



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview (PTI)

Administrator's Manual

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Parent Teacher Interviews Administration Manual

- Functionality to be able to manager students, classes, staff for Parent Teacher Interviews (PTI)
- Individual logins for all parents
- Email/SMS to Parents with details of Sessions
- Email Calendar files with booking details to Parents and Teachers
- Add Siblings of Boarding Students to a session
- 3 Levels of permissions for Teachers/Assistant Staff and Database Administrator (Assistant Staff must be in the Correspondence Groups)
- A wizard creator to easily create a session
- Set different time slots for any teachers
- Set different rooms for any teachers
- Add parents or teachers easily once session is created
- Add non teaching staff to a session

Depending on the level of privileges when this button is pressed there will be different options. The administrator gets all functionality, teachers will only see their classes and the Assistance can see the current sessions to assist with bookings.

The following functions can only be completed by the Administrator of the PTI Sessions.

PTI Settings



Go to the Settings Menu for all PTI setting and rules and correspondence for Parent Notifications.

Administration Settings

- 1 - Password Length when creating parent logins
- 2 - Set either to have local accounts for Directory Group Authentication
- 3 - Use either Community Id or Family Code to create the Usernames
- 4 - Maximum number of time slots that an individual staff member can block
- 5 - All staff to edit interviews (usually default is off)
- 6 - Use of Server Side Operations to create sessions and time slot (increase speed when set on server)
- 7 - Web Login Address to send to Parents for the sessions
- 8 - Set a website to sit in the background for the Login Screen. (Usually the school website)
- 9 - School Logo for display in booking sessions
- 10 - Email Server settings for sending session notifications and appointments (IT dept)

Parent Notification Settings

Settings

Default Settings For Parent Notifications

Send Parent Notifications By

- Email if it exists
- Email if it exists, Correspondence if it doesn't
- Correspondence
- SMS if mobile number exists

Test Email Address

Test SMS Number

Letters

Text for Notification Letters

<CurrentDate>

<Mailing Title>

<Postal Address Property Name>

<Postal Address Street>

<Postal Address Suburb> <Postal Address State> <Postal Address PostCode>

Dear <Salutation>

As you would now be aware the School is moving to a system of online bookings for Parent/Student/Teacher interviews.

The scheduled evening for <session name> is <session date>. The online booking system will be available from <session start date> to <session end date>.

The booking procedure will be as follows:

Interview Request Text

In addition, the following teacher(s) have also requested interviews.

Letters, Email and SMS data for sending out Notifications of Sessions.

1 - All correspondence needs to be updated with the school's information.

2 - If a teacher requests interviews these will be listed here, otherwise this text does not appear.

3 - If these are populated the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them for testing purposes. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields.

SMS Notification

The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. At the top, there are navigation icons for 'PTI Menu', 'Main Menu', and 'Back'. The page title is 'Parent Teacher Interview Sessions Administration Settings'. Below the title, there are two tabs: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes for 'Send Parent Notifications By': 'Email if it exists' (unchecked), 'Email if it exists, Correspondence if it doesn't' (checked), 'Correspondence' (unchecked), and 'SMS if mobile number exists' (checked). To the right, there are input fields for 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (0429856151). Below these are four tabs: 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'SMSs' tab is selected, showing a text area for 'Text for Notification SMS' with the following text: 'Dear <Salutation>, Parent/Student/Teacher interviews will be held on <session date>. Online booking at <School PTI_Web Address> will be enabled from <session start date> to <session end date>. Your username will be: <username>. Your password will be: <password>.' Below this is a text area for 'Interview Request Text for SMS' with the text: 'Some teachers have requested interviews.'

Please note that the text for SMS needs to fit to the standards of the schools system. If a teacher has requested an interview it will only display the information not the classes.

Calendar Notification Email Text

The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. At the top, there are navigation icons for 'PTI Menu', 'Main Menu', and 'Back'. The page title is 'Parent Teacher Interview Sessions Administration Settings'. Below the title, there are two tabs: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes for 'Send Parent Notifications By': 'Email if it exists' (unchecked), 'Email if it exists, Correspondence if it doesn't' (checked), 'Correspondence' (unchecked), and 'SMS if mobile number exists' (checked). To the right, there are input fields for 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (0429856151). Below these are four tabs: 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'Calendar Event Emails Text' tab is selected, showing a text area for 'Calendar Event Email Subject Line' with the text: 'Parent Teacher Interview Calendar Appointments'. Below this is a text area for 'Calendar Event Email Text' with the text: 'Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.'

Text that will appear when sending out emails to create a calendar item.

Time slot Templates

The screenshot shows the main menu of the PTI Administrator interface. At the top, there are icons for 'Main Menu' (a house) and 'Settings' (a gear). Below this, there are several buttons arranged in a grid. The 'Timeslot Templates' button is highlighted with a red rectangle. Other buttons include 'Administration', 'Creation Assistant', 'Interview Sessions List', 'Go To Assignments Screen', 'Interviews List', 'Student List', 'Family List', 'Admin Family List', 'Parents List', 'Community List', 'Admin Community List', 'Staff List', 'Class List', 'Admin Class List', 'Class Enrolment List', and 'Email Log'.

Go to the Time slot Templates to edit or create PTI time slots

Time slot Template List

The screenshot shows the 'Timeslot Template List' interface. At the top, there are icons for 'PTI Menu' (a person), 'Back' (a left arrow), 'Find' (a magnifying glass), and 'New Template' (a plus sign in a square, highlighted with a red rectangle). Below the title 'Timeslot Template List', there is a search bar and a list of time slot templates. Each template entry includes a left arrow icon and a description of the time slot and intervals.

- 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes
- 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
- 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
- 3.30PM to 6.30PM 10 minute intervals with not Breaks
- 9pm to 10pm 10 minute intervals with no breaks
- 2:00 pm to 6:00pm 10 Minute intervals with breaks

Either choose an existing time slot or click "New Template".

New Time slot template

PTI Menu Back Find New Template

Timeslot Template List

- 4pm to 7:30pm 10 Minute Intervals 5:30 PM break for 20 minutes
- 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
- 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
- 3.30PM to 6.30PM 10 minute intervals with not Breaks
- 9pm to 10pm 10 minute intervals with no breaks
- 2:00 pm to 6:00pm 10 Minute intervals with breaks

2 1

- 1 - Enter the name for the time slot.
- 2 -Click the Arrow to go to the Time slot details.

New Time slot Details

PTI Menu Back Find

Timeslot Template List

Description

5pm to 7pm with 10 minute intervals with breaks

Start Time End Time Interval Break Start Time Break End Time

1

Populate Template

2

- 1 - Enter the time slot details, then click the Populate Template. Remember to either enter the time in 24 hour clock times for add am and pm. Ensure that the intervals are entered in minutes eg: 0.10 for minutes.

PTI Menu Back Find

Timeslot Template List

Description

5pm to 7pm with 10 minute intervals with breaks

Start Time: 5:00 pm End Time: 7:00 pm Interval: 0:10 Break Start Time: Break End Time:

Start Time	End Time	
5:00 pm	5:10 pm	🗑️
5:10 pm	5:20 pm	🗑️
5:20 pm	5:30 pm	🗑️
5:30 pm	5:40 pm	🗑️
5:40 pm	5:50 pm	🗑️
5:50 pm	6:00 pm	🗑️
6:00 pm	6:10 pm	🗑️
6:10 pm	6:20 pm	🗑️
6:20 pm	6:30 pm	🗑️
6:30 pm	6:40 pm	🗑️
6:40 pm	6:50 pm	🗑️
6:50 pm	7:00 pm	🗑️
		🗑️

Populate Template

New Time slot is created. This can be edited if needed.

Creating a New PTI Session

Main Menu Settings

Administration **Creation Assistant**

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No

Click the Creation Assistant Tab - Ensure that the "Include in PTI" check box is on for all classes to be included in the session. If they are not checked click "No", goes directly to the classes file for updating. Please note for any non teaching staff (Eg. HOY, Year Coordinators, etc) create a class with at least 1 lesson time and required year group and they will be added to the session.

Year	Class Code	Subject Name	Faculty	Teacher	Count Lessons	Include in PTI
6	06DR1	Drama	Creative Arts	Ms H Amponin Jr	2	<input checked="" type="checkbox"/>
6	06IL1	Italian	Computing	Ms K Lee	2	<input checked="" type="checkbox"/>
6	06IL2	Italian	Computing	Ms C Moran	2	<input checked="" type="checkbox"/>
6	06IL3	Italian	Computing	Ms C Moran	0	<input checked="" type="checkbox"/>
6	06IL4	Italian	Junior School	Ms H Lee	3	<input checked="" type="checkbox"/>
6	06LS1	Learning Service	Special Needs	Ms R Patterson	1	<input checked="" type="checkbox"/>
6	06LS2	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1	<input checked="" type="checkbox"/>
6	06LS3	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1	<input checked="" type="checkbox"/>
6	06LS4	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1	<input checked="" type="checkbox"/>
6	06MA2	Mathematics	Mathematics	Mr D Adams	5	<input checked="" type="checkbox"/>
6	06MU1	Musict		Mr C Hohnen	2	<input checked="" type="checkbox"/>
6	06MU2	Musict		Ms B Morris	2	<input checked="" type="checkbox"/>
6	06MU3	Musict		Mr J Kovats	4	<input checked="" type="checkbox"/>
6	06MU4	Musict		Mrs A Harding	3	<input checked="" type="checkbox"/>
6	06PE1	PD/Health/PE	PDHPE	Mr G Bolton	2	<input checked="" type="checkbox"/>
6	06PE2	PD/Health/PE	PDHPE	Ms L Paterson	2	<input checked="" type="checkbox"/>
6	06PE3	PD/Health/PE	PDHPE	Ms M Groux	2	<input checked="" type="checkbox"/>
6	06PE4	PD/Health/PE	PDHPE	Mr G Bolton	8	<input checked="" type="checkbox"/>

Check only the classes that are to be included in the PTI session.

Home Main Menu Gear Settings

Administration
Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12

Select the Year group to be included in this session, can be multiple year groups. If a previous session has been created it will default to the last session details.

Home Main Menu Gear Settings



Administration
Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session?

Name the Session.

 Main Menu
  Settings

Administration Creation Assistant



Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear

Date for the new session? Clear

Enter the date of the Session.

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear



Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

Enter the Start date that staff can login.

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear



Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Enter the End date for staff login.

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTT" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear



Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

Enter the date for Parents to be able to login and make bookings.

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTT" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

End Date for the Parent Login Period ? Clear

Enter the end date for Parents to be able to login.

Main Menu Settings

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

End Date for the Parent Login Period ? Clear

Do you wish to have all the interviews in the room? If so which room? Clear

Session Times Template to use, when creating the Interviews Clear

CL ST
 D0.1
 D0.2
 D0.3
 D0.4
 D1.1
 D1.2
 D1.3
 D1.3A
 D1.4

Choose a room for the Interviews. This can be changed or updated later. Also individual staff can set different rooms.

