



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview Module

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Functionality

- 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

4 Medical Condition Warnings

DENBIGH ADMINISTRATION

Main Menu Back Database Configuration Administrative Tasks Quick Search Quit

Families Students Community Staff Academic Compliance Development Office Parent Teacher Interviews Finance Enrolment Enquiries Export Menu Calendar Print Menu

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.

Birthdays Absences Timetable Calendar Reminders

Today (Mon)

Elizabeth Dunstall (8.5) is 14 years old today.

This Week

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

Staff Birthdays

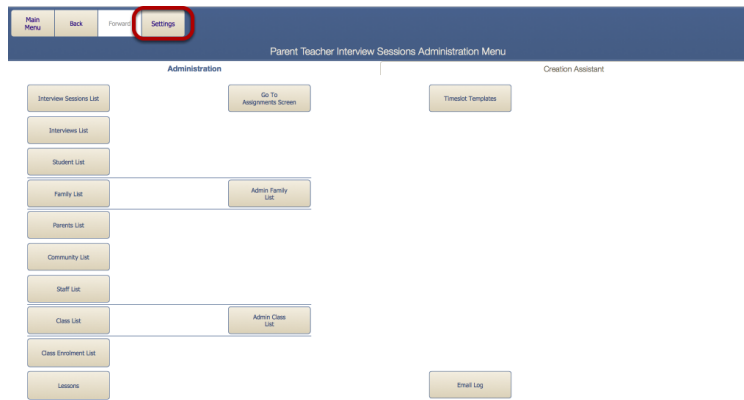
Mon	Tran Ms L
Mon	Kearsley Ms J

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.

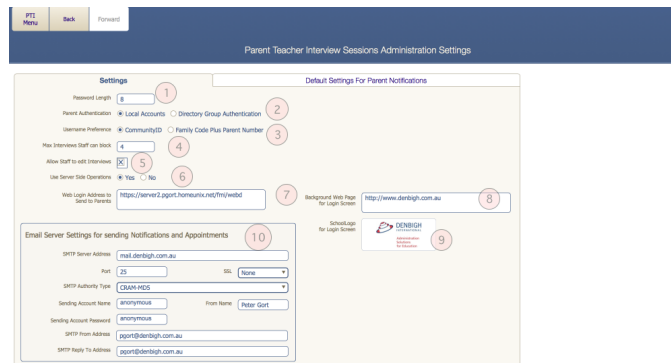
The following functions can only be completed by the Administrator of the PTI Sessions.

PTI Settings



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

Administration Settings



- 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. The 'Settings' tab is active, and the 'Calendar Event Emails Text' sub-tab is selected. The 'Send Parent Notifications By' section has four checkboxes: 'Email if it exists' (checked), 'Email if it exists, Correspondence if it doesn't', 'Correspondence', and 'SMS if mobile number exists'. The 'Test Email Address' is 'test@denbigh.com.au' and the 'Test SMS Number' is '042291818222'. The 'Calendar Event Email Subject Line' is 'Parent Teacher Interview Calendar Appointments'. The 'Calendar Event Email Text' field contains 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.'

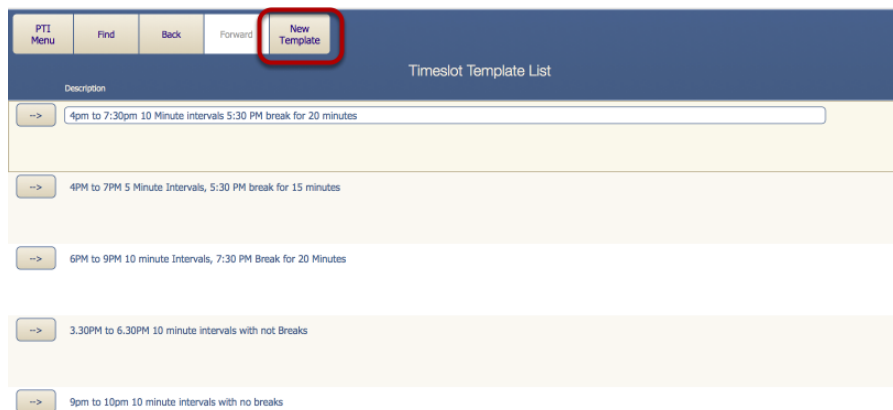
Text that will appear when sending out emails to create a calendar item.

