



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview Module

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Parent Teacher Interviews 2015

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

4 Medical Condition Warnings

Denbigh Administration

Welcome to Denbigh Administration
You are logged in as "Mrs J Denbigh"

Privacy reminder
The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.

Today (Mon)
Elizabeth Durstall (8.5) is 14 years old today.

This Week

Day	Year	House	Name	Age
Mon	8	G	Durstall, Elizabeth	14
Tue	K	Y	Baker, Sarah	6
Tue	6	Y	Stohtart, Angus	12
Fri	6	R	Nikolovski, Bianca	12
Fri	12	R	Tedeschi, Vanessa	18
Sat	11	M	Talbot, Connor	17

Staff Birthdays

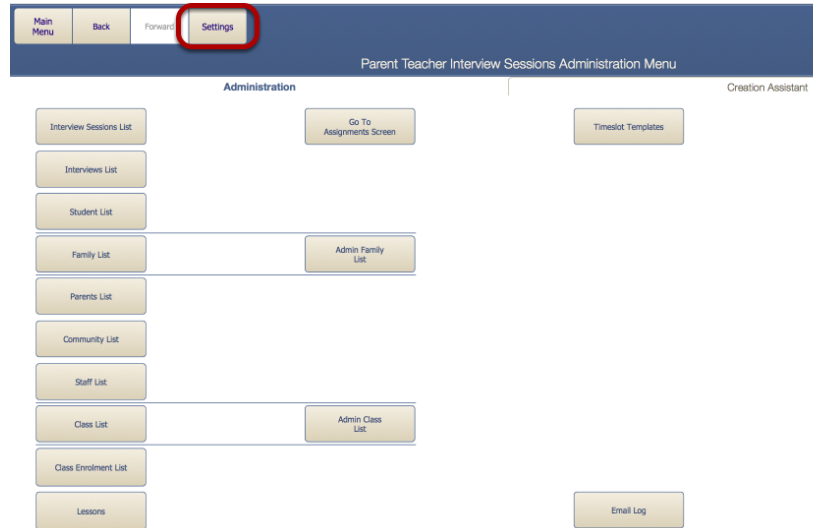
Mon	Tran Ms L
Mon	Kearsley Ms J

Main Menu DENBIGH DEMONSTRATION SCHOOL

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

PTI Menu Back Forward

Parent Teacher Interview Sessions Administration Settings

Settings

Default Settings For Parent Notifications

Password Length: 8 (1)

Parent Authentication: Local Accounts Directory Group Authentication (2)

Username Preference: CommunityID Family Code Plus Parent Number (3)

Max Interviews Staff can block: 4 (4)

Allow Staff to edit Interviews: (5)

Use Server Side Operations: Yes No (6)

Web Login Address to Send to Parents: https://server2.pgort.homeunix.net/fmi/webd (7)

Background Web Page for Login Screen: http://www.denbigh.com.au (8)

School Logo for Login Screen: DENBIGH INTERNATIONAL (9)

Email Server Settings for sending Notifications and Appointments (10)

SMTP Server Address: mail.denbigh.com.au

Port: 25 SSL: None

SMTP Authority Type: CRAM-MD5

Sending Account Name: anonymous From Name: Peter Gort

Sending Account Password: anonymous

SMTP From Address: pgort@denbigh.com.au

SMTP Reply To Address: pgort@denbigh.com.au

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

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

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 buttons: 'PTI Menu', 'Back', and 'Forward'. Below this is the title 'Parent Teacher Interview Sessions Administration Settings'. The main content area is divided into 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are radio buttons for 'Send Parent Notifications By': 'Email if it exists', 'Email if it exists, Correspondence if it doesn't', 'Correspondence', and 'SMS if mobile number exists'. The 'Default Settings For Parent Notifications' section includes 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (042291818222). Below these are tabs for 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'Calendar Event Emails Text' tab is active, showing a 'Calendar Event Email Subject Line' dropdown set to 'Parent Teacher Interview Calendar Appointments' and a text area containing the message: 'Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.'

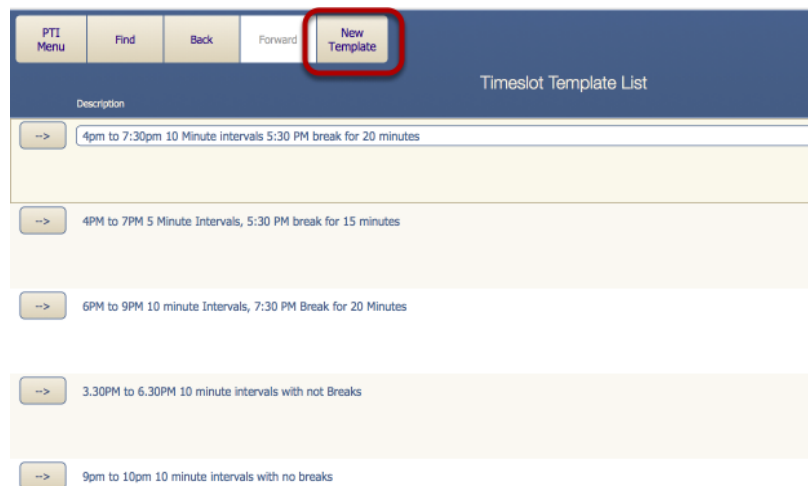
Text that will appear when sending out emails to create a calendar item.

Timeslot Templates

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' page. At the top, there are navigation buttons: 'Main Menu', 'Back', 'Forward', and 'Settings'. Below this is the title 'Parent Teacher Interview Sessions Administration Menu'. The main content area is divided into 'Administration' and 'Creation Assistant'. The 'Administration' section contains a list of buttons: 'Interview Sessions List', 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', 'Class Enrolment List', and 'Lessons'. The 'Creation Assistant' section contains a button for 'Timeslot Templates', which is highlighted with a red box. Other buttons in the 'Creation Assistant' section include 'Go To Assignments Screen', 'Admin Family List', 'Admin Class List', and 'Email Log'.

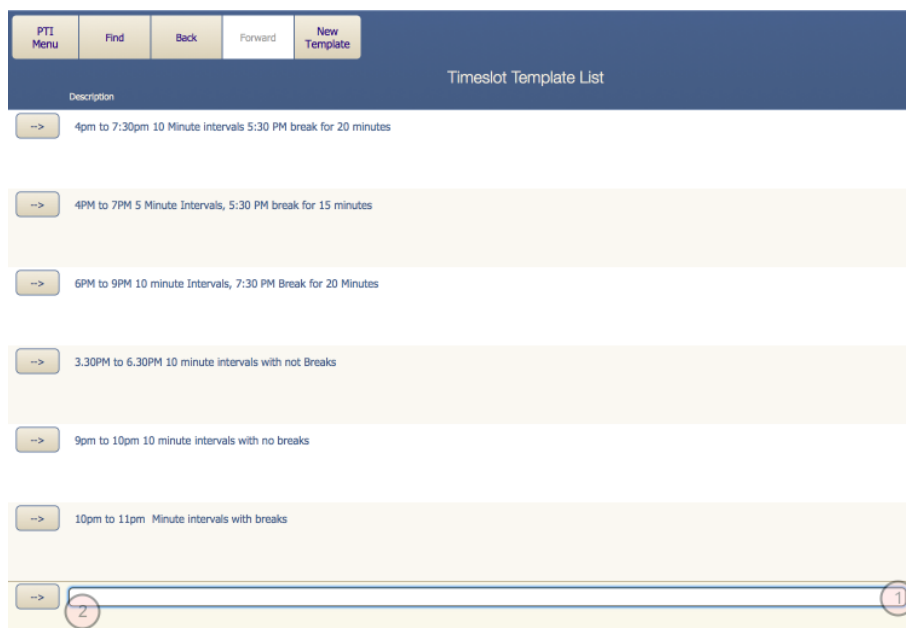
Go to the Timeslot Templates to edit or create PTI timeslots

Timeslot Template List



Either choose an existing timeslot or click "New Template".