Main Menu Settings

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No Clear

Academic Year 0 1 2 3 4 5 6 7 8 9 10 11 12 Clear

Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

End Date for the Parent Login Period ? Clear

Do you wish to have all the interviews in the room? If so which room? Clear

Session Times Template to use, when creating the Interviews Clear

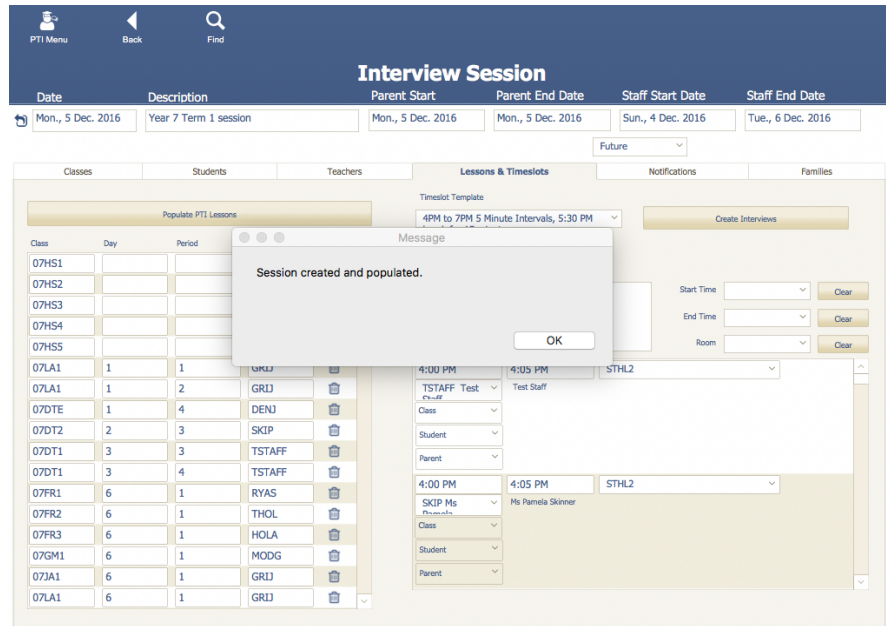
2:00 pm to 6:00pm 10 Minute intervals with breaks
 3.30PM to 6.30PM 10 minute intervals with not Breaks
 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes
 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
 5pm to 7pm with 10 minute intervals with breaks
 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
 9pm to 10pm 10 minute intervals with no breaks

Choose a Session Times from the templates created.

Click Create Session once all the above information has been completed.

New Session Creation Details

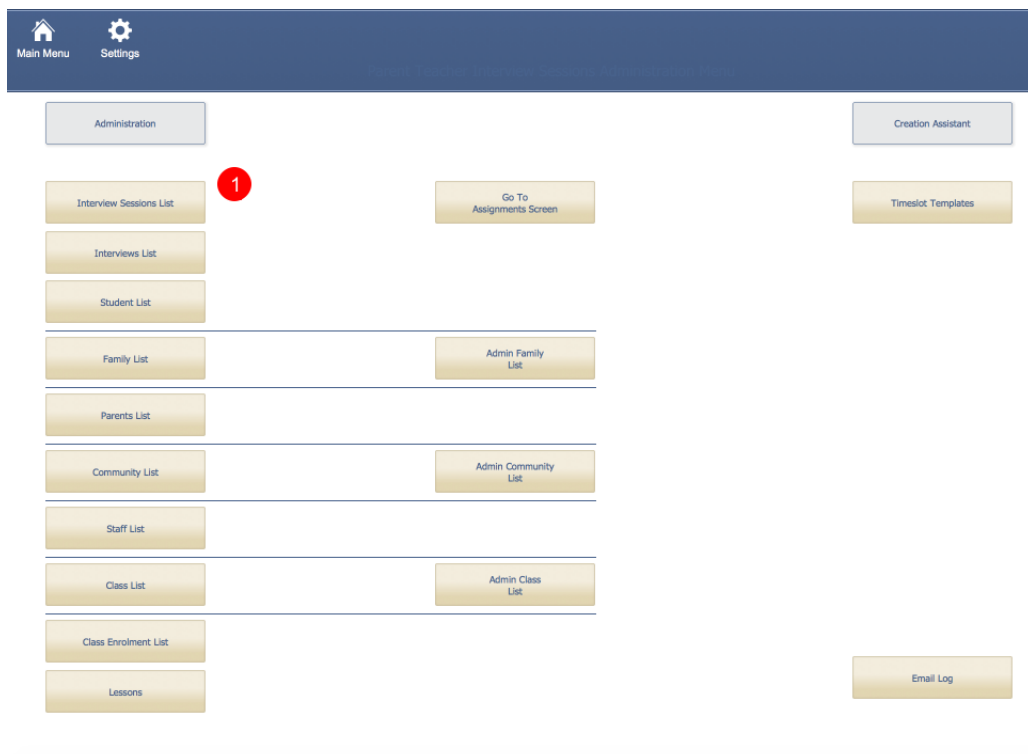
- 1 - The Progress Bar
- 2 - Classes to be added to the session
- 3 - Classes that have been added
- 4 - Sessions are set to Future by default



Click Ok, once the Session has been created and populated. Defaults to the Lessons and Time slots screen on the Administration of Sessions. Only once the status is set to Current can anyone access the Session.

After the session has been created check all areas that they have been populated correctly.

Interview Sessions



1 - Click the Interview Sessions List

Interview Lists

Session Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date	Status
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Current 1
Wed., 16 Mar. 2016	Year 6 PTI	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Current
Fri., 6 May 2016	Year 10 PTI	Thu., 5 May 2016	Thu., 5 May 2016	Mon., 2 May 2016	Thu., 5 May 2016	Current
Thu., 5 May 2016	Year 8 Term 1 Thursday Night	Fri., 6 May 2016	Thu., 5 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current
Wed., 4 May 2016	Year 8 Term 1 Wednesday Night	Fri., 6 May 2016	Fri., 6 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current
Wed., 24 Aug. 2016	Year 12 Final	Sun., 21 Aug. 2016	Wed., 24 Aug. 2016	Mon., 1 Aug. 2016	Wed., 24 Aug. 2016	Future
Wed., 5 Dec. 2016 2	Year 7 Term 1 session	Mon., 5 Dec. 2016	Mon., 5 Dec. 2016	Sun., 4 Dec. 2016	Tue., 6 Dec. 2016	Future

Displays the list of Interview Sessions. Displays the Session Start Date, Description, Parent and Staff dates and the Status.

1 - Note Sessions are not visible till the session status is set to Current.

2 - Click the arrow to view the session details.

Check Session Details

PTI Menu Back Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																																																														
<div style="display: flex; justify-content: space-between;"> <div> <p>Filter <input type="text"/> Clear</p> <p>Classes In Session Remove All <input type="text" value="25"/> 1</p> </div> <div> <p>Academic Year Clear</p> <p> <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 </p> </div> </div>																																																																																			
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+ 07FR1	French																																																																																		
+ 07FR2	French																																																																																		

1 - Check that the number of classes match the number of classes required.

PTI Menu Back Find

Interview Session

Date Description Parent Start Parent End Date Staff Start Date Staff End Date

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear = Boarder

0 2 4 6 8 10 12
 1 3 5 7 9 11

Students in this session

Preferred Name Surname Year Show Boarders Only

Aleksandra Ash	9	9.3	
Alexander Backhouse	2	2F	
Aidan Balmaks	2	2F	
Paul Bushell	2	2F	
Charlotte Carrington	9	9.5	
Stephanie Chandler	2	2F	
Serena Clark	9	9.2	
James Condoleon	9	9.2	
Peter Connors	9	9.5	
Carissa Coppin	2	2S	
Tom Cowan	9	9.4	
Anooshka Dalkin	9	9.4	
Georgina Deme	9	9.1	

Selected Student

Add Other Students

2 - Check that the students have all been added.

PTI Menu Back Find

Interview Session

Date Description Parent Start Parent End Date Staff Start Date Staff End Date

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter

Show Only Teachers With No Rooms

Staff Code Room

ALLT	Mr Trevor Allesch	D2.3	
ANGC	Mrs Caroline Angel	D2.3	
ARCD	Mr Douglas Arcidiacono	D2.3	
ARMG	Mr Greg Armitage	D2.3	
BAIR	Mr Robert Bailey	D2.3	
BERJ	Ms Julie Berzins	D2.3	
BOLG	Mr Gavin Bolton	D2.3	
BREA	Mr Andrew Brettell	D2.3	
BROA	Ms Anne Brown	D2.3	
BURJ	Mr Jon Burdon	D2.3	
CAMK	Ms Katie Cameron	D2.3	
CROM	Ms Matoula Croker	D2.3	
DENJ	Mrs Jane Denbigh	D2.3	
FAUJ	Mrs Joey Faulks	D2.3	
FRIJ	Ms Jo Fricker	D2.3	
GILE	Ms Lynne Gilmour	D2.3	

Staff who teach these classes but are NOT in this Session

+	ADAD	Mr Damien Adams
+	TADD	Test Address
+	TADMIN	Test Administrator
+	AMPH	Ms Hilary Amponin Jr
+	TASSET	Test Assets
+	TATTEND	Test Attendance
+	TATTENDS	Test AttendanceStaff

All Staff NOT in this Session

3 - Check that the correct teachers have been added.

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Back', and 'Find'. Below this is a header for 'Interview Session' with a table of session details:

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Below the table, there are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Lessons & Timeslots' tab is active, showing a 'Populate PTI Lessons' button (circled in red with a '4') and a 'Create Interviews' button (circled in red with a '5'). A dropdown menu is set to 'Current'. A table lists classes with staff codes:

Class	Day	Period	Staff Code
02aMAT			MORB
02CCOMP			MORB
02CCST			MORB
02CENG			TOOJ
02CFRE			MORB
02CHSIE			MORB
02CLIB			MORB
02CMUS			TOOJ
02CPDH			TOOJ
02CPE			TOOJ
02CSAT			TOOJ
02CVIS			TOOJ
02MCOMP			TOOJ
02MCST			TOOJ
02MENG			MORB
02MFRE			TOOJ
02MHSIE			TOOJ

4 - Check that the lesson times have been added. If these have not been added, click the "Populate PTI Lessons" button.

5 - Interview sessions should also be displayed. If these have not been created click to "Create Interviews".

Setting a Session to Current

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Back', and 'Find'. Below this is a header for 'Interview Session' with a table of session details:

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Below the table, there are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Lessons & Timeslots' tab is active, showing a dropdown menu with 'Current' selected (circled in red with a '1') and an 'Update Related Records' button (circled in red with a '2').

