again and choose another available timeslot. If you would like to cancel your booking, click on the booked timeslot and select 'Delete this booking'.

The screenshot shows the Compass booking interface with a confirmed booking. The 02:30 PM timeslot on Tuesday, February 5 is shaded green and labeled 'Rhiannon PORTER' and 'Prep P Assessment'. The teacher profile in the sidebar also shows the booking: 'Rhiannon PORTER', 'Prep P Assessment', and 'Tue 05/02 02:30 PM'.