Timeslot Templates

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' page. The 'Creation Assistant' section is highlighted, and the 'Timeslot Templates' button is circled in red. The 'Administration' section contains buttons for '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 buttons for 'Go To Assignments Screen', 'Admin Family List', 'Admin Class List', and 'Email Log'.

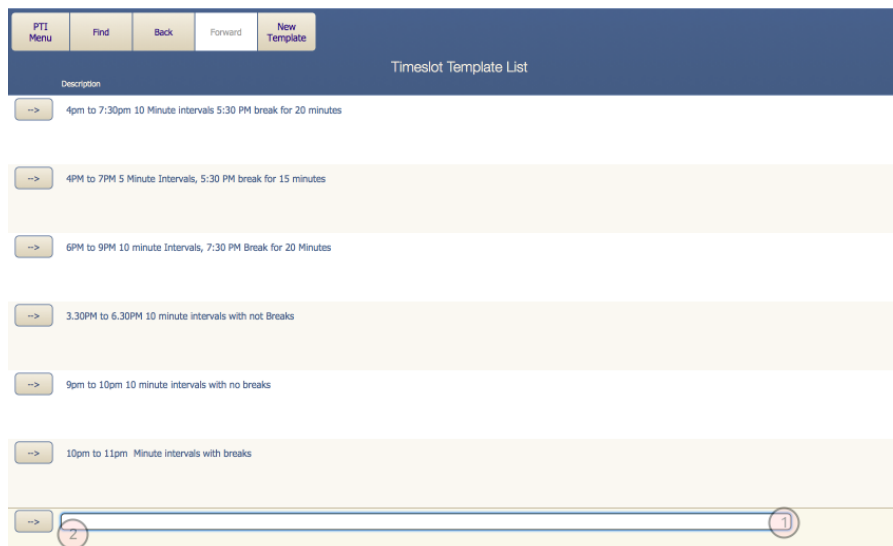
Go to the Timeslot Templates to edit or create PTI timeslots

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 Timeslot 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. The main form contains several input fields: 'Start Time', 'End Time', 'Interval', 'Break Start Time', and 'Break End Time'. A red circle with the number '1' is around the 'Break Start Time' field. Below the 'Start Time' and 'End Time' fields, there is a table with two columns: 'Start Time' and 'End Time'. A 'Populate Template' button is located to the right of the table, with a red circle and the number '2' around it.

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 'Populate Template' button has been clicked. The 'Description' field now contains the text '3:30PM to 6:30PM 10 minute intervals with no breaks'. The 'Start Time' is set to '3:30 pm', 'End Time' is '6:30 pm', and 'Interval' is '0:10'. Below these fields is a table with two columns: 'Start Time' and 'End Time'. The table contains 17 rows of 10-minute intervals, starting from 15:30:00 and ending at 18:30:00. Each row has a trash icon to its right. A 'Populate Template' button is located to the right of the table, with a red circle around it.

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
17:30:00	17:40:00
17:40:00	17:50:00
17:50:00	18:00:00
18:00:00	18:10:00
18:10:00	18:20:00
18:20:00	18:30:00