1 - Choose Current from the list

2 - Click to Update Related Records

Changing the Interview Session Dates

The screenshot displays the 'Interview Session' management interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below this is a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The current session is for 'YEAR 9 PTI' on 'Thu., 10 Mar. 2016', with parent dates from 'Wed., 2 Mar. 2016' to 'Wed., 9 Mar. 2016'. A red circle '1' highlights the date fields. Below the table, a status dropdown is set to 'Current', with a red circle '2' highlighting it. An 'Update Related Records' button is highlighted with a red circle '3'. The main content area shows a list of classes in the session (25 total) and classes not in the session (49 total). The 'Classes In Session' list includes subjects like Mathematics, Computer Studies, Christian Studies, English, French, etc. The 'Classes NOT In Session' list includes Design and Technology, English, and French.

1 - Dates can be changed on the fly and take immediate effect. If a user is logged in making interviews, and the date range is changed to some other date, it will kick the user out of the system.

2 - Once the session is due to start the status must be change to Current.

3 - Click the Update Related records (this will set all the details of the session to Current)

Creating Families Accounts

The screenshot shows the PTI Interview Session interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below this is a header for 'Interview Session' with fields for Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The main content area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The Families tab is active, showing a list of families on the left and a central area for account management. A red circle '1' highlights the 'Set Usernames and Passwords and create Accounts for all Parents in this session' button. A red circle '2' highlights the 'Accounts are set' checkbox. Below the list, there is an 'Email Log' section and a 'Send Settings...' button.

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families
Filter					
YU04	Al Ghardaqa				
CHIU03	Al-Nahedh				
BATTEN0	Al-Suweidi				
RIDDELLO	Allnutt				
BARKER0	Anderson				
BULL01	Anderson				
DESILVA0	Anderson				
MACOUR	Anorov				
STARKEY	Archinal				
100917	Armstrong				
101252	Ash				
CASALE0	Atkin				
SHUM02	Backhouse				
WEST03	Bain-Smith				
100468	Baird				
KEANE01	Baker				
100371	Balmaks				

Under the Families tab choose

1 - "Set Usernames and Passwords and create Accounts for all Parents in the session" button.

This will create the accounts for schools that use Local accounts only. Families are not session specific so all current families will appear in the families tab. This button will be required for new families added to a session.

(Some schools use their Directory accounts so this is not required)

2 - Once accounts are set the check box will be selected.

Classes in Session

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes | Students | Teachers | Lessons & Timeslots | Notifications | Families

Filter Clear

Academic Year: 0 1 2 3 4 5 6 7 8 9 10 11 12

Classes In Session: Remove All 25

Class ID	Description
02aMAT	Mathematics
02bMAT	Mathematics
02CCOMP	Computer Studies
02CCST	Christian Studies
02CENG	English
02CFRE	French
02CHSIE	Human Society and its Environment
02CLIB	Library
02cMAT	Mathematics
02CMUS	Music
02CPDH	Personal Development and Health
02CPE	Physical Education
02CSAT	Science and Technology
02CVIS	Visual Arts
02MCOMP	Computer Studies
02MCST	Christian Studies

Classes NOT In Session: Add All 49

Class ID	Description
07DT1	Design and Technology
07DT2	Design and Technology
07DT3	Design and Technology
07DT4	Design and Technology
07DT5	Design and Technology
07DT6	Design and Technology
07DT7	Design and Technology
07DTB	Design and Technology
07DTE	Design and Technology
07EN1	English
07EN2	English
07EN3	English
07EN4	English
07EN5	English
07FR1	French
07FR2	French

- 1 - Field to filter the view of classes in session
- 2 - Number of classes in the session
- 3 - List of classes in the session
- 4 - Will display any classes that have the PTI flagged check that are not in the current session

Adding a Class to a Session

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons for 'PTI Menu', 'Back', and 'Find'. Below this is a header for 'Interview Session' with fields for 'Date', 'Description', 'Parent Start', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. A 'Current' dropdown menu is also present. The main area is divided into several tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Classes' tab is active, showing a list of classes in the session (25 total) and a list of classes not in the session (49 total). A red circle highlights a plus sign next to the '07DT1 Design and Technology' class in the 'Classes NOT In Session' list.

Click the arrow to add a class to a session.

Viewing Class details

The screenshot shows the 'Class Detail' interface for class 12AH2 Ancient History Ext. The interface is divided into several sections. At the top, there are fields for 'Class Code', 'Subject Name', and 'Teacher Code'. Below this is a table of students in the class, with columns for 'StudentID', 'Preferred Name Surname', and 'AcademicYear'. A red circle highlights the student ID 100252. To the right, there is a section for 'Students in this class NOT in this session', which is currently empty. Below this is a section for 'Other students NOT in this class', which contains a list of students with plus signs next to them. A red circle highlights the student ID 101276. At the bottom right, there is an 'OK' button. Red circles also highlight the 'Teacher Code' field (ADAD) and a 'Filter' field.

Click on a Class to view details

- 1 - List of students in the class
- 2 - Students in this class NOT in this session
- 3 - Students NOT in the Class
- 4 - Teacher of the class
- 5 - Filter to search for a student in the class or Student Not in this class

Changing the teacher for a class (before books have been made)

The screenshot shows the 'Class Detail' form. At the top, there are three input fields: 'Class Code' (12AH2), 'Subject Name' (Ancient History Ext), and 'Teacher Code' (JOHP). A red circle with the number '1' is placed over the 'Teacher Code' field. Below these fields is a table of students with columns for StudentID, Preferred Name Surname, and AcademicYear. To the right, there are sections for 'Students in this class NOT in this session' and 'Other students NOT in this class' with a list of student details and an 'OK' button at the bottom right.

To change a teacher for a class

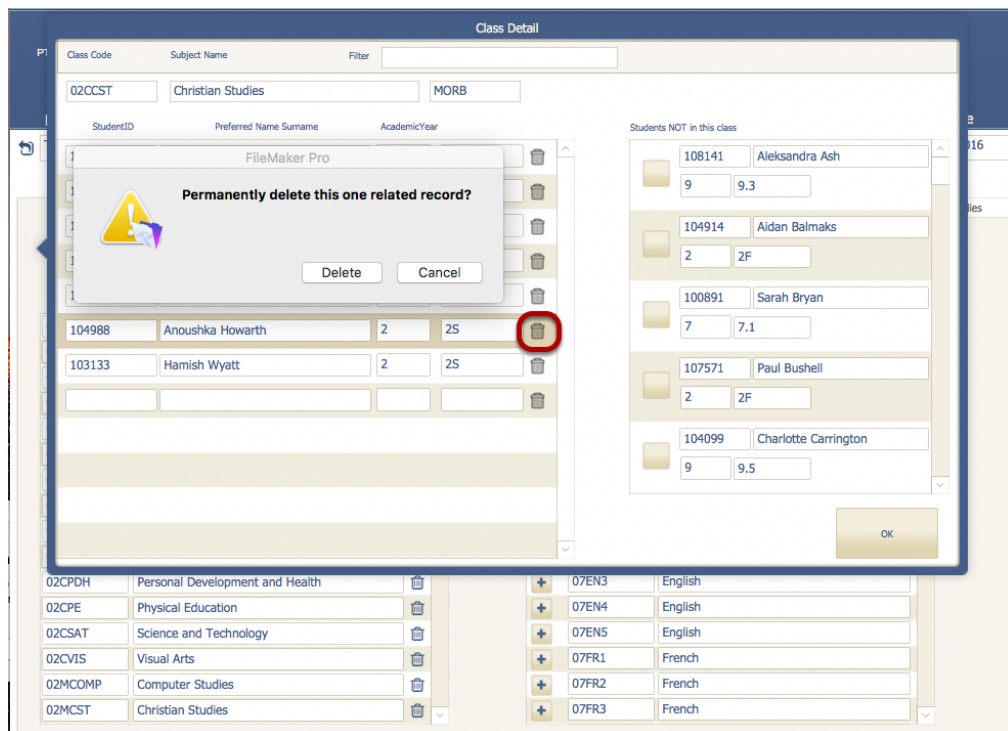
1 - Choose the teacher to replace the current teacher

This screenshot is identical to the previous one, but the 'Teacher Code' field now contains 'ADAD'. A red circle with the number '2' is placed over the 'Set Class Enrolments' button, which is located to the right of the 'Teacher Code' field.

2 - Click the Set Class Enrolments button.

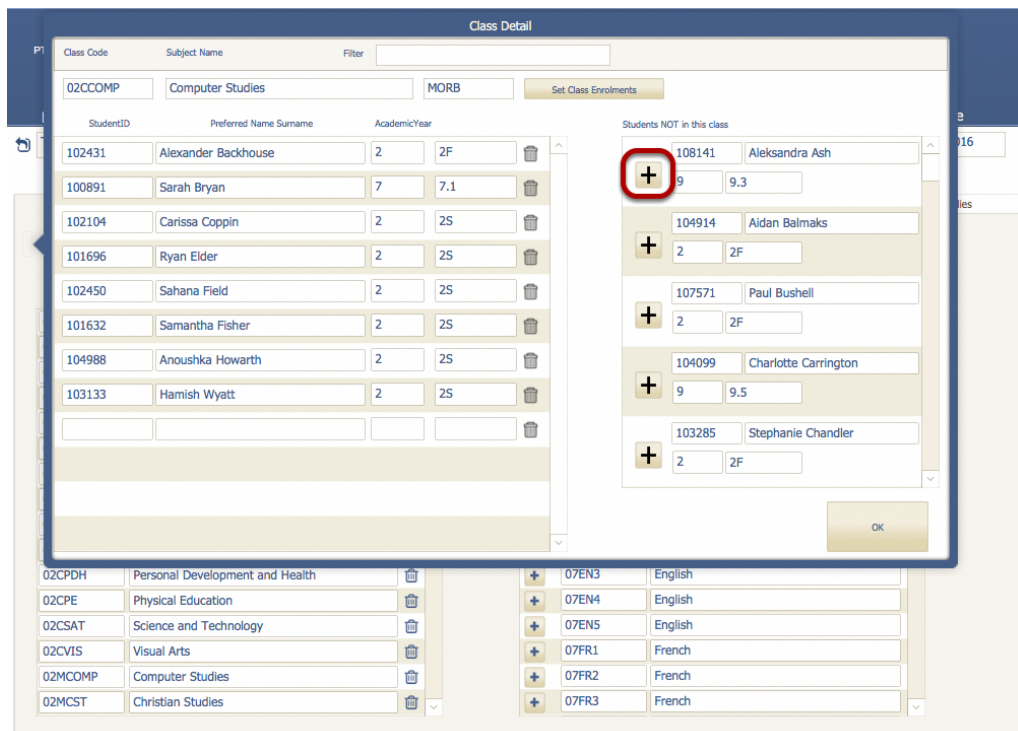
Please note this will not change a teacher on a session just of the class lists when parents see the bookings. See Page 48 for swapping a teacher for a session/s.

Deleting Students from a Class for a Session



Click on the bin to delete a student from the class for this session.

Adding Students to a Class for a Session



Click the green + to add a Student to a class for a session.

