

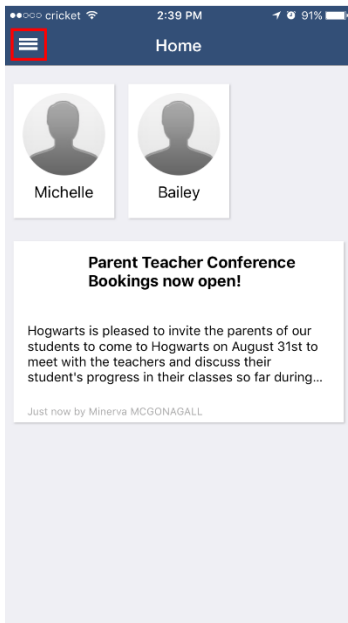


## Booking Parent Teacher Interviews On Mobile Devices

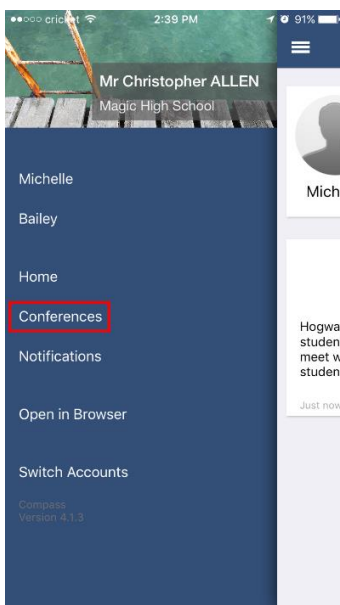
### Mobile

To book a time to meet with your child's teachers for Parent Teacher Interviews using the Compass app on a mobile device, you will need to login with your parent login details.

- From the homepage, **click on the hamburger menu** at the top left (three horizontal bars).



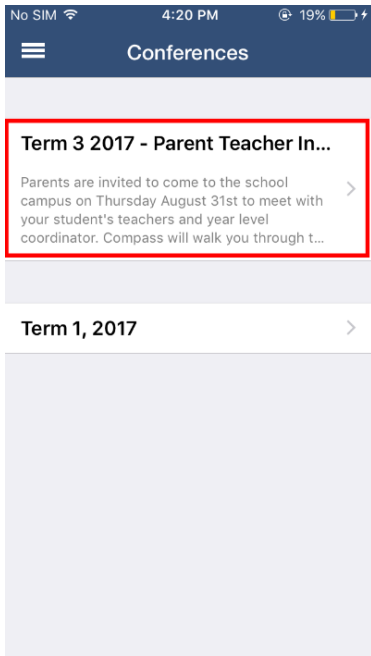
- **Click on Conferences.**



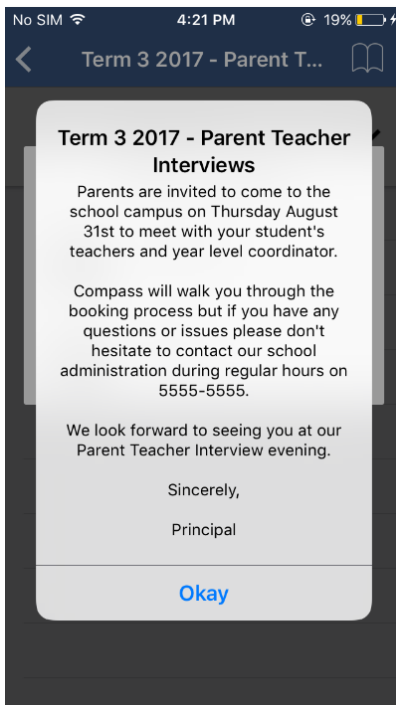
- Conferences include Parent Teacher Interviews, Year Course Counselling Meetings and Parent Workshops.
- Any scheduled “Conferences” will be listed on this screen.



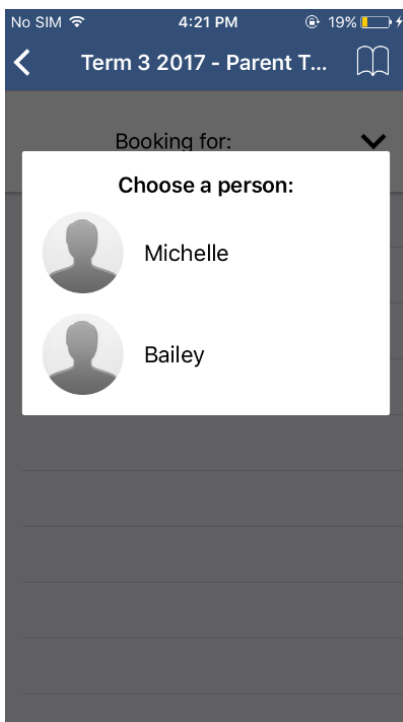
- To start booking your Parent Teacher Interviews, ***click on 2023 Interim Report – Parent/Teacher Interviews.***



- A message will pop up with information about the Kiara College interviews.
- To proceed, **click Okay**.

