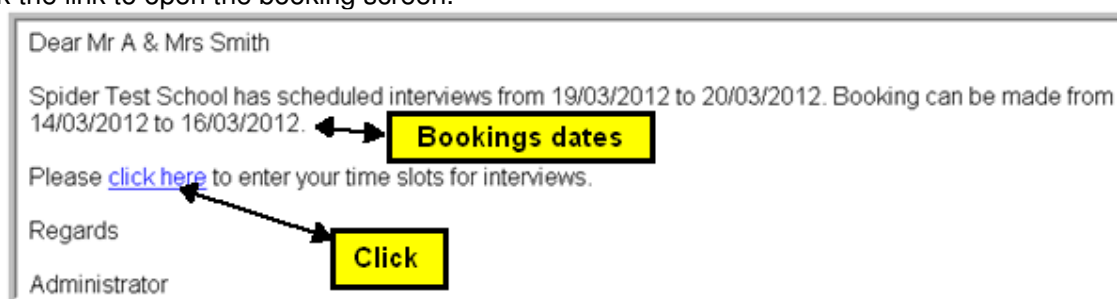




Book a Teacher Interview

An email will have been sent to you that contains a link that will take you to a screen for booking Teachers for parent Teacher interviews. The information in the guide explains how this is used.

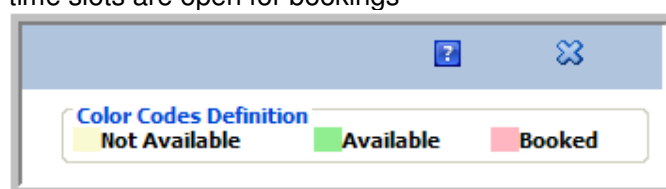
Click the link to open the booking screen.



In the upper right hand corner is a description of the colour coding of the boxes plus a Help and Close icon. The HELP icon holds this guide.

For ease of use the grid is colour coded;

- Cream = Not Available, this time slot may already be booked or it may be a break time for the teacher
- Pink = this is a booking you have made
- Green = These time slots are open for bookings



Bookings can only be made within the booking dates.

- | | |
|-----------|--|
| 1. | <p>Your Students will be available for selection;</p> <ul style="list-style-type: none"> If you have more than one Student at this school click into the student field and select a Student the drop down list |
| 2. | <p>The Interview for the selected student will default;</p> <ul style="list-style-type: none"> If the interview does not default click into the Interview field and select an Interview from the drop down list |
| 3. | <p>Tick the appropriate box if more than one caregiver will be attending;</p> <ul style="list-style-type: none"> This will give you the option to book individual interviews for each caregiver, tick the appropriate box if you wish to have simultaneous interviews with different teachers |
| 4. | <p>A print out can be made of this document.</p> |
| 5. | <p>If the interviews are available over several days select the day.</p> |
| 6. | <p>The Cream time slots are not available for selection;</p> |
| 7. | <p>Any green time slots are free to be booked;</p> <ul style="list-style-type: none"> Click to make a booking Click again to remove the booking |
| 8. | <p>The Pink time slots with the student's details are your bookings.</p> |