Students in Session

Interview Session

Date: Thu., 10 Mar. 2016 | Description: YEAR 9 PTI | Parent Start: Wed., 2 Mar. 2016 | Parent End Date: Wed., 9 Mar. 2016 | Staff Start Date: Wed., 2 Mar. 2016 | Staff End Date: Wed., 9 Mar. 2016

Classes | **Students** | Teachers | Lessons & Timeslots | Notifications | Families

Filter: Clear = Boarder 0 2 4 6 8 10 12
 1 3 5 7 9 11

Students in this session

Preferred Name Surname	Year	Score	Show Boarders Only
Aleksandra Ash	9	9.3	<input type="checkbox"/>
Alexander Backhouse	2	2F	<input type="checkbox"/>
Aidan Balmaks	2	2F	<input type="checkbox"/>
Sarah Bryan	7	7.1	<input type="checkbox"/>
Paul Bushell	2	2F	<input type="checkbox"/>
Charlotte Carrington	9	9.5	<input type="checkbox"/>
Stephanie Chandler	2	2F	<input type="checkbox"/>
Macsen Chen	7	7.2	<input type="checkbox"/>
Serena Clark	9	9.2	<input type="checkbox"/>
James Condoleon	9	9.2	<input type="checkbox"/>
Peter Connors	9	9.5	<input type="checkbox"/>
Carissa Coppin	2	2S	<input type="checkbox"/>
Tom Cowan	9	9.4	<input type="checkbox"/>

Selected Student: 108141 Aleksandra Ash 9.3

- 1 - Filter to search for a student
- 2 - Colour code for Boarder or Selected Student
- 3 - List of Students in the session

Adding a Sibling Student to a Session

Interview Session

Date: Thu., 10 Mar. 2016 | Description: YEAR 9 PTI | Parent Start: Wed., 2 Mar. 2016 | Parent End Date: Wed., 9 Mar. 2016 | Staff Start Date: Wed., 2 Mar. 2016 | Staff End Date: Wed., 9 Mar. 2016

Classes | **Students** | Teachers | Lessons & Timeslots | Notifications | Families

Filter: Clear = Boarder 0 2 4 6 8 10 12
 1 3 5 7 9 11

Students in this session

Preferred Name Surname	Year	Score	Show Boarders Only
Aleksandra Ash	9	9.3	<input type="checkbox"/>
Alexander Backhouse	2	2F	<input type="checkbox"/>
Aidan Balmaks	2	2F	<input type="checkbox"/>
Sarah Bryan	7	7.1	<input type="checkbox"/>
Paul Bushell	2	2F	<input type="checkbox"/>
Charlotte Carrington	9	9.5	<input type="checkbox"/>
Stephanie Chandler	2	2F	<input type="checkbox"/>
Macsen Chen	7	7.2	<input type="checkbox"/>
Serena Clark	9	9.2	<input type="checkbox"/>
James Condoleon	9	9.2	<input type="checkbox"/>
Peter Connors	9	9.5	<input type="checkbox"/>
Carissa Coppin	2	2S	<input type="checkbox"/>
Tom Cowan	9	9.4	<input type="checkbox"/>

Selected Student:

Add Other Students

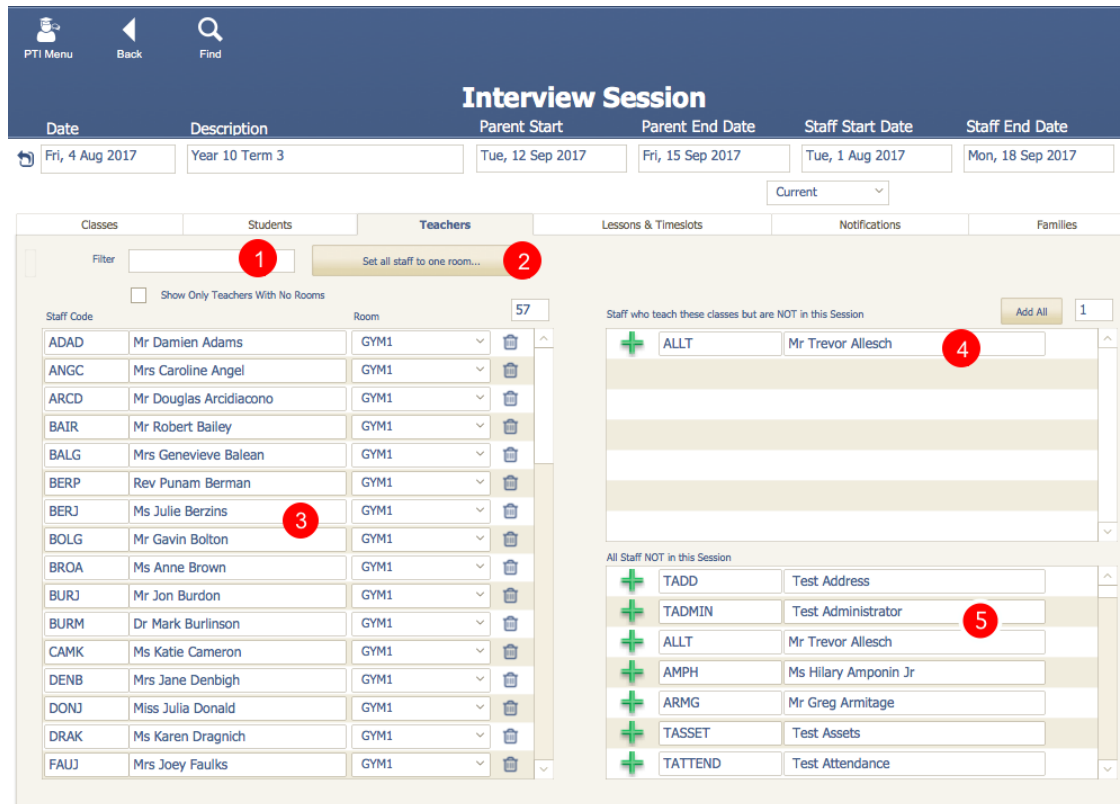
Siblings of students which share the same teacher in this session

<input type="checkbox"/>	12	nancy_alghardaqa	12.1
	12AH1	Ancient History	Ms V Grierson
<input type="checkbox"/>	12	nancy_alghardaqa	12.1
	12EC2	Economics	Mrs L Saeck
<input type="checkbox"/>	12	nancy_alghardaqa	12.1
	12PH1	Physics	Mrs P McConchie
<input type="checkbox"/>	12	andrea_allnutt	12.3
	12B11	Biology	Mr N Sun
<input type="checkbox"/>	12	andrea_allnutt	12.3
	12BS2	Business Studies	Mr J Stankovich
<input type="checkbox"/>	12	andrea_allnutt	12.3
	12EA5	English Advanced	Ms J Harry
<input type="checkbox"/>	12	andrea_allnutt	12.3
	12PE2	PD/Health/PE	Mr W Gorrige

Where a boarding school may require a family to only come to the school once for Interviews.

- 1- Check the Academic Year of the students
- 2 - Click the selected student
- 3 - Displays the Classes for the selected student
- 4 - Click the + Button to add the student

Teachers in Session



Interview Session

Date: Fri, 4 Aug 2017 | Description: Year 10 Term 3 | Parent Start: Tue, 12 Sep 2017 | Parent End Date: Fri, 15 Sep 2017 | Staff Start Date: Tue, 1 Aug 2017 | Staff End Date: Mon, 18 Sep 2017

Current

Teachers

Filter: (1) | Set all staff to one room... (2)

Show Only Teachers With No Rooms

Staff Code	Name	Room
ADAD	Mr Damien Adams	GYM1
ANGC	Mrs Caroline Angel	GYM1
ARCD	Mr Douglas Arcidiacono	GYM1
BAIR	Mr Robert Bailey	GYM1
BALG	Mrs Genevieve Balean	GYM1
BERP	Rev Punam Berman	GYM1
BERJ	Ms Julie Berzins (3)	GYM1
BOLG	Mr Gavin Bolton	GYM1
BROA	Ms Anne Brown	GYM1
BURJ	Mr Jon Burdon	GYM1
BURM	Dr Mark Burlinson	GYM1
CAMK	Ms Katie Cameron	GYM1
DENB	Mrs Jane Denbigh	GYM1
DONJ	Miss Julia Donald	GYM1
DRAK	Ms Karen Dragnich	GYM1
FAUJ	Mrs Joey Faulks	GYM1

Staff who teach these classes but are NOT in this Session (4)

+	ALLT	Mr Trevor Allesch
---	------	-------------------

All Staff NOT in this Session (5)

+	TADD	Test Address
+	TADMIN	Test Administrator
+	ALLT	Mr Trevor Allesch
+	AMPH	Ms Hilary Amponin Jr
+	ARMG	Mr Greg Armitage
+	TASSET	Test Assets
+	TATTEND	Test Attendance

- 1 - Filter to find a teacher
- 2 - To change or set a room for teachers in a session
- 3 - List of teacher in the session
- 4 - List of teachers who teach these classes but are NOT in this session
- 5 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time

Click on any teacher to see the Staff Member Detail

Staff Member Detail

Staff Code: ADAD | Community ID: S00011 | Title: Mr | FirstName: Damien | Preferred Name: Damien | Surname: Adams | Account Login Name: ADAD

Room: GYM1

Interviews

Block off	Class	Start Time	End Time
<input type="checkbox"/>		2:00 pm	2:10 pm
<input type="checkbox"/>		2:10 pm	2:20 pm
<input type="checkbox"/>		2:20 pm	2:30 pm
<input type="checkbox"/>		2:30 pm	2:40 pm

Lessons (Session)

Day	Period	Class
3	3	CH1H1
3	3	CH1H1
3	3	CH1H1
3	3	CH1H1

2:00 pm to 6:00pm 10 Minute intervals

Display of Teachers Interviews sessions

- 1 - Session times (either with a booking or not)
- 2 - Room where the session will be held
- 3 - The staff login details
- 4 - Teachers can block off session times (maximum number is in the setup)
- 5 - Teachers lessons in this session (Lessons Admin see below)
- 6 - To change the time slot for this teacher

Lessons (Admin)

Classes taught by this teacher
(Green background indicates that this class is already in this session)

Filter:

Day	Period	Subject Name	
+	1	1	06VA1 Visual Arts
	1	1	10MA8 Mathematics
+	1	1	12DNT Design & Technology

Teachers Lessons (green highlight shows classes/lessons in a session)

Setting or Changing rooms for interview

The screenshot shows the 'Interview Session' interface. At the top, there are navigation icons for 'PTI Menu', 'Back', and 'Find'. Below this is a header with the title 'Interview Session' and a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The main area is divided into tabs for 'Classes', 'Students', and 'Teachers'. A modal box titled 'Set All Staff to one Room' is open, showing a dropdown menu with 'D0.3' selected and an 'Apply' button. The background shows a list of teachers with their staff codes and rooms.

