

- **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.

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Community Welcome Conferences (formerly PST) School Documentation School Pc	Compass	
the dealer listed for each of your definition de contraction des montal	My News	
Des the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.	Parent Student Teacher Conference Parent/Teacher Conference Click here for booking	×
	Attendance: Attendance Note Required	
	Click here for more information	-
 Profile (Attendance, Schedule, Reports) Add Attendance Note (Approved Absence/Late) 	Year 6 Term 4 Newsletter Please find attached the Year 6 Newsletter for Term 4	
View Academic Reports	@ Year 6 Newsletter - Term 4 2018	
🝰 Book Parent Student Teacher Conference	Oct 22nd by Christy DIXON	
	Year 6 Graduation	

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





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.

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Prep Assessment			3	Print Preview	Information/Help	Child's name here
Monday, February 4					<u>^</u>	Teachers
12:30 PM	01:15 PM	02:30 PM				Rhiannon PORTER Prep P Assessment
Tuesday, February 5						Interview Welcome
12:30 PM	01:15 PM	02:30 PM				
Wednesday, February 6						
12:30 PM	01:15 PM	02:30 PM				
Thursday, February 7						
12:30 PM	01:15 PM	02:30 PM				

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

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Prep Assessment					🛃 Print Preview	Information/Help		-
Monday, February 4							Teachers	
12:30 PM	01:15 PM	02:30 PM					Rhiannon PORTER Prep P Assessment	ø
Tuesday, February 5							Interview Welcome	
12:30 PM	01:15 PM	02:30 PM						
Wednesday, February 6			Confirm Booking Reason: Prep P As	ssessment				
12:30 PM	01:15 PM	02:30 PM	Staff Member: Rhiannon	PORTER				
Thursday, February 7			Student: Time: Tuesday,	February 5 2019 - 02:30 PM				
12:30 PM	01:15 PM	02:30 PM		OK Cancel				
Friday, February 8								
12:30 PM	01:15 PM	02:30 PM						

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'.

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Tuesday, February 5				Tue 05/02 02:30 PM
12:30 PM	01:15 PM	02:30 Rhiannon PORTER PM Prep P Assessment		