

Making a conference booking

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.

The screenshot shows the Compass dashboard interface. On the left, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. Each profile includes a small photo, the student's name, and several action buttons: Profile (Attendance, Schedule, Reports), Send email to [teacher], Add Attendance Note (Approved Absence/Late), View Academic Reports, Order Photos, and Book Parent Student Teacher Conference. The 'Book Parent Student Teacher Conference' button for Stephen is highlighted with a red box. On the right side of the dashboard, there are three notifications: 'Course Confirmation/School Payments' (with a link to click here to proceed), 'Parent Student Teacher Conference 2021 Parent Teacher Interviews' (with a link to click here for booking, also highlighted with a red box), and 'Event Consent/Payment Required' (with a link to click here for more information). Below these notifications is a section titled 'My News' which contains a news item about the Magic High School Fete.

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

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'.

This screenshot shows the booking interface for the 'Interim Report #2 Parent Teacher Conferences'. At the top, there are buttons for Print Preview and Information/Help. Below this is a grid of time slots from 03:45 PM to 04:35 PM on Wednesday, May 8. On Thursday, May 9, there is a similar grid of time slots. A large blue box highlights the 'Welcome' section, which includes a welcome message, a note for parents, and a note for teachers. It also lists refreshments and regards. At the bottom of this section are two buttons: 'Start Booking Now' and 'Show me How to Book'.

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.