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

Creating a New PTI 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

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 Co-ordinators, 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	include in PTI
6	06DR1	Drama	Creative Arts	Ms H Amponin Jr	<input checked="" type="checkbox"/>
6	06IL1	Italian	LOTE	Ms K Lee	<input checked="" type="checkbox"/>
6	06IL2	Italian	LOTE	Ms C Moran	<input checked="" type="checkbox"/>
6	06IL3	Italian	LOTE	Ms C Moran	<input checked="" type="checkbox"/>
6	06IL4	Italian	Junior School	Ms H Lee	<input checked="" type="checkbox"/>
6	06LS1	Learning Service	Special Needs	Ms R Patterson	<input checked="" type="checkbox"/>
6	06LS2	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	<input checked="" type="checkbox"/>
6	06LS3	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	<input checked="" type="checkbox"/>
6	06LS4	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	<input checked="" type="checkbox"/>
6	06MA2	Mathematics	Mathematics	Mr D Adams	<input checked="" type="checkbox"/>
6	06MU1	Music		Mr C Hohnen	<input checked="" type="checkbox"/>
6	06MU2	Music		Ms B Morris	<input checked="" type="checkbox"/>
6	06MU3	Music		Mr J Kovats	<input checked="" type="checkbox"/>
6	06MU4	Music		Mrs A Harding	<input checked="" type="checkbox"/>
6	06PE1	PD/Health/PE	PDHPE	Mr G Bolton	<input checked="" type="checkbox"/>
6	06PE2	PD/Health/PE	PDHPE	Ms L Paterson	<input checked="" type="checkbox"/>

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

Academic Year

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?	<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"/> 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?	<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"/> 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? 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](#)

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
 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.

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](#)

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

PTI Menu Find Back Forward

Interview Session 1

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

[←](#) [→](#)

Future 4

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](#)

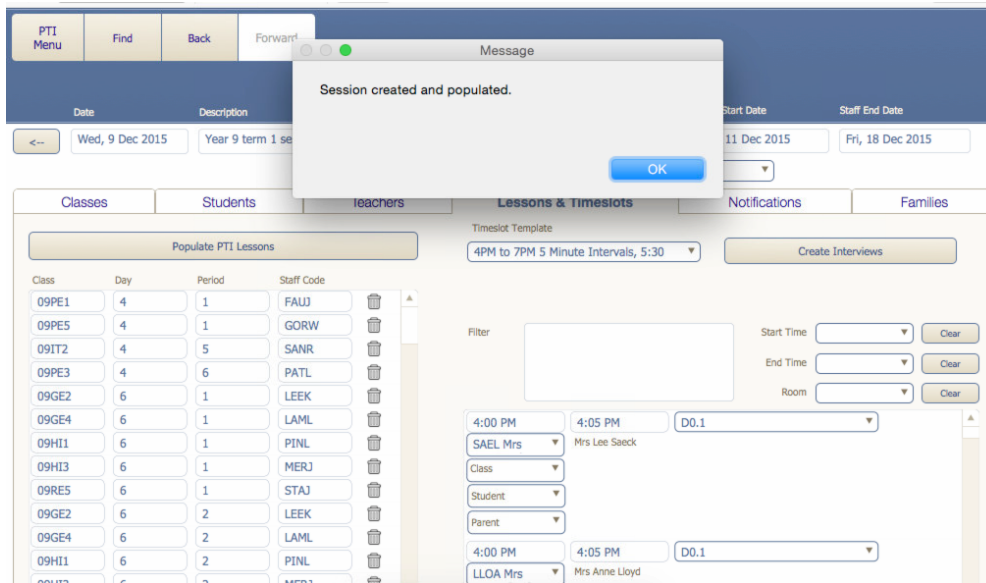
Classes NOT In Session [Add All](#) 79

<input checked="" type="checkbox"/>	10.1	Tutor Group
<input checked="" type="checkbox"/>	10.3	Tutor Group
<input checked="" type="checkbox"/>	10CM1	Commerce
<input checked="" type="checkbox"/>	10CM2	Commerce
<input checked="" type="checkbox"/>	10CM3	Commerce
<input checked="" type="checkbox"/>	10CM4	Commerce
<input checked="" type="checkbox"/>	10DA1	Dance
<input checked="" type="checkbox"/>	10DR1	Drama
<input checked="" type="checkbox"/>	10DT1	Design & Technology
<input checked="" type="checkbox"/>	10DT2	Design & Technology
<input checked="" type="checkbox"/>	10EN1	English
<input checked="" type="checkbox"/>	10EN2	English
<input checked="" type="checkbox"/>	10EN3	English
<input checked="" type="checkbox"/>	10EN4	English
<input checked="" type="checkbox"/>	10EN5	English
<input checked="" type="checkbox"/>	10EN6	English
<input checked="" type="checkbox"/>	10EN7	English
<input checked="" type="checkbox"/>	10FR2	French
<input checked="" type="checkbox"/>	10FR3	French
<input checked="" type="checkbox"/>	10FT2	Food Technology
<input checked="" type="checkbox"/>	10GE1	Geography