Staff Code	Room
ALLT	D2.3
ANGC	D2.3
ARCD	D2.3
ARMG	D2.3
BAIR	D2.3
BERJ	D2.3
BOLG	D2.3
BREA	D2.3
BROA	D2.3
BURJ	D2.3
CAMK	D2.3
CROM	D2.3
DENJ	D2.3
FAUJ	D2.3
FRIJ	D2.3
GILE	D2.3

Click to Set all staff to one room, choose the room and then Click Apply. Click out of the box to cancel.
Or individually change the room as required.

Changing a room for a whole Faculty

The screenshot shows the 'Interview Session' interface. The 'Filter' field in the 'Teachers' tab is set to 'mat', which is highlighted with a red circle and the number '1'. The 'Room' field is set to '3'. The background shows a list of teachers with their staff codes and rooms.

Staff Code	Room
CROM	D2.3
MORB	
TOOJ	

- 1 - Enter the faculty the search
- 2 - Displays only teachers in that faculty

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 2 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Teachers

Filter: mat

Set all staff to one room. **3**

Show Only Teachers With No Rooms

Staff Code	Name	Room
CROM	Ms Matoula Croker	D2.3
MORB	Ms Bronwyn Morris	
TOOJ	Ms Jenny Toohey	

Set All Staff to one Room

Choose a room **4**

D0.3

Then apply it to all staff in this session

Apply **5**

All Staff NOT in this Session

+ MATM Mr Manuel Matthews

- 3 - Click "Set all staff to the one room"
- 4 - Enter the room
- 5 - Click "Apply"

Families in Session

Interview Session

Date: Thu., 10 Mar. 2016 | Description: YEAR 9 PTI | Parent Start: Wed., 2 Mar. 2016 | Parent End Date: Wed., 9 Mar. 2016 | Staff Start Date: Wed., 2 Mar. 2016 | Staff End Date: Wed., 9 Mar. 2016

Classes | Students | Teachers | Lessons & Timeslots | Notifications | Families

Filter: (1)

ID	Name
YU04	Al Ghardaqa
CHIU03	Al-Nahedh
BATTEN0	Al-Suweidi
RIDDELLO	Allnutt (2)
BARKE0	Anderson
BULL01	Anderson
DESILVA0	Anderson
MACOUR	Anorov
STARKEY	Archinal
100917	Armstrong
101252	Ash
CASALE0	Atkin
SHUM02	Backhouse
WEST03	Bain-Smith
100468	Baird
KEANE01	Baker
100371	Balmaks

Authentication Settings... (9)

Accounts are set (9)

Set Usernames and Passwords and create Accounts for all Parents in this session (7)

Delete Accounts for all Parents in this session (8)

Relationship	Title	First Name	Preferred Name	Surname
Father	Mr	Kenneth	Kenneth	Allnutt
Mother	Mrs	Barbara	Barbara	Allnutt

Username Password Reset Account Notify Parent Make Booking for Parent (3, 4, 5, 6)

Email Log (11)

Send Settings... (10)

Send Usernames and Passwords to all Parents

Usernames and Passwords are sent (10)

- 1 - Filter to find a family
- 2 - Family list
- 3 - Parents in Family - Usernames and passwords
- 4 - Click to reset the Account for passwords and usernames
- 5 - Notify Parent individually after changing the account details
(sent as per settings see below)
- 6 - Make Booking for Parent
- 7 - To Create all accounts for parents, usernames and passwords (local accounts)
- 8 - Delete Accounts for all parents in this session
- 9 - Checked if the parents in this session, accounts have been sent.
- 10 - Checked when after notifications has been sent to parents of this session
- 11 - Display of the Email Log to the parents in the family

Authentication Settings for Families

The screenshot shows the 'Interview Session' interface. At the top, there is a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. Below this, there are tabs for Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. A dialog box titled 'Authentication Settings...' is open, with a red circle and the number 1 pointing to it. The dialog box has the following content:

- Parent Authentication: Local Accounts Directory Group Authentication
- Username Preference: CommunityID Family Code Plus Parent Number
- Password Length: 8

Below the dialog box, there is a list of families with columns for Mother, Mrs, Barbara, and Barbara. The 'Allnutt' family is selected. There are buttons for 'Username', 'Password', 'Reset Account', 'Notify Parent', and 'Make Booking for Parent' for each family member. At the bottom of the dialog box, there is a checkbox for 'Usernames and Passwords are sent' and a 'Send Settings...' button.

1 - Click the Authentication Settings to view and adjust if necessary (this can also be done in the Settings Menu).

Note if parents are unable to login it could be that the Accounts have not been set as in step 7 above.

Send Settings

The screenshot shows the 'Interview Session' interface with the 'Send Settings' dialog box open. The dialog box has a 'Texts' section with a 'Sending Via' dropdown menu (Letters, Emails, SMSs). Below this, there is a 'Text for Notification Letters' field with the following text:

```
<CurrentDate>
<Mailing Title>
<Postal Address Property Name>
<Postal Address Street>
<Postal Address Suburb> <Postal Address State> <Postal Address PostCode>

Dear <Salutation>

As you would now be aware the School is moving to a system of online bookings for
Parent/Student/Teacher interviews.

The scheduled evening for <session name> is <session date>. The online booking system will
be available from <session start date> to <session end date>.

The booking procedure will be as follows:

Interview Request Text
In addition, the following teacher(s) have also requested interviews.
```

At the bottom of the dialog box, there is an 'OK' button. In the background, the 'Families' tab is visible, showing a list of families with columns for Preferred Name and Surname. The 'Allnutt' family is selected. There are buttons for 'Notify Parent' and 'Make Booking for Parent' for each family member. At the bottom of the background interface, there is a 'Send Settings...' button (marked with a red circle and the number 1) and a 'Send Usernames and Passwords to all Parents' button (marked with a red circle and the number 2).

1 - As per the Settings Menu, review all sending settings/notifications

2 - Send Username and passwords to all Parents of this session

Testing Sending Parent Notifications

1 - Enter a test email and/or a mobile number to test the sending of notifications. Note: If you populate the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them instead. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields.

Administration of Booking Time slots

If it is necessary administration can create a new session from here.

- 1 - Time slot can be change but the interview times would need to be set
- 2 - If creating new interviews
- 3 - Filter to search for a staff member
- 4 - Filter for times and rooms.

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes
Students
Teachers
Lessons & Timeslots
Notifications
Families

Populate PTI Lessons

Timeslot Template: 3.30PM to 6.30PM 10 minute intervals with not Create Interviews

Class	Day	Period	Staff Code	
02aMAT			MORB	🗑
02CCOMP			MORB	🗑
02CCST			MORB	🗑
02CENG			TOOJ	🗑
02CFRE			MORB	🗑
02CHSIE			MORB	🗑
02CLIB			MORB	🗑
02CMUS			TOOJ	🗑
02CPDH			TOOJ	🗑
02CPE			TOOJ	🗑
02CSAT			TOOJ	🗑
02CVIS			TOOJ	🗑
02MCOMP			TOOJ	🗑
02MCST			TOOJ	🗑
02MENG			MORB	🗑
02MFRE			TOOJ	🗑
02MHSIE			TOOJ	🗑

Filter:

Start Time: Clear

End Time: Clear

Room: Clear

ALLT Mr Mr Trevor Allesch

09MU1 Music

103162 Renaia Gallagher

FROBINSON0 Mr David Gallagher

1 - The database administrator can make bookings for a parent or staff member.

The following functions can only be completed by the Assisting Staff for the PTI sessions.

Administration of Sessions by Assistant

Home Settings

Administration

Interview Sessions List

Interviews List

Student List

Family List

Parents List

Community List

Staff List

Class List

Class Enrolment List

Lessons

Creation Assistant

Go To Assignments Screen

Admin Family List

Admin Class List

Email Log

There are 2 options for an Administration Assistant to make bookings.

- 1 - Making bookings per teacher or
- 2 - The Family interface

Administration Assistance making bookings for a teacher

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | **Bookings for Family**

Select a StaffMember: ALLT Mr Trevor Allesch (1) | Select a Session: High School Term 1 Session (2)

Select a Class: CH1H1 Chemistry (3)

Search: Show unassigned only

Request Interview checkboxes for: Geoffrey Choudhury, Rohith Gilmour, James Hume, Ethan Murrell, Hudson Thearle, Rushita Woolcott.

Start Time: Clear | End Time: Clear

Number of interviews blocked off: 2

Print Interview List

- 1 - Choose the teacher
- 2 - Choose the session
- 3 - Choose a Class

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | **Bookings for Family**

Select a StaffMember: ALLT Mr Trevor Allesch | Select a Session: High School Term 1 Session

Select a Class: CH1H1 Chemistry (1)

Search: Show unassigned only

Request Interview checkboxes for: Geoffrey Choudhury, Rohith Gilmour, James Hume, Ethan Murrell, Hudson Thearle, Rushita Woolcott. (2)

Start Time: Clear | End Time: Clear (4)

Number of interviews blocked off: 2

Print Interview List

- 1 - Selected Class
- 2 - Displays the students in the Class
- 3 - Instructions on how to make bookings
- 4 - Filter by times
- 5 - Click to only display available time slots.




Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: **ECOM Ms Moira Economopoulos**

Select a Class: **12PE1**

Search: Show unassigned only

	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>

Bookings for Family

Select a Session: **High School Term 1 Session**

Start Time: **9:10 pm**

End Time:

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm - 9:10 pm	<input checked="" type="checkbox"/> Block off	<input type="button" value="Clear Interview Assignment"/> 7
Class :	Student :	<input type="button" value="Notify Parent"/> 8
Parent :		
Fri. 18/03/16 9:10 pm - 9:20 pm	<input type="checkbox"/> Block off	<input type="button" value="Clear Interview Assignment"/>
Class :	Student :	<input type="button" value="Notify Parent"/>
Parent :		

Class:

Student:

Parent:

9

- 6 - Interview booking will be highlighted in yellow
- 7 - Click to Clear the Interview Assignment
- 8 - Click to Notify the Parent
- 9 - Click to Print the sessions for the teacher

Friday, 17 April 2015

Interviews List for Ms Karen Dragnich

16:00:00 - 16:10:00	CL ST	No Booking in this timeslot
Student : Richard Dalkin for PD/Health/PE		
<i>Parents in Student's Family</i>		
Father	Mr Arulkumar Dalkin	
Mother	Mrs Sharminie Dalkin	
16:10:00 - 16:20:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:20:00 - 16:30:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:30:00 - 16:40:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:40:00 - 16:50:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:50:00 - 17:00:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:00:00 - 17:10:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:10:00 - 17:20:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:20:00 - 17:30:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:30:00 - 17:40:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		

Printer: Canon M

Presets: Default Set

Copies:

Pages: All
 From: 1

Number pages from:

Print: Records being browsed
 Current record
 Blank record, showing file

[?](#) PDF

10 - Click Print to Print the Interview list.