New Timeslot template



- 1 - Enter the name for the timeslot.
- 2 - Click the Arrow to go to the Timeslot details.

New Time slot Details

The screenshot shows the 'Timeslot Template List' form. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a 'Description' field with a search icon. The main form area contains several input fields: 'Start Time', 'End Time', 'Interval', 'Break Start Time', and 'Break End Time'. A 'Populate Template' button is located to the right of the 'Break Start Time' field. A red circle with the number '1' is around the 'Break Start Time' field, and another red circle with the number '2' is around the 'Populate Template' button.

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.

The screenshot shows the 'Timeslot Template List' form after the details have been populated. The 'Description' field now contains the text '3:30PM to 6:30PM 10 minute intervals with no breaks'. The 'Start Time' field is set to '3:30 pm', the 'End Time' field is set to '6:30 pm', and the 'Interval' field is set to '0:10'. Below these fields is a table of time slots:

Start Time	End Time	
15:30:00	15:40:00	🗑️
15:40:00	15:50:00	🗑️
15:50:00	16:00:00	🗑️
16:00:00	16:10:00	🗑️
16:10:00	16:20:00	🗑️
16:20:00	16:30:00	🗑️
16:30:00	16:40:00	🗑️
16:40:00	16:50:00	🗑️
16:50:00	17:00:00	🗑️
17:00:00	17:10:00	🗑️
17:10:00	17:20:00	🗑️
17:20:00	17:30:00	🗑️

A 'Populate Template' button is visible to the right of the table.

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

Creating a New PTI Session

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu'. At the top, there are navigation buttons: 'Main Menu', 'Back', 'Forward', and 'Settings'. Below this is the title 'Parent Teacher Interview Sessions Administration Menu'. Underneath, there are two tabs: 'Administration' and 'Creation Assistant'. The 'Creation Assistant' tab is highlighted with a red circle. Below the tabs, there is a question: 'Have you set the "Include in PTI" flag for all the class you want to bring in?' with radio buttons for 'Yes', 'No', and a 'Clear' button.

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.

Year	Class Code	Subject Name	Faculty	Teacher	Include in PTI
6	06DR1	Drama	Creative Arts	Ms H Arponin Jr	<input checked="" type="checkbox"/>
6	06IL1	Italian	LOTE	Ms K Lee	<input type="checkbox"/>
6	06IL2	Italian	LOTE	Ms C Moran	<input type="checkbox"/>
6	06IL3	Italian	LOTE	Ms C Moran	<input type="checkbox"/>
6	06IL4	Italian	Junior School	Ms H Lee	<input type="checkbox"/>
6	06LS1	Learning Service	Special Needs	Ms R Patterson	<input type="checkbox"/>
6	06LS2	Learning Service	Special Needs	Mrs L Petersons-Ruomanis	<input type="checkbox"/>
6	06LS3	Learning Service	Special Needs	Mrs L Petersons-Ruomanis	<input type="checkbox"/>
6	06LS4	Learning Service	Special Needs	Mrs L Petersons-Ruomanis	<input type="checkbox"/>
6	06MA2	Mathematics	Mathematics	Mr D Adams	<input type="checkbox"/>
6	06MU1	Music		Mr C Hohnen	<input type="checkbox"/>
6	06MU2	Music		Ms B Morris	<input type="checkbox"/>
6	06MU3	Music		Mr J Kovacs	<input type="checkbox"/>
6	06MU4	Music		Mrs A Harding	<input type="checkbox"/>
6	06PE1	PD/Healthy/PE	PD/PE	Mr G Bolton	<input type="checkbox"/>
6	06PE2	PD/Healthy/PE	PD/PE	Ms L Paterson	<input type="checkbox"/>

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

Main Menu
Back
Forward
Settings

Parent Teacher Interview Sessions Administration Menu

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](#)

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.

Parent Teacher Interview Sessions Administration Menu

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: -1 0 1 2 3 4 5 6 7 8 9 10 11 12 [Clear](#)

Name for the new session? [Clear](#)

Name the Session.

Parent Teacher Interview Sessions Administration Menu

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: -1 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.

Parent Teacher Interview Sessions Administration Menu	
Administration	Creation Assistant
Have you set the "Include in PTI" flag for all the class you want to bring in?	<input checked="" type="radio"/> Yes <input type="radio"/> No Clear
Academic Year	<input type="checkbox"/> -1 <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 Clear
Name for the new session?	<input type="text" value="Year 7 Term 1 Session"/> Clear
Date for the new session?	<input type="text" value="Monday, 30 March 2015"/> Clear
Start Date for the Staff Login Period ?	<input type="text"/> Clear

Enter the Start date that staff can login.

Parent Teacher Interview Sessions Administration Menu	
Administration	Creation Assistant
Have you set the "Include in PTI" flag for all the class you want to bring in?	<input checked="" type="radio"/> Yes <input type="radio"/> No Clear
Academic Year	<input type="checkbox"/> -1 <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 Clear
Name for the new session?	<input type="text" value="Year 7 Term 1 Session"/> Clear
Date for the new session?	<input type="text" value="Monday, 30 March 2015"/> Clear
Start Date for the Staff Login Period ?	<input type="text" value="Monday, 23 March 2015"/> Clear
End Date for the Staff Login Period ?	<input type="text"/> Clear

Enter the End date for staff login.

Parent Teacher Interview Sessions Administration Menu	
Administration	Creation Assistant
Have you set the "Include in PTI" flag for all the class you want to bring in?	<input checked="" type="radio"/> Yes <input type="radio"/> No Clear
Academic Year	<input type="checkbox"/> -1 <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 Clear
Name for the new session?	<input type="text" value="Year 7 Term 1 Session"/> Clear
Date for the new session?	<input type="text" value="Monday, 30 March 2015"/> Clear
Start Date for the Staff Login Period ?	<input type="text" value="Monday, 23 March 2015"/> Clear
End Date for the Staff Login Period ?	<input type="text" value="Monday, 30 March 2015"/> Clear
Start Date for the Parent Login Period ?	<input type="text"/> Clear

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

Parent Teacher Interview Sessions Administration Menu

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 -1 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.

Parent Teacher Interview Sessions Administration Menu

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 -1 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

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

Parent Teacher Interview Sessions Administration Menu

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 -1 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

3:30PM to 6:30PM 10 minute intervals with no 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
 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes

Choose a Session Times from the templates created.

Parent Teacher Interview Sessions Administration Menu

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 -1 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](#)

[Create Session](#)

Click Create Session.

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

Class	Day	Period	Staff Code
09PE1	4	1	FAUJ
09PE5	4	1	GORW
09IT2	4	5	SANR
09PE3	4	6	PATL

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.

Interview Sessions

Click the Interview Sessions List

Session Date	Description	Parent Start Date	Parent End Date	Staff Start Date	Staff End Date	Status
→ Fri, 17 Apr 2015	Year 10 session	Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015	Current
→ Fri, 5 Jun 2015	Semester One Interviews Yr 12	Fri, 22 May 2015	Fri, 5 Jun 2015	Fri, 22 May 2015	Fri, 5 Jun 2015	Current
→ Fri, 18 Sep 2015	Semester One Year 9	Fri, 11 Sep 2015	Fri, 18 Sep 2015	Fri, 11 Sep 2015	Fri, 18 Sep 2015	Current
→ Fri, 18 Mar 2016	High School Term 1 Session	Wed, 2 Dec 2015	Fri, 18 Dec 2015	Wed, 2 Mar 2016	Fri, 18 Mar 2016	Current
→ Tue, 15 Dec 2015	Year term 1 session	Fri, 1 Jan 2016	Fri, 8 Jan 2016	Mon, 14 Dec 2015	Thu, 31 Dec 2015	Future
→ Tue, 1 Dec 2015	year 10 term 1 session	Fri, 18 Dec 2015	Thu, 31 Dec 2015	Fri, 11 Dec 2015	Tue, 15 Dec 2015	Current
→ Wed, 9 Dec 2015	Year 9 term 1 session	Wed, 30 Dec 2015	Wed, 30 Dec 2015	Fri, 11 Dec 2015	Fri, 18 Dec 2015	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 to the Session Status is set to Current.
2. Click the arrow to view the session details.

