

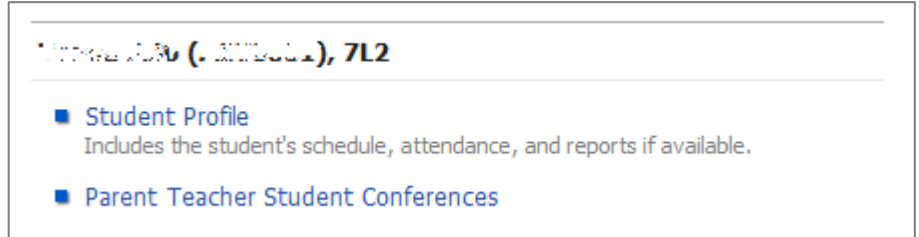


Compass School Manager
Parent Teacher Conferences
Parent Guide

Making a Parent/Teacher/Student Conference Booking

To access PTS Conferences log into the Compass parent portal using your Username and Password. If you are unsure of your log in details please contact the school.

On the Compass homepage a list of your students will be listed. If a conference has been opened for any of your students a link to the PTS Conference will appear under their name. Click on the link.



[Parent Teacher Student Conferences](#) (7L2)

- [Student Profile](#)
 Includes the student's schedule, attendance, and reports if available.
- [Parent Teacher Student Conferences](#)

This will display the PTS Conference Dashboard which includes a list of all of the conferences for all of the students linked to your parent account. If a conference is open for bookings 'False' will appear in the 'Locked' column.

Each event in the list is specific to one of your students, therefore if you have two or more students with conferences during the same event that event will appear once for every student in the list of Available events.

To make bookings for one students' conference click on that Event in the table.

Available events		
Event	Student	Locked
Term2 PT Interviews	M. FURTHER 3	False
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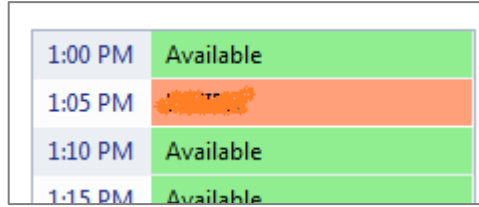
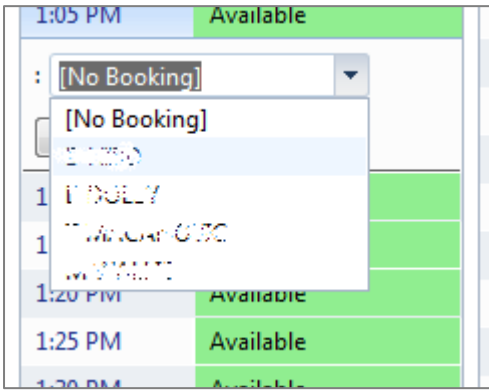
This will display a list of all available booking times. A list of teachers linked to this student will be displayed at the bottom of the screen. To see when a teacher is available for an appointment you can click on their name in this list.

Available Staff		
Staff Member	Staff Note	Location
M. FURTHER 3	M.FURTHER 3 Teacher	B5
M. FURTHER 3	M.FURTHER 3 Teacher	B5
HISTORY 3	HISTORY 3 Teacher	B9
HISTORY 3	HISTORY 3 T...	B9

Teacher Availability - M. FURTHER 3					
Bookings cannot be made on this page.					
1:00 PM	Unavailable	2:50 PM	Available	4:55 PM	Available
1:05 PM	Unavailable	2:55 PM	Unavailable	6:00 PM	Unavailable
1:10 PM	Unavailable	3:15 PM	Available	6:05 PM	Available
1:15 PM	Unavailable	3:20 PM	Unavailable	6:10 PM	Available
1:20 PM	Available	3:25 PM	Unavailable	6:15 PM	Available
1:25 PM	Available	3:30 PM	Available	6:20 PM	Unavailable
1:30 PM	Unavailable	3:35 PM	Available	6:25 PM	Available

A teachers schedule for PTS Conference – this screen is read only; bookings cannot be made on this page.

To make a booking, click on a timeslot on your schedule. This will open a dropdown list of all of the available teachers for this timeslot. Select the appropriate teacher and click 'Update'.



Left: Dropdown menu to make a booking.

Above: Schedule after a booking has been made. The teachers name will appear on the schedule.

Once you are happy with your bookings you can print a list of all the bookings, including multiple students using the "Print All Bookings" report on the right hand side of the screen.