Administration Assistance Making bookings for a family**

PTI Menu Main Menu Back

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher Bookings for Family

Search

Family Code Family Name

Select	YU04	Al Ghardaqa
Select	CHIU03	Al-Nahedh
Select	BATTEN01	Al-Suweidi
Select	RIDDELL01	Allnutt
Select	BULL01	Anderson
Select	DESILVA01	Anderson
Select	BARKER01	Anderson
Select	MACOURT01	Anorov
Select	STARKEY01	Archinal
Select	100917	Armstrong
Select	101252	Ash
Select	CASALE01	Atkin
Select	SHUM02	Backhouse
Select	WEST03	Bain-Smith
Select	100468	Baird

Parent Type Relationship

Father Father Make booking for Parent

Title First Name Preferred Name Surname

Mr Kenneth Kenneth Allnutt

Mother Mother Make booking for Parent

Title First Name Preferred Name Surname

Mrs Barbara Barbara Allnutt

- 1 - Filter for the family
- 2 - Click select to view the parents in the family
- 3 - Click "Make booking for Parent" (see page

Teacher Booking (Teacher interface)

Main Menu Back

Parent Teacher Interview Sessions Teacher Data

Select a Session High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class

12PE1

Search Show unassigned only

James Atkin

Alissa Do

Stephen Tridgell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

Show available only Start Time End Time Enter Booking...

Number of interviews blocked off : 2

Fri, 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri, 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri, 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri, 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries Print Interview List

- 1 - Select a session

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 12PE1

Search: [] Show unassigned only [x]

- James Atkin
- Alissa Do
- Stephen Tridgell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

Show available only

Start Time: [] Clear

End Time: [] Clear

Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries

Print Interview List

- 2 - Select a Class
- 3 - Check to show only the unassigned students
- 4 - Filter with the search bar
- 5 - Select a student
- 6 - Select a time
- 7 - Print Interview List

Teacher Booking - Request an interview

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 12PE1

Search: [] Show unassigned only [x]

- James Atkin Request Interview
- Alissa Do Request Interview
- Stephen Tridgell Request Interview

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

Show available only

Start Time: [] Clear

End Time: [] Clear

Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries

Print Interview List

- 1 - Click the Request Interview box
- 2 - Click Save

Teacher Booking - Block out times

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 12PE1

Search: Show unassigned only

- James Atkin
- Alissa Do
- Stephen Triggell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

Show available only Start Time:

End Time:

Number of interviews blocked off : 2

<input type="checkbox"/> Block off	Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	<input type="button" value="Interview Notes..."/>
<input checked="" type="checkbox"/> Block off	Fri. 18/03/16 9:10 pm 9:20 pm		<input type="button" value="Interview Notes..."/>
<input checked="" type="checkbox"/> Block off	Fri. 18/03/16 9:20 pm 9:30 pm		<input type="button" value="Interview Notes..."/>
<input type="checkbox"/> Block off	Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	<input type="button" value="Interview Notes..."/>

1 - Click the Block off box

2 - Number of interviews block off with display

(maximum number of times allowable to be block off is set by the administrator)

Parent Teacher Interview Sessions Teacher Data

Select a Session: Year 7 PTI.Session 9th March 2015

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 07EN1 English

Search: Show unassigned only

- Sittina Sellwood Request Interview
- Turki Maskell-Knight Request Interview
- Marie Sherwin Request Interview
- Casplan Hatton Request Interview
- Tiffany Bardsley Request Interview
- Fiona Williams Request Interview
- James MacLellan Request Interview

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

Show available only Start Time:

End Time:



Number of interviews blocked off : 4

<input type="checkbox"/> Block off	5:55 pm - 6:00 pm		<input type="button" value="Interview Notes..."/>
<input type="checkbox"/> Block off	6:05 pm - 6:10 pm	Class : Student : Parent :	<input type="button" value="Interview Notes..."/>
<input type="checkbox"/> Block off	6:10 pm - 6:15 pm		<input type="button" value="Interview Notes..."/>

Message

Maximum number of blocked timeslots has been reached.

Once the maximum number has been reached no more times can be blocked off.

 Main Menu
  Back

Parent Teacher Interview Sessions Teacher Data

Select a Session High School Term 1 Session


These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.


Select a Class 12PE1

Show available only
 Start Time ▼ Clear
 End Time ▼ Clear
Enter Booking...

Number of interviews blocked off : 5

Fri. 18/03/16 9:00 pm - 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
1	2	
2		Interview Notes...
3		Interview Notes...
4		Interview Notes...

 Make Calendar Entries

 Print Interview List

If teachers are allowed to make bookings they will have the drop down boxes to select the classes, students and parents.

- 1 - Click the time
- 2 - Click to find the Class, Student and Parent
- 3 - Click to make Calendar Entries

Message Size: 8 KB

Monday 09 March 2015.ics file




Monday 09 March
2015.ics
2 KB

Example of attachment for .ics file to update calendars.

Teacher Login on the Night of Interview Session

Year 8 Session Term 1 Logout

16:00:00 - 16:10:00 Completed Email Notes To Me

 Student : **William Barry**
Subject : **Visual Arts**
Parent who made the booking : **Mrs Hung (Jennifer) Barry**


Parents in this family

Mrs Hung (Jennifer) Barry	Mother
Mr Max Barry	Father

Timetable Save

View As List View As Form

16:10:00 - 16:20:00 Completed Email Notes To Me

 Student : **Bradley Margerison**
Subject : **Visual Arts**
Parent who made the booking : **Mr Selvarajah Margerison**


Parents in this family

Mrs Mathi Margerison	Mother
Mr Selvarajah Margerison	Father

Timetable Save

View As List View As Form

16:20:00 - 16:30:00 Completed Email Notes To Me

 Student : **Lucy Risby**
Subject : **Visual Arts**
Parent who made the booking : **Mr Gao Risby**

Parents in this family

Mr Gao Risby	Father
Mrs Li Yan	Mother

Timetable Save

View As List View As Form

Teachers can login to session at the night of the interview (preferably on in iPad). They will see the list of times and the Student bookings. Click the View As Form for each Interview.

Year 8 Session Term 1 Logout

16:10:00 - 16:20:00

Student : **Alex Humphries**
 Subject : **Drama**
 Parent who made the booking : **Dr Felix Hum**

Parents in this family

Mrs Christina Humphries	Mother	1
Dr Felix Humphries	Father	

Completed Email Notes To Me 5

Timetable	
Day	Period
8	3

Timetable 2


Interview went v with Alex on his ongoing portfolio of work. 3

Save 6

View As List 7 View As Form

- 1 - Displays the parents in the family
- 2 - Click Timetable to see timetabled lessons
- 3 - Enter the notes regarding the interview
- 4 - Check once the interview is completed
- 5 - Click to Email the notes to themselves
- 6 - Click to Save the details
- 7 - Click to view List

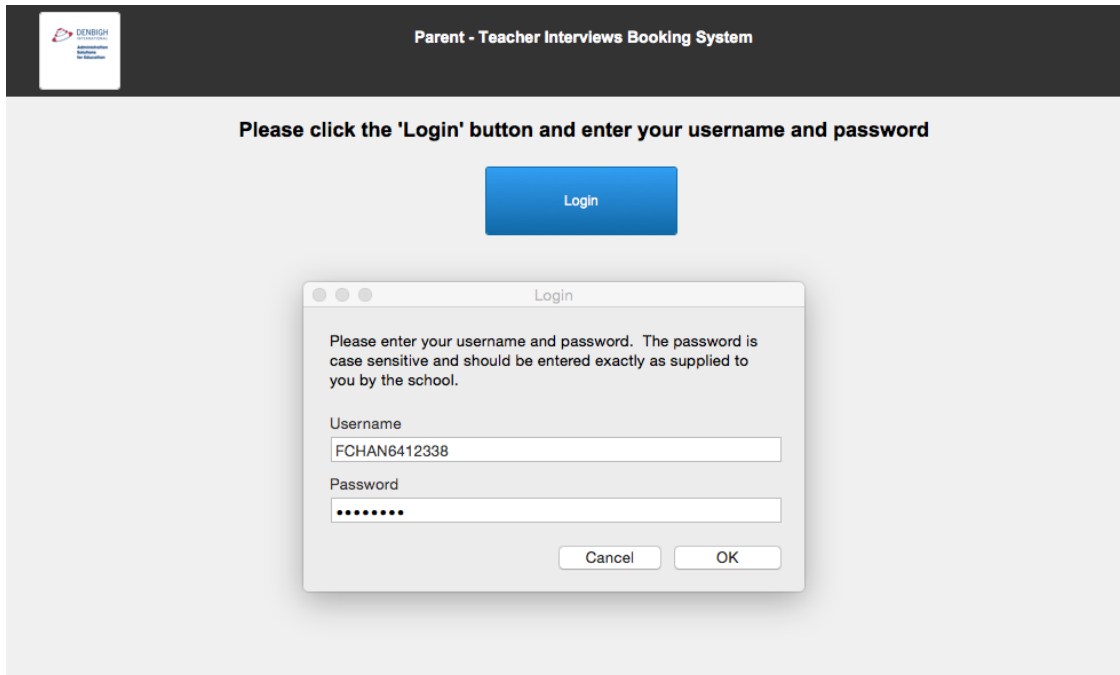
Parent Login and bookings (Parent Interface)

 **Parent - Teacher Interviews Booking System**

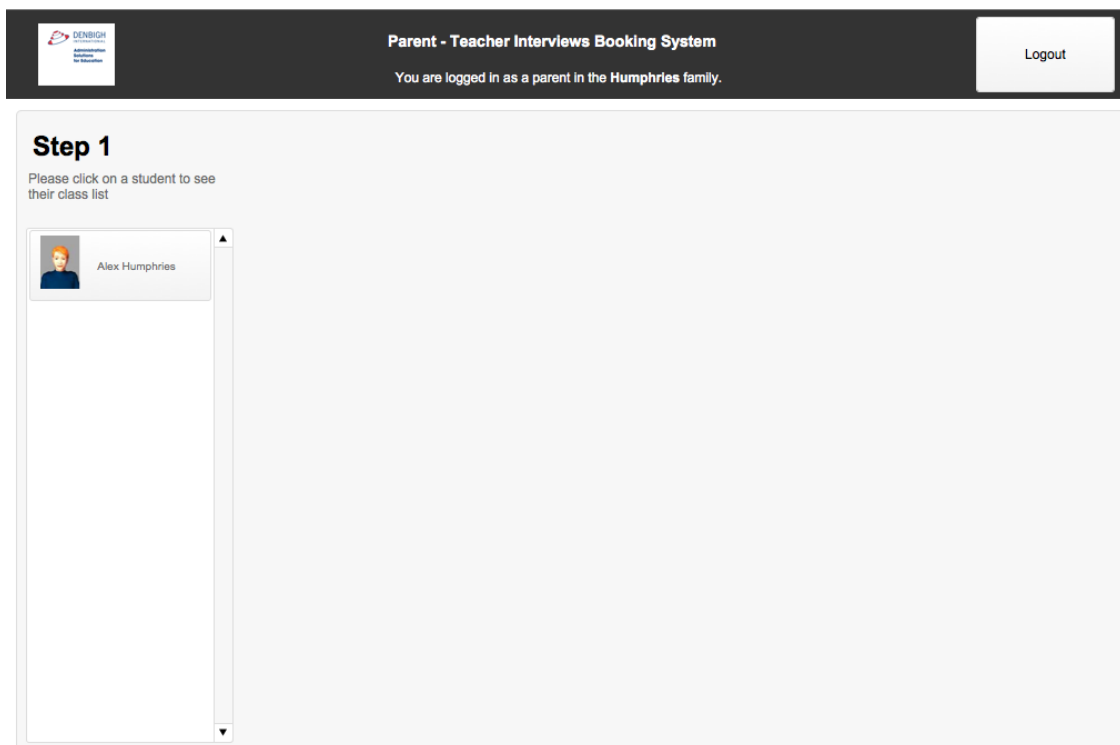
Please click the 'Login' button and enter your username and password