Setting a Session to Current

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header section with the title 'Interview Session' and several date fields: 'Date' (Fri, 17 Apr 2015), 'Description' (Year 10 session), 'Parent Start Date' (Tue, 5 May 2015), 'Parent End Date' (Fri, 29 May 2015), 'Staff Start Date' (Fri, 29 May 2015), and 'Staff End Date' (Fri, 29 May 2015). A dropdown menu is open over the 'Parent End Date' field, showing options: 'Future', 'Current' (selected with a checkmark), and 'Closed'. A red circle '1' is around the 'Current' option. Below the header is a 'Classes' tab with a filter and an 'Academic Year' selector (0-12). A 'Classes In Session' list shows 79 items, including '10.1 Tutor Group', '10.3 Tutor Group', '10CM1 Commerce', and '10CM2 Commerce'. A red circle '2' is around the 'Update Related Records' button at the bottom right.

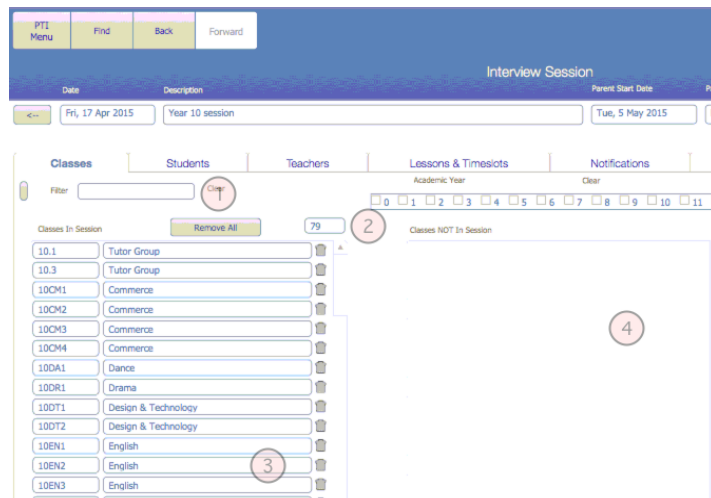
- 1 - Choose Current from the list
- 2 - Click to Update Related Records

Changing the Interview Session Dates

The screenshot shows the 'Interview Session' interface with date changes. The 'Date' field is now 'Tue, 1 Dec 2015' and the 'Description' is 'year 10 term 1 session'. The 'Parent Start Date' is 'Fri, 18 Dec 2015', 'Parent End Date' is 'Thu, 31 Dec 2015', 'Staff Start Date' is 'Fri, 11 Dec 2015', and 'Staff End Date' is 'Tue, 15 Dec 2015'. A red circle '1' is around the 'Staff End Date' field. The 'Status' dropdown is now set to 'Current', with a red circle '2' around it. The 'Update Related Records' button is highlighted with a red circle '3'. The 'Classes' tab shows 3 items in session and 76 items not in session, including '10CM1 Commerce', '10CM2 Commerce', '10CM3 Commerce', '10.1 Tutor Group', '10.3 Tutor Group', and '10CM4 Commerce'.

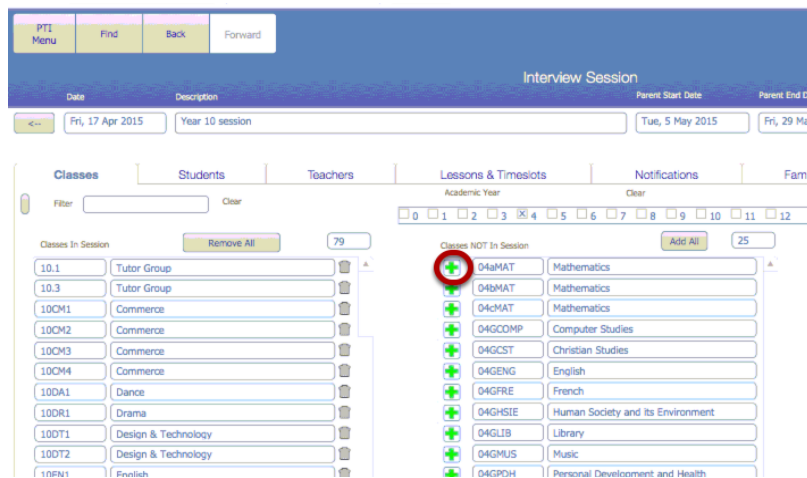
1. Dates can be changed on the fly and take immediate effect. If a user is logged in making interviews, and the date range is changed to some other date, it will kick the user out of the system.
2. Once the session is due to start the status must be change to Current.
3. Click the Update Related records (this will set all the details of the session to Current)

Classes in Session



- 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



Click the arrow to add a class to a session.