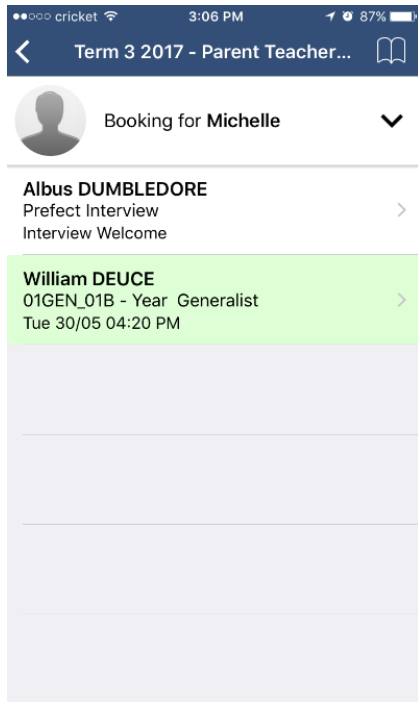


- If you have more than one student at Kiara College, the following screen will appear on your mobile device listing their names.
- To start booking interviews, **click on a student's name**.

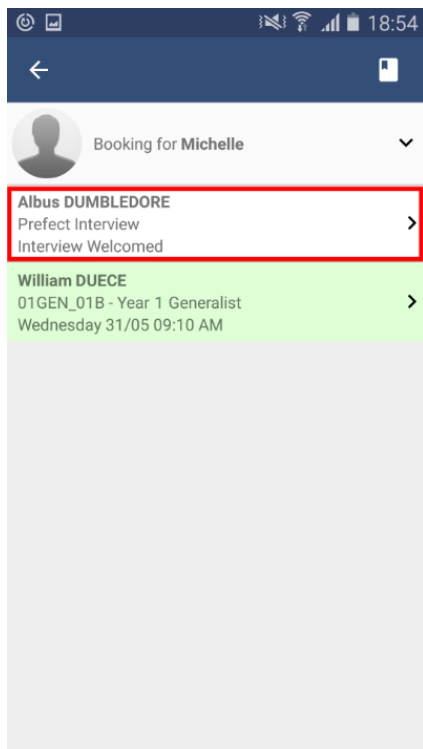


- *This screen will not be shown if you only have one student at Kiara College.*
- *Their teachers will be listed, and you will be able to start booking your interviews.*

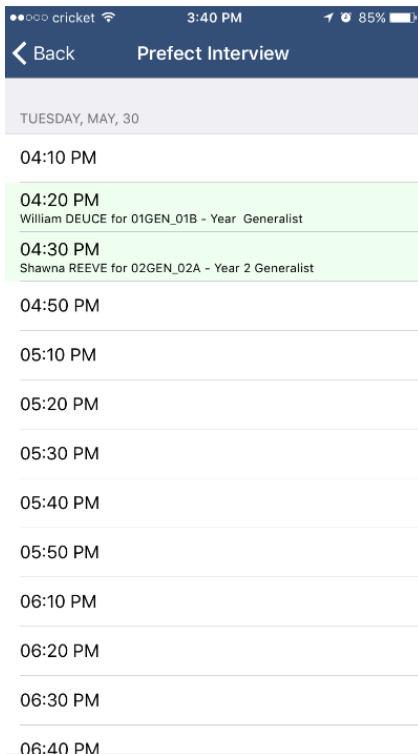
- Once you select a student, a summary of the teachers you can book in with will be listed.
- Underneath each teacher's name will be a class code and name.
- All teachers will be shown in white until you book an interview.
- Teachers that you have booked an interview with, will be highlighted in green.
  - In the example below, an interview has been booked with William Deuce but not Albus Dumbledore.



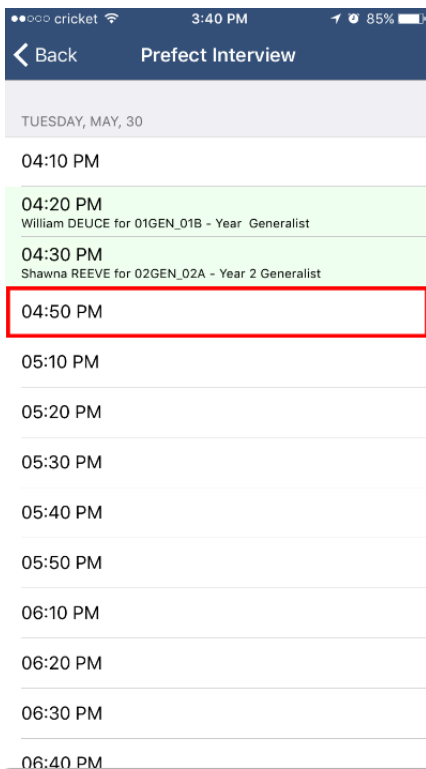
- To book an interview, **click on the teacher's name** that you want to meet with.