[Login](#)

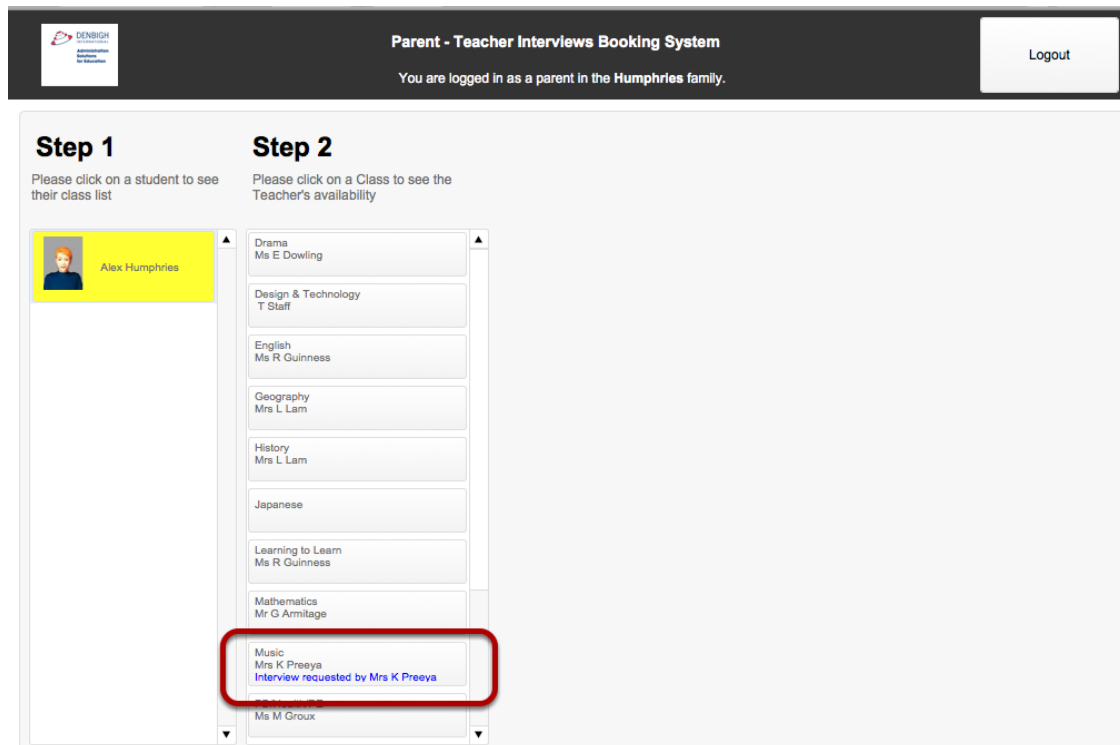
Click to Login



Enter the Username and Password as supplied by the school in the Parent Teacher Letter Details then click OK.



Step 1 - Click on the student to see their classes for this session



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

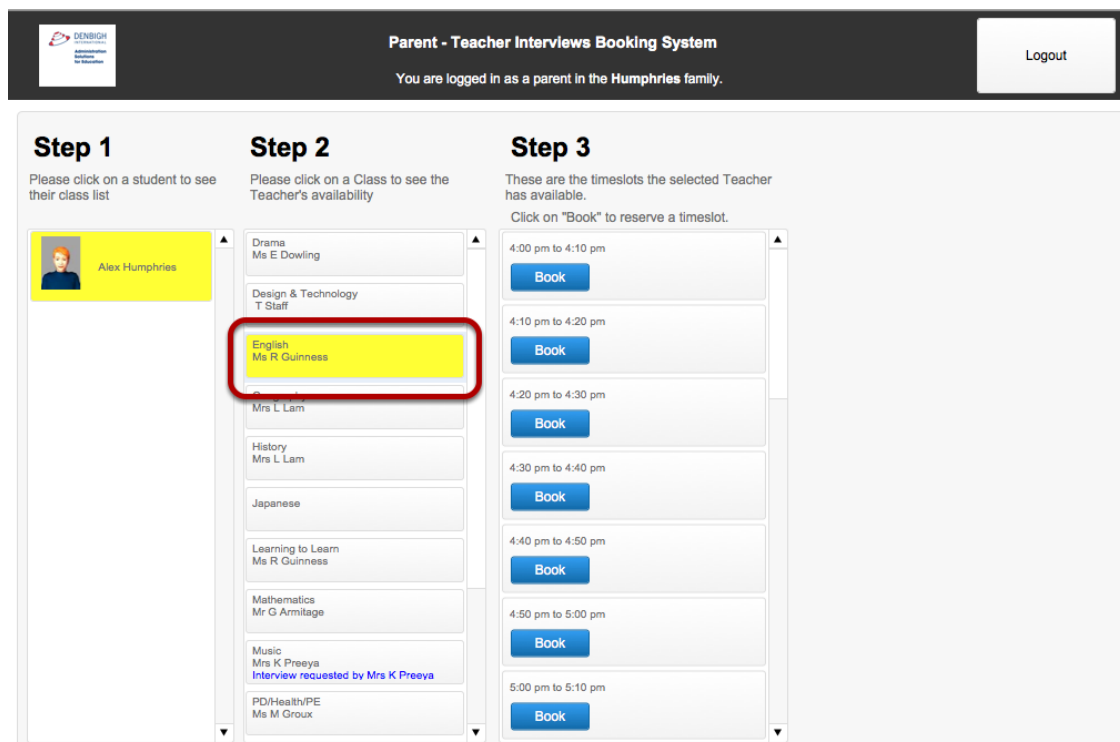
Step 2
Please click on a Class to see the Teacher's availability

Alex Humphries

- Drama
Ms E Dowling
- Design & Technology
T Staff
- English
Ms R Guinness
- Geography
Mrs L Lam
- History
Mrs L Lam
- Japanese
- Learning to Learn
Ms R Guinness
- Mathematics
Mr G Armitage
- Music
Mrs K Preeya
Interview requested by Mrs K Preeya**
- Ms M Groux

Note if a teacher has requested an interview there will be a message on that class "Interview requested by"

Step 2 - Click on a Class to make a booking



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Step 2
Please click on a Class to see the Teacher's availability

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.

Alex Humphries

- Drama
Ms E Dowling
- Design & Technology
T Staff
- English
Ms R Guinness**
- Geography
Mrs L Lam
- History
Mrs L Lam
- Japanese
- Learning to Learn
Ms R Guinness
- Mathematics
Mr G Armitage
- Music
Mrs K Preeya
Interview requested by Mrs K Preeya
- PD/Health/PE
Ms M Groux

4:00 pm to 4:10 pm [Book](#)

4:10 pm to 4:20 pm [Book](#)

4:20 pm to 4:30 pm [Book](#)

4:30 pm to 4:40 pm [Book](#)

4:40 pm to 4:50 pm [Book](#)

4:50 pm to 5:00 pm [Book](#)

5:00 pm to 5:10 pm [Book](#)

Only available times will be displayed to book. Click the Book button to make the relevant booking.

Step 3 - Click the Book button to make the booking

Parent - Teacher Interviews Booking System Logout
You are logged in as a parent in the Humphries family.

Step 1
Please click on a student to see their class list
Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability
Drama Ms E Dowling
Design & Technology T Staff
English Ms R Guinness
Geography Mrs L Lam
History Mrs L Lam
Japanese
Learning to Learn Ms R Guinness
Mathematics Mr G Armitage
Music Mrs K Preeya Interview requested by Mrs K Preeya
PD/Health/PE Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.
4:00 pm to 4:10 pm Book
4:10 pm to 4:20 pm Book
4:20 pm to 4:30 pm Book
4:30 pm to 4:40 pm Book
4:40 pm to 4:50 pm Book
4:50 pm to 5:00 pm Book
5:00 pm to 5:10 pm Book

Step 4 - Booking displayed with time, subject and teacher name

Parent - Teacher Interviews Booking System Logout
You are logged in as a parent in the Humphries family.

Step 1
Please click on a student to see their class list
Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability
Drama Ms E Dowling
Design & Technology T Staff
English Ms R Guinness
Geography Mrs L Lam
History Mrs L Lam
Japanese
Learning to Learn Ms R Guinness
Mathematics Mr G Armitage
Music Mrs K Preeya Interview requested by Mrs K Preeya
PD/Health/PE Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.
4:10 pm to 4:20 pm
4:20 pm to 4:30 pm
4:30 pm to 4:40 pm
4:40 pm to 4:50 pm
4:50 pm to 5:00 pm
5:00 pm to 5:10 pm
5:10 pm to 5:20 pm

Step 4 Next ->
This is a list of the appointments you have booked.
Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness Clear

Note that once a booking has been made for a class all times are no longer available for booking. To change the booking time, click the Clear button.

Parent - Teacher Interviews Booking System
You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Step 2
Please click on a Class to see the Teacher's availability

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.

Step 4
This is a list of the appointments you have booked.

[Next ->](#)

Repeat steps 2 and 3 for all other classes. Classes that have been booked are shown in pale yellow, the selected class is in bright yellow. Note that any times that have been booked will now not be displayed.

Step 5 - Click Next to view all bookings

Parent - Teacher Interviews Booking System
You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Step 2
Please click on a Class to see the Teacher's availability

Step 3
These are the timeslots the selected Teacher has available.

Step 4
This is a list of the appointments you have booked.

[Next ->](#)

Step 6 - Email the list to me

Parent - Teacher Interviews Booking System - Summary

You are logged in as a parent in the Humphries family.

Logout

(5) This is a list of the appointments you have booked. Click the "<-Previous" button below, if you wish to alter these bookings.

(6) Email them to me

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeya
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily Dowling
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography with Mrs Lynne Lam
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux
Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam

<- Previous

This will email an .ics file that by just clicking on the link the data will be opened in all calendar programs. Click Previous button if you want to go back to the bookings.