Viewing Class details

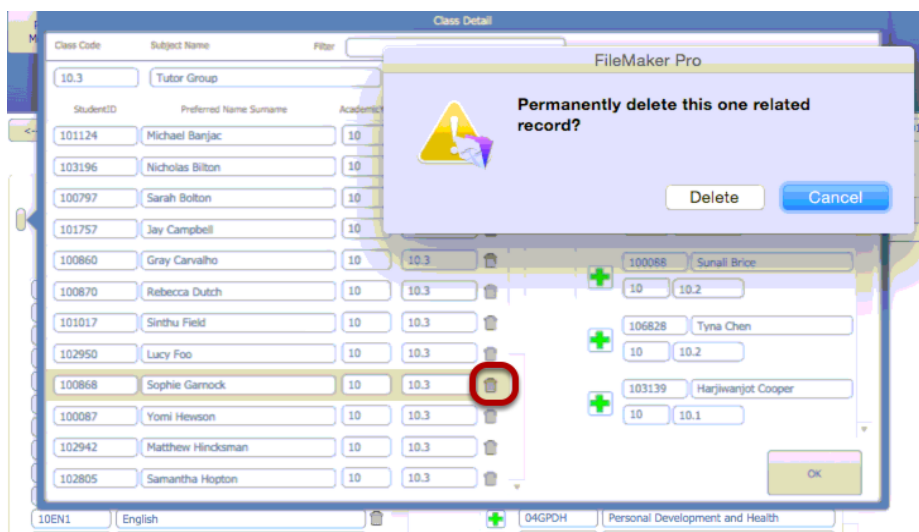


Click on a Class to view details

1 - List of students in the class

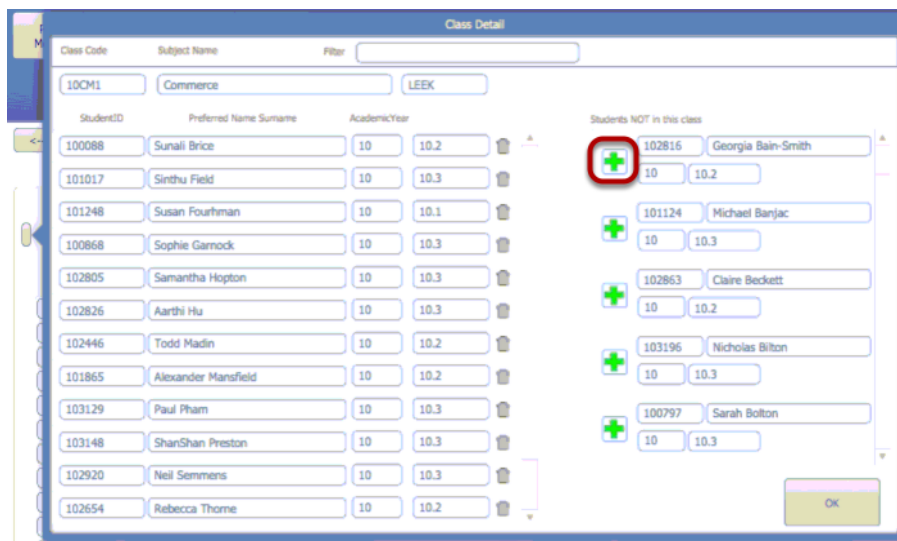
2 - Student not in the Class

Deleting Students from a Class for a Session



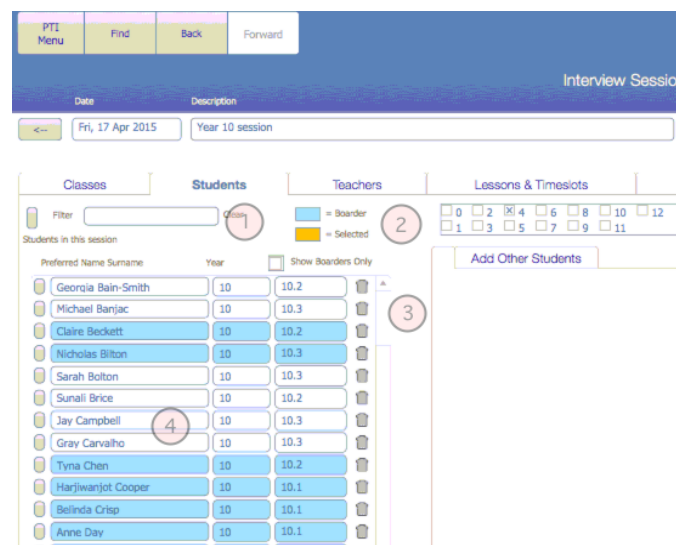
Click on the bin to delete a student from the class for this session.

Adding Students to a Class for a Session



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

Students in Session



- 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 *

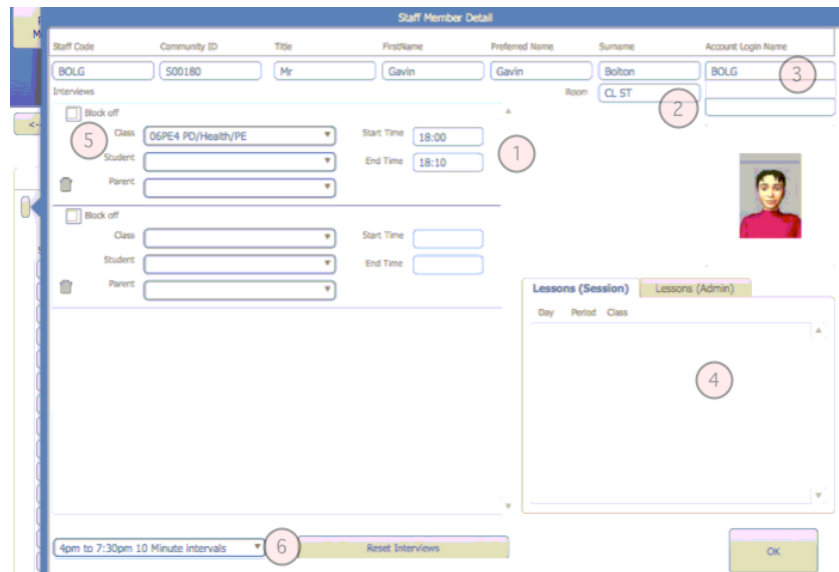
The screenshot shows the 'Students' tab in a session management interface. At the top, there are date and session details: Date (Fri, 13 Mar 2015), Description (Year 12 Semester One), Parent Start Date (Tue, 10 Mar 2015), Parent End Date (Thu, 12 Mar 2015), Staff Start Date (Fri, 6 Mar 2015), and Staff End Date (Fri, 13 Mar 2015). Below this, there are tabs for Classes, Students, Teachers, Families, and Lessons & Timeslots. The 'Students' tab is active, showing a list of students in the session. A filter is set to 'Clear'. A legend indicates that blue highlights represent 'Boarder' students and yellow highlights represent 'Selected' students. The 'Selected Student' is Shreshta Willsallen, Year 12.3. To the right, the 'Siblings' tab is active, showing a list of siblings. A green '+' button is next to the selected student, Shreshta Willsallen. Below the siblings list, there is a section for 'Classes in Admin System for selected student' with a list of classes and teachers. Numbered callouts 1-4 are placed on the interface to indicate the steps for adding a sibling student.

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

Teachers in Session

The screenshot shows the 'Teachers' tab in a session management interface. At the top, there are date and session details: Date (Fri, 17 Apr 2015), Description (Year 10 session), Parent Start Date (Tue, 5 May 2015), and Parent End Date (Fri, 29 May 2015). Below this, there are tabs for Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Teachers' tab is active, showing a list of teachers in the session. A filter is set to 'Set all staff to one room...'. A legend indicates that green highlights represent 'Staff who teach these classes but are NOT in this Session'. The 'Selected Teacher' is Mr Gavin Bolton, Room 52. To the right, there is a list of teachers not in the session. Numbered callouts 1-4 are placed on the interface to indicate the steps for managing teachers in a session.

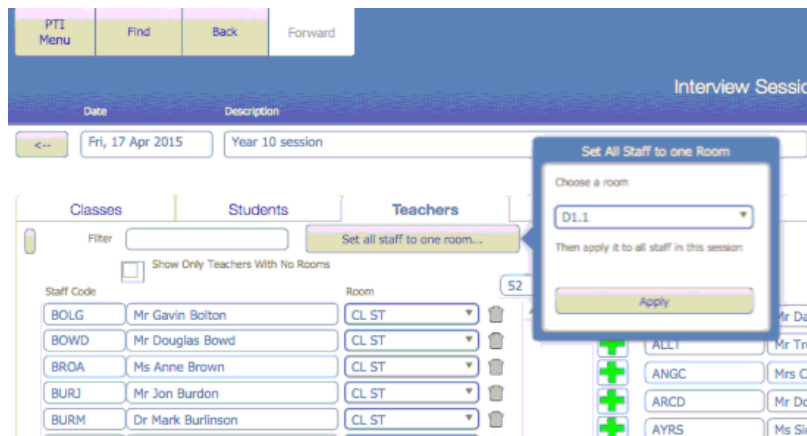
- 1 - Filter to find a teacher
- 2 - To change or set a room for all teachers in a session
- 3 - List of teacher in the session
- 4 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time



Display of Teachers Interviews sessions

- 1 - Session times (either with a booking or not)
- 2 - Room that the session will be held
- 3 - The staff login details
- 4 - Teachers classes (green highlight shows classes in a session)
- 5- Teachers can block off session times
(Maximum number is in the setup)
- 6 - If this teacher needs to change the timeslot intervals,
this can be done here.

Setting or Changing rooms for interview



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 PTI system interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header area with 'Date' and 'Description' fields. The 'Date' field contains 'Fri, 17 Apr 2015' and the 'Description' field contains 'Year 10 session'. Below the header, there are tabs for 'Classes', 'Students', and 'Teachers'. The 'Teachers' tab is selected. A filter box contains the text 'maths'. To the right of the filter box is a button labeled 'Set all staff to one room...'. Below the filter box is a checkbox labeled 'Show Only Teachers With No Rooms'. The main area displays a list of teachers with columns for 'Staff Code', 'Name', and 'Room'. The 'Room' column contains dropdown menus, all of which are currently set to 'CL ST'. A red circle highlights the 'Set all staff to one room...' button.