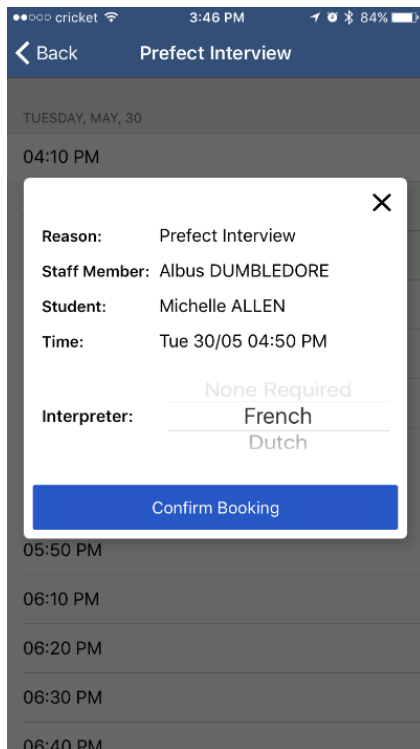
- Once you click on the teacher's name, the screen will show the times they are available.
- Interviews that you have booked with other teachers will be highlighted in green.



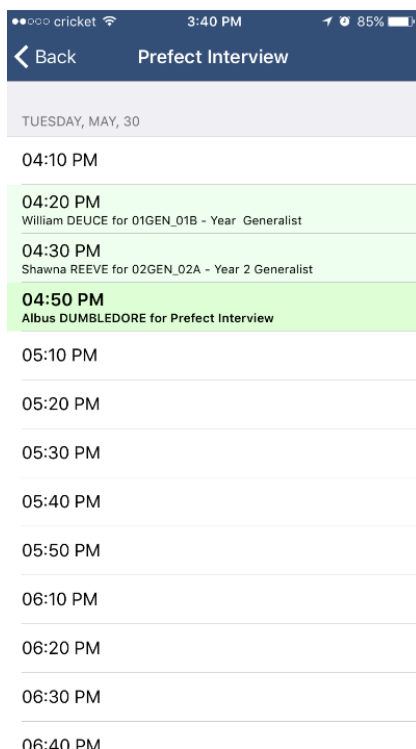
- To book an interview, **click on an available timeslot** (white).
- Compass will not book a time that clashes with an existing book you may have with another teacher.



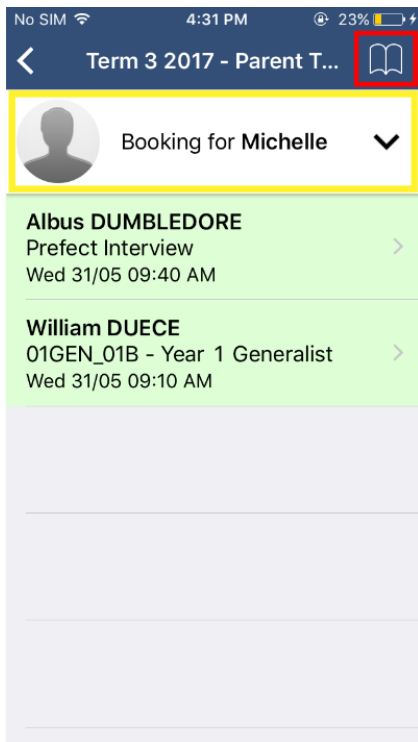
- A booking confirmation message will pop up.
- You will need to confirm the teacher, your student, and the date/time of the interview by **clicking Confirm Booking**.



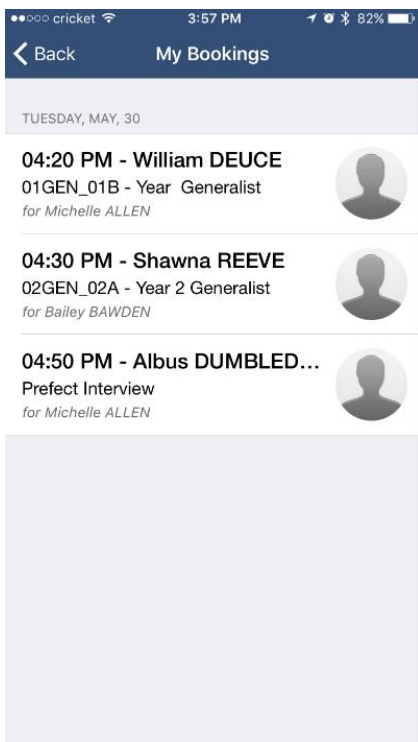
- Once you have confirmed the booking, you will be taken back to the interview summary and the interview you booked will be highlighted in a slightly darker green with the text in bold.
- To continue booking interviews, and/or to review your bookings, **click Back** (top left of the screen).



- To book interviews for another student, **click Booking for (Student's Name)** with the down arrow.
- To see bookings for your students at Kiara College, **click the little book icon** at the top right of the screen.



- The screen will show the times and details for all interviews you have made for students in your family that attend Kiara College.



- To cancel an interview booking, **click on the required time/teacher and click Remove Booking.**
- This interview will then be removed from your bookings list.