Parent - Teacher Interviews Booking System - Summary

You are logged in as a parent in the Humphries family.

Logout

(5) This is a list of the appointments you have booked. Click the "<-Previous" button below, if you wish to alter these bookings.

(6) Email them to me

Message

An email has been sent to your recorded email address, with a Calendar file containing your bookings. Would you like to logout, or return to the previous screen?

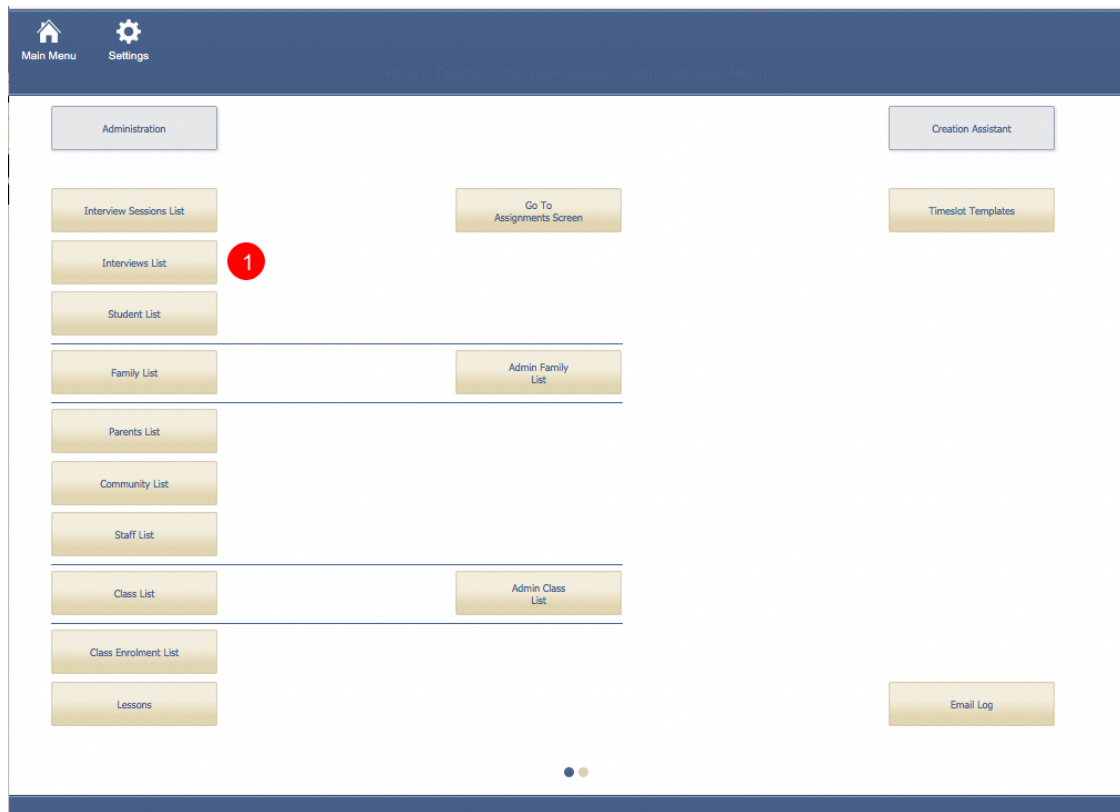
Cancel Return Logout

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Te
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with M
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with I
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography v
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux
Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam

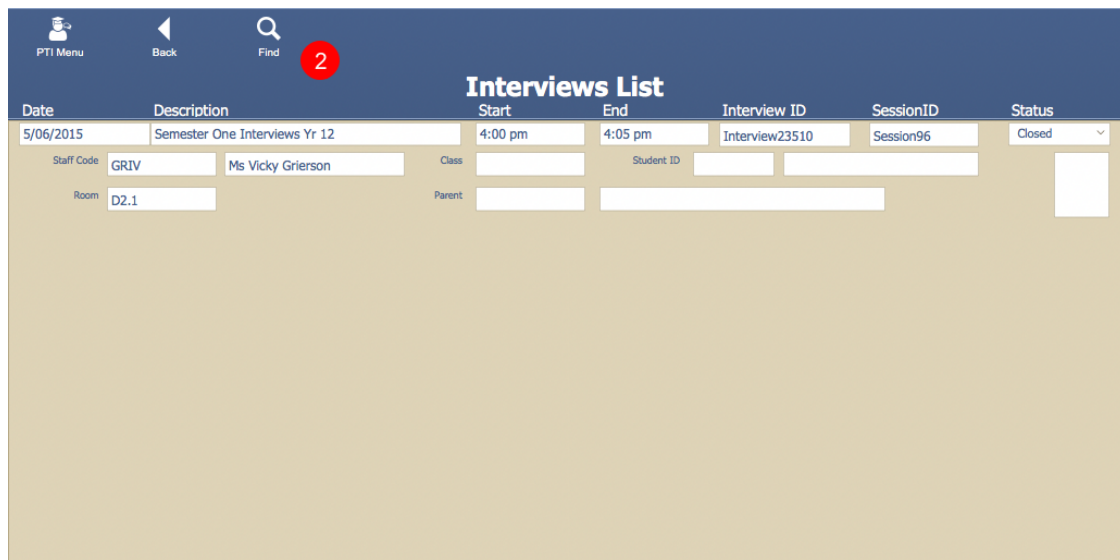
<- Previous

Message to say that an email has been sent to your recorded email address, with a Calendar file containing your bookings. Click Logout once complete.

Administration Functions - Swapping a teacher for a set of interviews



1 - Click Interview List



2 - Click Find

Interviews List

Date: Description: Start: End: Interview ID: SessionID: Status:

Staff Code: Class: Student ID:

Room: Parent:

Potential Teacher Change

StaffCode we want to change to:

Current Interviews this parent has booked around this time

Before:

After:

- 3 - Enter the Staff code of the member to Find.
- 4 - Click Find.

Interviews List

Date: 5/06/2015 Description: Semester One Interviews Yr 12 Start: 4:15 pm End: 4:20 pm Interview ID: Interview23546 SessionID: Session96 Status: Closed

Staff Code: JOHP Mr Peter Johnson Class: 12HX1 Student ID: 100119 Alexia Anderson

Room: D2.1 Parent: FBULL01 Mr Paul Anderson

Potential Teacher Change

StaffCode we want to change to:

Current Interviews this parent has booked around this time

Before 4:15 pm

4:10 pm	4:15 pm	RUMK	French
4:05 pm	4:10 pm	SKRJ	English Extension 1
4:00 pm	4:05 pm	HOLA	English Advanced

After 4:20 pm

4:20 pm	4:25 pm	ANGC	Mathematics
4:25 pm	4:30 pm	SOWA	Modern History
4:30 pm	4:35 pm	CLIP	Studies of Religion 1

- 5 - Enter the Staff member to swap the interview session to. (Only staff that have been added and have session times added will be able to be used. (See Adding a Staff member on Page 26)
- 6 - Click the selected time to swap.

Please note the previous teacher will still be in the session. If required to stop parents from making bookings with the old teacher, either delete them from the session, delete their session or block out their times.

Adding a Family or Parents to PTI

The screenshot shows the main menu of the PTI Administrator interface. At the top, there are icons for 'Main Menu' and 'Settings'. Below this, there are several categories of buttons: 'Administration', 'Interview Sessions List', 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', 'Class Enrolment List', and 'Lessons'. On the right side, there are buttons for 'Creation Assistant', 'Timeslot Templates', and 'Email Log'. The 'Admin Family List' button, located next to the 'Family List' button, is highlighted with a red circle containing the number 1.

1 - Admin Family List

The screenshot shows the 'Admin Families List' page. At the top, there are navigation icons for 'PTI Menu', 'Back', 'Find', and 'Show All Records'. The page title is 'Admin Families List'. Below the title, there is a table with columns for 'Family Code', 'Family Name', and 'Family Notes'. The first row shows a family with code '100167' and name 'Taylor'. To the right of the family name, there are columns for 'Future', 'Current', and 'Former' students, with values '1', '0', and '0' respectively. A red circle with the number 2 points to the 'Add Family to PTI' button. Below the table, there is a section for '2 Adults in the family'. This section contains a table with columns for 'Relationship', 'Title', 'Preferred Name', 'Surname', 'Parent Type', and 'PTI Allowed'. The first row shows a 'Father' with title 'Mr', preferred name 'Ted', surname 'Taylor', and 'PTI Allowed' set to 'Yes'. A red circle with the number 3 points to the 'Add Parent to PTI' button. The second row shows a 'Mother' with title 'Ms', preferred name 'Katia', surname 'Fowler', and 'PTI Allowed' set to 'Yes'. There is also an 'Add Parent to PTI' button for this row.

2 - Click to Add Family

3 - Click to Add Parents individually

Adding parents or families to PTI does not rely on a session being current.

Editing Parent Details after the session has been set up

Parent Teacher Interview Sessions Administration Menu

Administration

Creation Assistant

Interview Sessions List

Go To Assignments Screen

Timeslot Templates

Interviews List

Student List

Family List

Admin Family List

Parents List

Community List

Admin Community List

Staff List

Class List

Admin Class List

Class Enrolment List

Lessons

Email Log

1 - Go to the Admin Community List

PTI Menu Back Find Show All Records

Community ID

PTI Community List

Community ID	Title	First Name	Preferred Name	Surname	Mailing Title	Record Modification Count	Tracker	Email Address	Mobile
S00001	Mr	Michael	Michael	Phillips	Mr Michael Phillipsson	1852	1852	support@denbigh.com.au	0414 123 456
MABEDNEGO	Mrs	Lucy	Lucy	Paloni	Mrs L A Paloni	1539	1539	support@denbigh.com.au	0409872400
FABEDNEGO	Mr	Tom	Tom	Paloni	Mr T Paloni	1530	1530	support@denbigh.com.au	
1029653	Mr	Indra	Indra	Thompson	Mr I Thompson	1533	1533	support@denbigh.com.au	0414 123 456
1029654	Dr	Thamarasa	Thamarasa	Newman	Dr T Newman	1534	1534	support@denbigh.com.au	0414 123 456
MABOUZEID01	Mrs	Amelia	Amelia	Brearley	Mrs A Brearley	1589	1589	gdunn@denbigh.com.au	
101406		Richard	Richard	Brearley	R Brearley	1589	1589		

2 - Find the parent to change





3 - Edit details as required (eg different email address)

Adding a non face to face teacher to a PTI session

To add a non face to face teacher (HOD, HOY etc) to a PTI session they would need to be in a class. A class can be added with at least 1 lesson time (eg day 1 period 1) with the appropriate academic year and teacher. Also make sure that the PTI check box is checked so that it can be added to the session.

Email Log

1 - To view the email log file

   				
Email Log				
Creation Timestamp	Creation User	To	Subject	
9/03/2016 12:34:28	denbigh	support@denbigh.com.au	Parent Teacher Interview Calendar	Message...

View of email log

FAQ

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