Staff Code	Name	Room
BOLG	Mr Gavin Bolton	CL ST
BOWD	Mr Douglas Bowd	CL ST
BROA	Ms Anne Brown	CL ST
BURJ	Mr Jon Burdon	CL ST
BURM	Dr Mark Burlinson	CL ST
CAMK	Ms Katie Cameron	CL ST
DENJ	Mrs Jane Denbigh	CL ST
DONJ	Miss Julia Donald	CL ST
DRAK	Ms Karen Dragnich	CL ST
FAUJ	Mrs Joey Faulks	CL ST
FORK	Ms Kate Ford	CL ST
GAIE	Mr Ernst Gairey	CL ST
GILE	Ms Lynne Gilmour	CL ST
GORW	Mr Wavne Gorrince	CL ST

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

The screenshot shows the PTI system interface with the 'Set All Staff to one Room' dialog box open. The dialog box has a title 'Set All Staff to one Room' and a subtitle 'Choose a room'. Below the subtitle is a text input field containing 'D1.1'. Below the input field is the text 'Then apply it to all staff in this session'. At the bottom of the dialog box is an 'Apply' button. A red circle highlights the 'Set all staff to one room...' button in the background, and another red circle highlights the 'Apply' button in the dialog box. The background interface is the same as the previous screenshot, but with the 'Set all staff to one room...' button highlighted with a red circle.

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

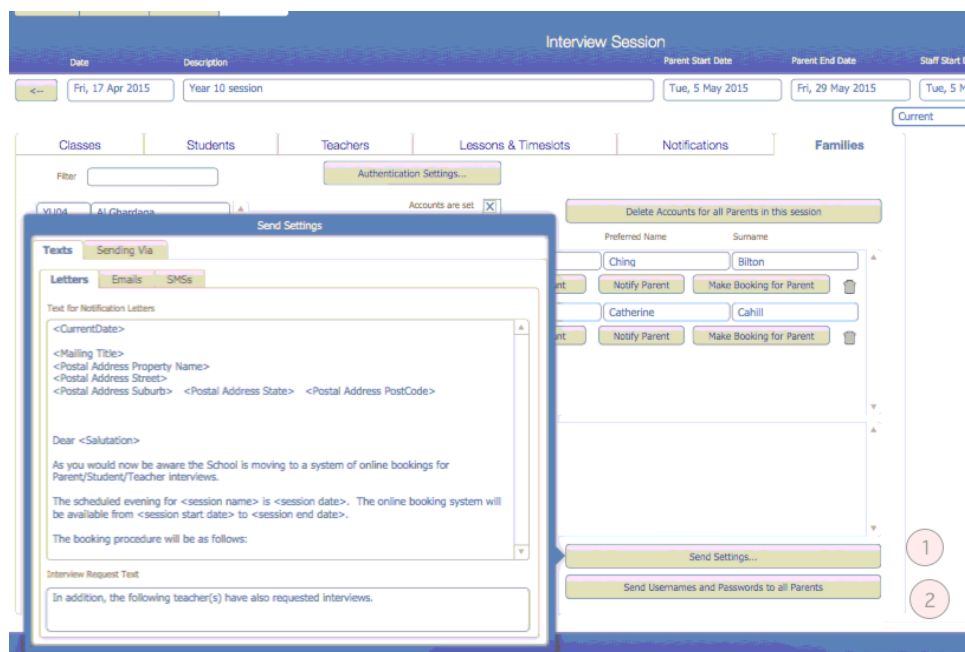
Families in session

- 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 - Delete Accounts for all parents in this session
- 8 - Checked if the parents in this session, accounts have been sent.
- 9 - Checked when after notifications has been sent to parents of this session
- 10 - Display of the Email Log to the parents in the family

Authentication Settings for Families

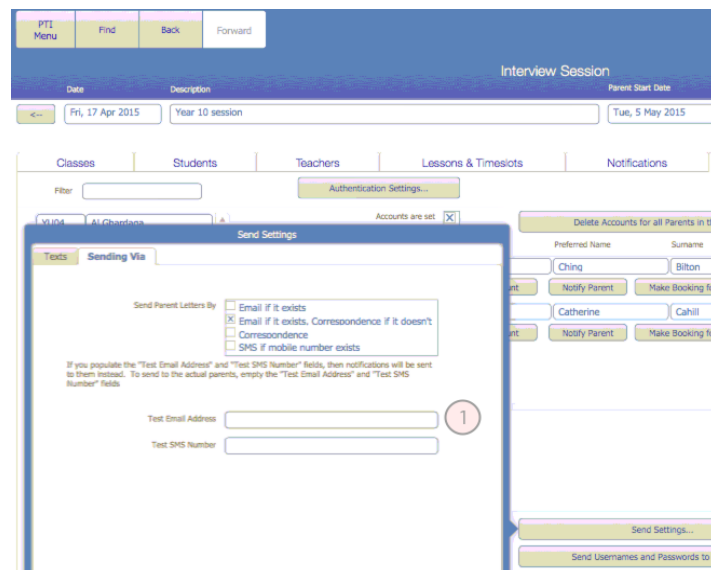
- 1 - Click the Authentication Settings to view and adjust if necessary (this can also be done in the Settings Menu).

Send Settings



- 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

The screenshot shows the 'Interview Session' administration page. At the top, there are fields for Date (Fri, 17 Apr 2015), Description (Year 10 session), Parent Start Date (Tue, 5 May 2015), and Parent End Date (Fri, 29 May 2015). Below this, there are tabs for Claseses, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Lessons & Timeslots' tab is active, showing a 'Populate PTI Lessons' button and a 'Timeslot Template' dropdown set to '4pm to 7:30pm 10 Minute Intervals'. A 'Create Interviews' button is also present. A filter box is visible, and a dropdown menu is open showing options for time (18:00, 18:10), staff (BOLG Mr, Mr Gavin Bolton), and room (CL ST). Red circles 1, 2, 3, and 4 are overlaid on the interface to highlight specific features.

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

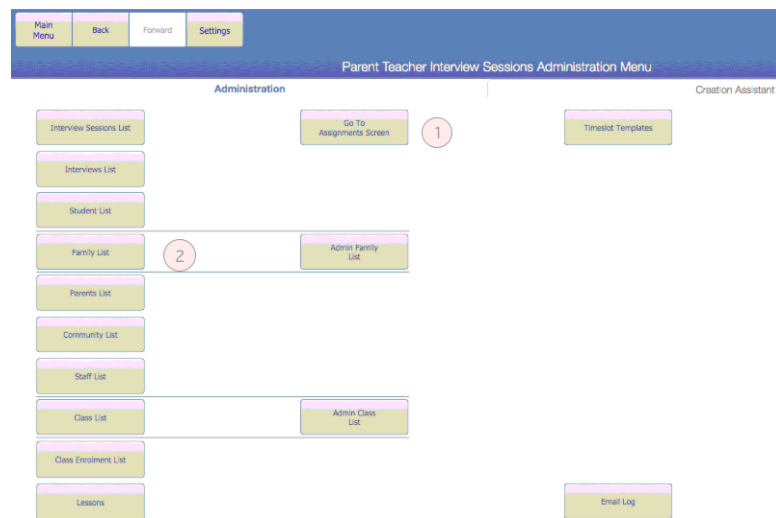
- 1 - Time slot can be change but the interview times would need to be set
- 2 - If creating new interviews
- 3 - Filter to search for a staff member
- 4 - Filter for times and rooms.

This screenshot is similar to the first one, showing the 'Interview Session' administration page. The 'Lessons & Timeslots' tab is active, and the 'Timeslot Template' dropdown is set to '4pm to 7:30pm 10 Minute Intervals'. The 'Create Interviews' button is visible. The filter box is present, and a dropdown menu is open showing options for time (18:00, 18:10), staff (DRAK Ms, Ms Karen Dragnich), and room (CL ST). A red circle 1 is overlaid on the interface to highlight a specific feature.

- 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



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

- 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: **DRAK Ms Karen Dragnich** | Select a Session: **Year 7 Semester One**

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: **07PE2** (1)

Search: Show unassigned only

Students in Class (2):

- Macsen Chen
- Richard Dalkin
- Hannah Hayes
- Stewart Hunt
- Christopher Mansfield
- Andrew Merriman
- Oakey Sachs

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

To create a booking:

- 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow, print: click the checkbox for "Show available only" to narrow the search to available timeslots only)
- 2) to the right of the interviews, select a Class
- 3) select the Student
- 4) select the Parent requesting this booking.

Start Time: Clear (4)

End Time: Clear

Show available only (5)

Selected Interview Slot (6):

Fri 17/04/15 4:00 pm - 4:10 pm

Block off

Class:

Student:

Parent:

- 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 | **Bookings for Family**

Select a StaffMember: **DRAK Ms Karen Dragnich** | Select a Session: **Year 7 Semester One**

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: **07PE2**

Search: Show unassigned only

Students in Class:

- Macsen Chen
- Richard Dalkin
- Hannah Hayes
- Stewart Hunt
- Christopher Mansfield
- Andrew Merriman
- Oakey Sachs

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

To create a booking:

- 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow, print: click the checkbox for "Show available only" to narrow the search to available timeslots only).
- 2) to the right of the interviews, select a Class
- 3) select the Student
- 4) select the Parent requesting this booking.

Start Time: Clear

End Time: Clear

Show available only

Selected Interview Slot (6):

Fri 17/04/15 4:00 pm - 4:10 pm

Block off

Class:

Student:

Parent:

(7)

(8)

(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**

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | Bookings for Family

Search

	Family Code	Family Name
Select	YU04	Al Ghardaqa
Select	RIDDELL01	Alnutt
Select	BULL01	Anderson
Select	CASALE01	Atkin
Select	WEST03	Bain-Smith
Select	TSAI04	Banjac
Select	MCALPINED1	Beckett
Select	100847	Bhargava
Select	HON02	Bliton
Select	100504	Bishop
Select	NG07	Bolton
Select	TRINH02	Borger
Select	BHANDULAO	Brice
Select	TANG03	Burton
Select	CHARNG01	Cameron

Parent Type | Relationship

Parent Type	Relationship	
Father	Father	Make booking for Parent
Title	First Name	Preferred Name
Mr	Paul	Paul
		Surname
		Anderson
Mother	Mother	Make booking for Parent
Title	First Name	Preferred Name
Mrs	Toula	Toula
		Surname
		Anderson

- 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 | Forward

Parent Teacher Interview Sessions Teacher Data

Select a Session

- 1 - Select a session

- 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

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

Teacher Booking - Block out times

The screenshot shows the 'Parent Teacher Interview Sessions Teacher Data' interface. On the left, a list of teachers is shown with 'Request Interview' checkboxes. On the right, a list of interview slots is shown with 'Block off' checkboxes. A 'Number of Interviews blocked off: 1' is displayed, and a 'Print Interview List' button is visible.

- 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)

The screenshot shows the 'Parent Teacher Interview Sessions Teacher Data' interface. On the left, a list of teachers is shown with 'Request Interview' checkboxes. On the right, a list of interview slots is shown with 'Block off' checkboxes. A 'Maximum number of blocked timeslots has been reached.' message is displayed, indicating that the maximum number of blocked timeslots has been reached.

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

Parent Teacher Interview Sessions Teacher Data

Select a Session **Year 7 Semester One**

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

Search Show unassigned only

	Tiffany Bardsley	<input type="checkbox"/> Request Interview
	James Crisp	<input type="checkbox"/> Request Interview
	Pragya Gifford	<input checked="" type="checkbox"/> Request Interview
	Grace Goodwin	<input type="checkbox"/> Request Interview
	Rohan Grant	<input type="checkbox"/> Request Interview
	Hannah Hayes	<input type="checkbox"/> Request Interview
	Sandhya Kerr	<input type="checkbox"/> 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 : 1

Fri 17/04/15 4:00 pm - 4:10 pm	<input checked="" type="checkbox"/> Block off	Class Student Parent
Fri 17/04/15 4:10 pm - 4:20 pm	<input type="checkbox"/> Block off	
Class : Design and Technology Student : James Crisp Parent : Mrs Gluseppina Crisp		Class Student Parent
Fri 17/04/15 4:20 pm - 4:30 pm	<input type="checkbox"/> Block off	
Fri 17/04/15 4:30 pm - 4:40 pm	<input type="checkbox"/> Block off	Class Student Parent
Fri 17/04/15 4:40 pm - 4:40 pm	<input type="checkbox"/> Block off	

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

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

The screenshot displays a web interface for a teacher login during an interview session. At the top, it shows 'Year 8 Session Term 1' and a 'Logout' button. The interface is divided into three sections, each representing an interview session. Each session includes a time slot, a 'Completed' checkbox, an 'Email Notes To Me' button, a student profile picture, student name, subject, and the parent who made the booking. Below each session, there is a 'Parents in this family' list, a 'Timetable' button, a 'Save' button, a 'View As List' button, and a 'View As Form' button. The 'View As Form' button for the second session is highlighted with a red box.

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 Humphries**

Parents in this family

Mrs Christina Humphries	Mother
Dr Felix Humphries	Father

Timetable

Day	Period
8	3

Completed

Email Notes To Me

Save

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

View As List

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

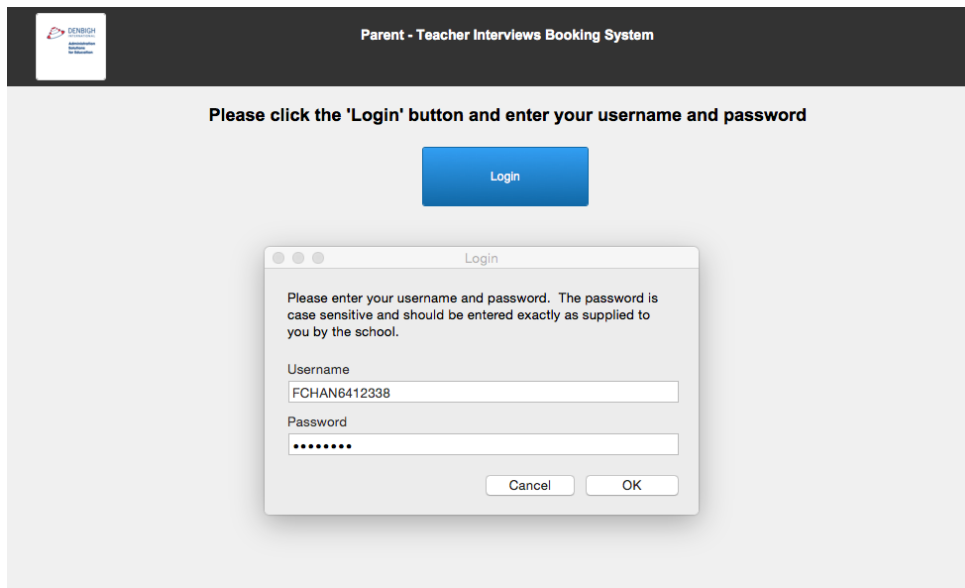
Parent Login and bookings (Parent Interface)

Parent - Teacher Interviews Booking System

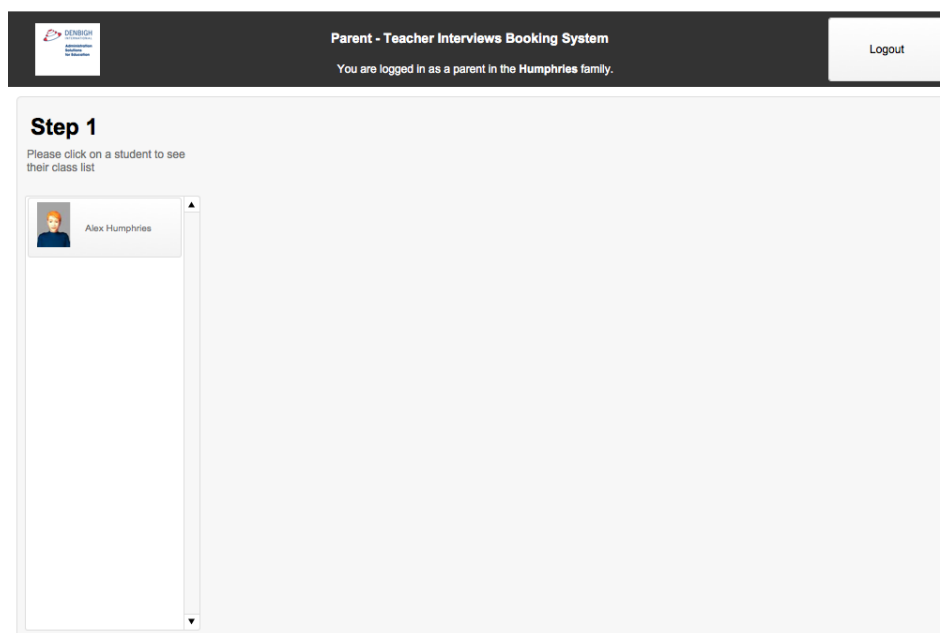
Please click the 'Login' button and enter your username and password

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
- PD/Health/PE
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.

3 - Click the Book button to make the 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.

	Drama Ms E Dowling	4:00 pm to 4:10 pm
	Design & Technology T Staff	4:10 pm to 4:20 pm Book
	English Ms R Guinness	4:20 pm to 4:30 pm Book
	Geography Mrs L Lam	4:30 pm to 4:40 pm Book
	History Mrs L Lam	4:40 pm to 4:50 pm Book
	Japanese	4:50 pm to 5:00 pm Book
	Learning to Learn Ms R Guinness	5:00 pm to 5:10 pm Book
	Mathematics Mr G Armitage	
	Music Mrs K Preeya <i>Interview requested by Mrs K Preeya</i>	
	PD/Health/PE Ms M Groux	

4 - Booking displayed with time, subject and teacher name

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 ->](#)

	Drama Ms E Dowling	4:10 pm to 4:20 pm	Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness Clear
	Design & Technology T Staff	4:20 pm to 4:30 pm	
	English Ms R Guinness	4:30 pm to 4:40 pm	
	Geography Mrs L Lam	4:40 pm to 4:50 pm	
	History Mrs L Lam	4:50 pm to 5:00 pm	
	Japanese	5:00 pm to 5:10 pm	
	Learning to Learn Ms R Guinness	5:10 pm to 5:20 pm	
	Mathematics Mr G Armitage		
	Music Mrs K Preeya <i>Interview requested by Mrs K Preeya</i>		
	PD/Health/PE Ms M Groux		

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

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
You have reserved this timeslot already with another teacher.
- 4:10 pm to 4:20 pm
You have reserved this timeslot already with another teacher.
- 4:20 pm to 4:30 pm
You have reserved this timeslot already with another teacher.
- 4:30 pm to 4:40 pm
You have reserved this timeslot already with another teacher.
- 4:40 pm to 4:50 pm
- 4:50 pm to 5:00 pm
- 5:00 pm to 5:10 pm

Step 4

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
- 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

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.

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

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.

- 5:50 pm to 6:00 pm
You have reserved this timeslot already with another teacher.
- 6:20 pm to 6:30 pm
You have reserved this timeslot already with another teacher.
- 6:30 pm to 6:40 pm
You have reserved this timeslot already with another teacher.
- 6:40 pm to 6:50 pm
- 6:50 pm to 7:00 pm
- 7:00 pm to 7:10 pm
- 7:10 pm to 7:20 pm

Step 4

This is a list of the appointments you have booked.

- 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 5:30 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 Aime Hicks
- Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSE with Mrs Lynne Lam

Next ->

6 - Email the list to me

Parent - Teacher Interviews Booking System - Summary

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

(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, PDI/Health/PE with Ms Michelle Croux

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, HSE 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.

(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

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, PDI/Health/PE with Ms Michelle Croux

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

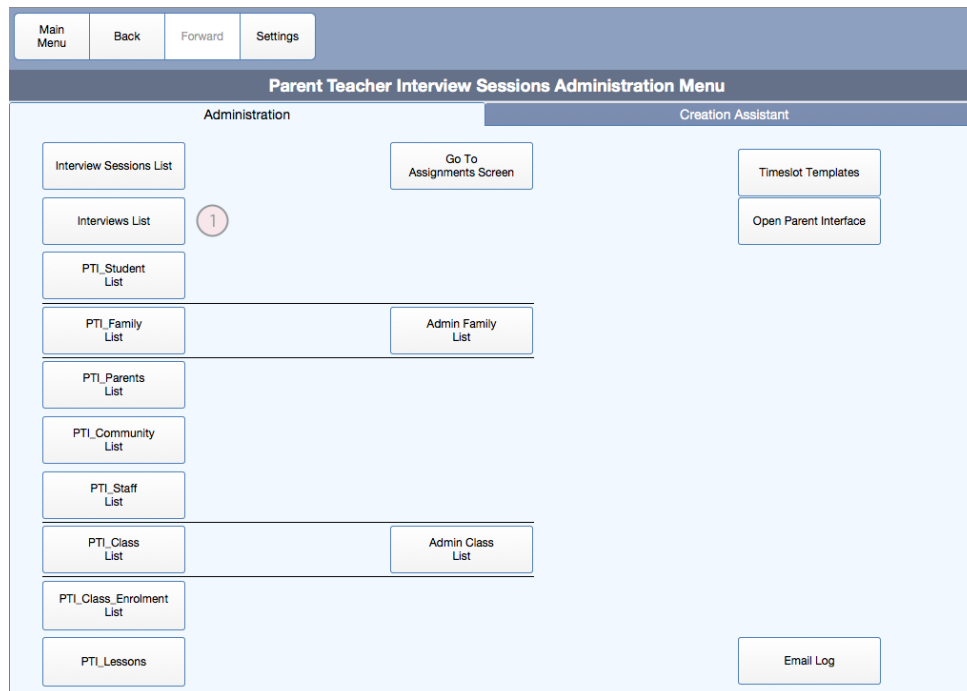
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks

Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSE with Mrs Lynne Lam

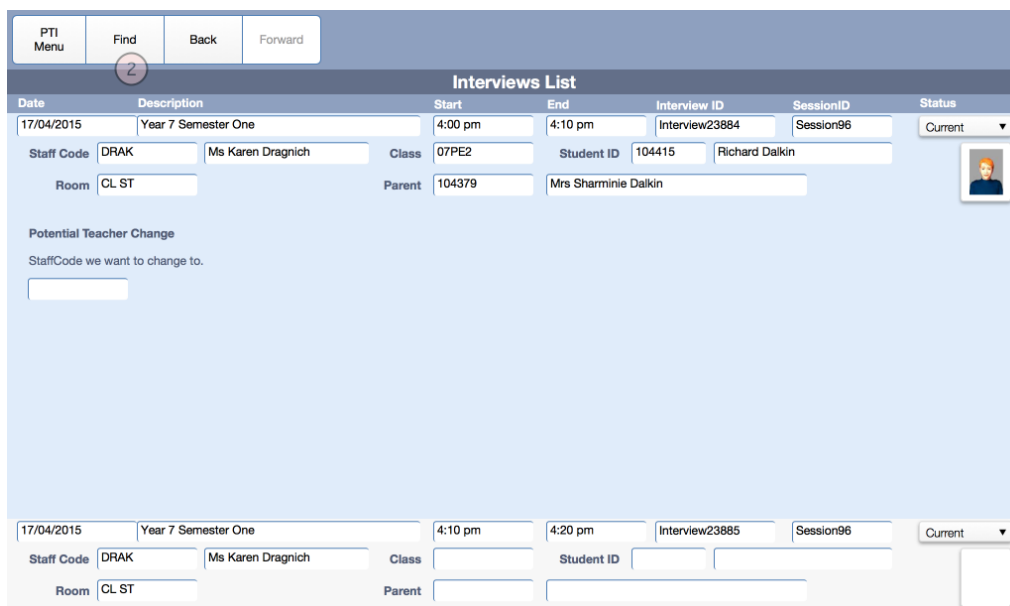
<- Previous

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 - Changing a teacher to a new teacher for a set of interviews



1 - Click Interview List



2 - Click Find

PTI Menu Find Back Forward

Interviews List

Date	Description	Start	End	Interview ID	SessionID	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

PTI Menu Find Back Forward

Interviews List

Date	Description	Start	End	Interview ID	SessionID	Status
17/04/2015	Year 7 Semester One	4:00 pm	4:10 pm	Interview23884	Session96	Current
17/04/2015	Year 7 Semester One	4:10 pm	4:20 pm	Interview23885	Session96	Current

Staff Code: Ms Karen Dragrich Class: Student ID: Richard Dalkin

Room: Parent: Mrs Sharmine Dalkin

Potential Teacher Change
StaffCode we want to change to:

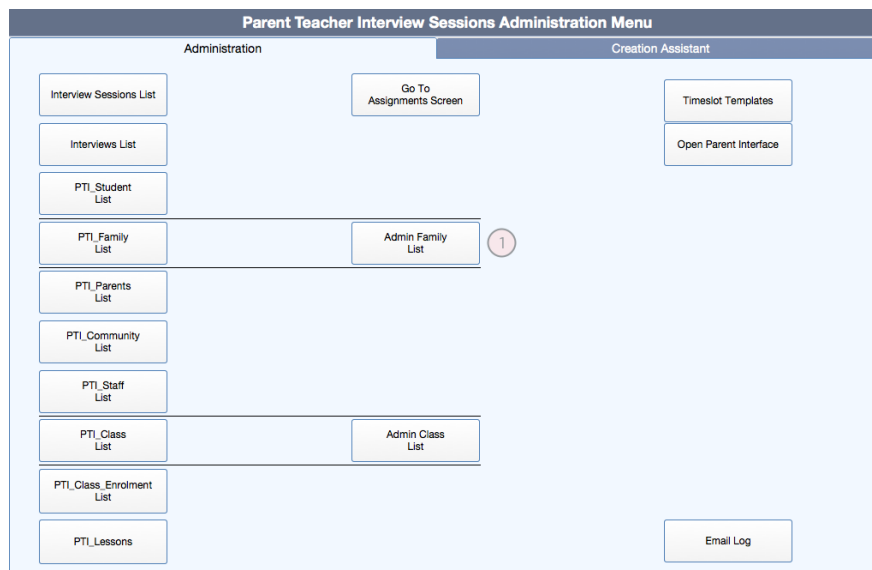
4:00 pm	4:10 pm	reassign to this one
4:10 pm	4:20 pm	reassign to this one
4:20 pm	4:30 pm	reassign to this one
4:30 pm	4:40 pm	reassign to this one
4:40 pm	4:50 pm	reassign to this one
4:50 pm	5:00 pm	reassign to this one

Current Interviews this parent has booked around this time
Before 4:00 pm:

After 4:10 pm:

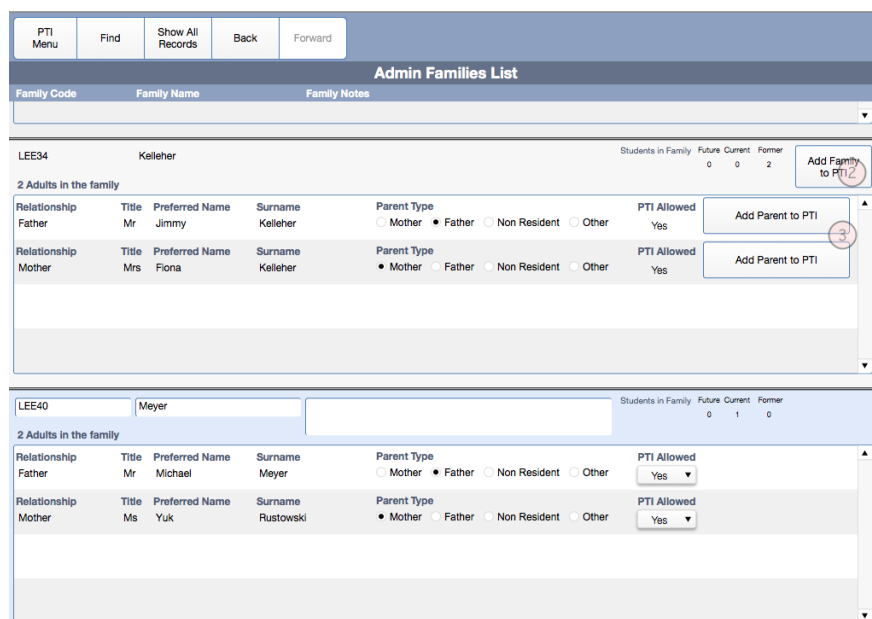
- 5 - Enter the Staff member to swap the interview session to.
- 6 - Click the selected to time to swap.

Adding a Family or Parents to PTI



The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu'. It is divided into two tabs: 'Administration' and 'Creation Assistant'. Under 'Administration', there are several buttons: 'Interview Sessions List', 'Interviews List', 'PTI_Student List', 'PTI_Family List', 'PTI_Parents List', 'PTI_Community List', 'PTI_Staff List', 'PTI_Class List', 'PTI_Class_Enrolment List', and 'PTI_Lessons'. Under 'Creation Assistant', there are buttons for 'Go To Assignments Screen', 'Timeslot Templates', 'Open Parent Interface', and 'Admin Family List'. A red circle with the number '1' is placed over the 'Admin Family List' button.

1 - Admin Family List



The screenshot shows the 'Admin Families List' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Show All Records', 'Back', and 'Forward'. Below this is a table with columns for 'Family Code', 'Family Name', and 'Family Notes'. The first row shows family code 'LEE34' and name 'Kelleher'. To the right of this row are statistics: 'Students in Family' (0 Future, 0 Current, 2 Former) and an 'Add Family to PTI' button with a red circle '2' over it. Below the table, there are two sections for '2 Adults in the family'. The first section is for the father, Jimmy Kelleher, with 'PTI Allowed' set to 'Yes' and an 'Add Parent to PTI' button with a red circle '3' over it. The second section is for the mother, Fiona Kelleher, also with 'PTI Allowed' set to 'Yes' and an 'Add Parent to PTI' button. The second family entry, 'LEE40 Meyer', is partially visible below.

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.

Email Log

The image shows two screenshots from a web application. The top screenshot is the 'Parent Teacher Interview Sessions Administration Menu'. It has two tabs: 'Administration' and 'Creation Assistant'. Under 'Administration', there are buttons for 'Interview Sessions List', 'Interviews List', 'PTI_Student List', 'PTI_Family List', 'PTI_Parents List', 'PTI_Community List', 'PTI_Staff List', 'PTI_Class List', 'PTI_Class_Enrolment List', and 'PTI_Lessons'. There are also buttons for 'Go To Assignments Screen', 'Admin Family List', and 'Admin Class List'. Under 'Creation Assistant', there are buttons for 'Timeslot Templates' and 'Open Parent Interface'. At the bottom right of the menu is an 'Email Log' button with a notification icon showing the number '1'.

The bottom screenshot is the 'Email Log' view. It has a navigation bar with buttons for 'PTI Menu', 'Find', 'Show All Records', 'Back', and 'Forward'. Below the navigation bar is a table with the following data:

Creation Timestamp	Creation User	To	Subject	
2/06/2015 11:47:57	denbigh	sally.hill@me.com	Parent Teacher Interview Schedule	Message
2/06/2015 1:19:44	denbigh	panders@denbighdemo.com.au	Parent Teacher Interview Calendar	Message

View of email log

FAQA

How do I Create a new Interview Session - Page 10

How do I Create a new Time Slot template - Page 8

If the dates have changed, how do I make the change - Page 19

Staff log in but has no session available - Session must be Current - Page 18

Teacher or teachers need to be in a different room for their meetings - Page 27

How do I send out notifications to parents - Page 5 and 29