2

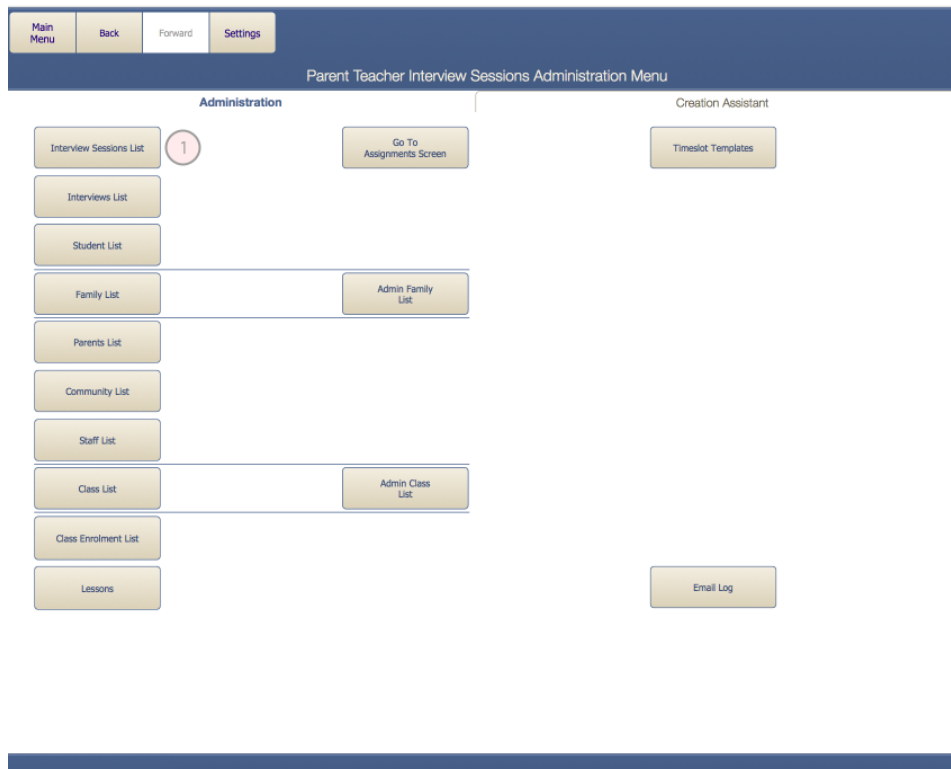
3

- 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.

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	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' details page. The session is currently set to 'Future'. A dropdown menu is open, showing options: 'Future', 'Current' (selected), and 'Closed'. A red circle '1' is around the 'Current' option. Below the dropdown, there is a button labeled 'Update Related Records' with a red circle '2' next to it. The page also shows a list of classes in the session, including Tutor Groups and Commerce classes.

1 - Choose Current from the list

2 - Click to Update Related Records

Changing the Interview Session Dates

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 with 'Date', 'Description', 'Parent Start Date', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The main area has a date range selector showing 'Tue, 1 Dec 2015' to 'Tue, 15 Dec 2015' with a 'Current' dropdown menu. A 'Update Related Records' button is also present. Below the date range, there are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Classes' tab is active, showing a list of classes in the session (10CM1, 10CM2, 10CM3) and a list of classes not in the session (10.1 to 10GE4). A filter field and a 'Remove All' button are also visible.

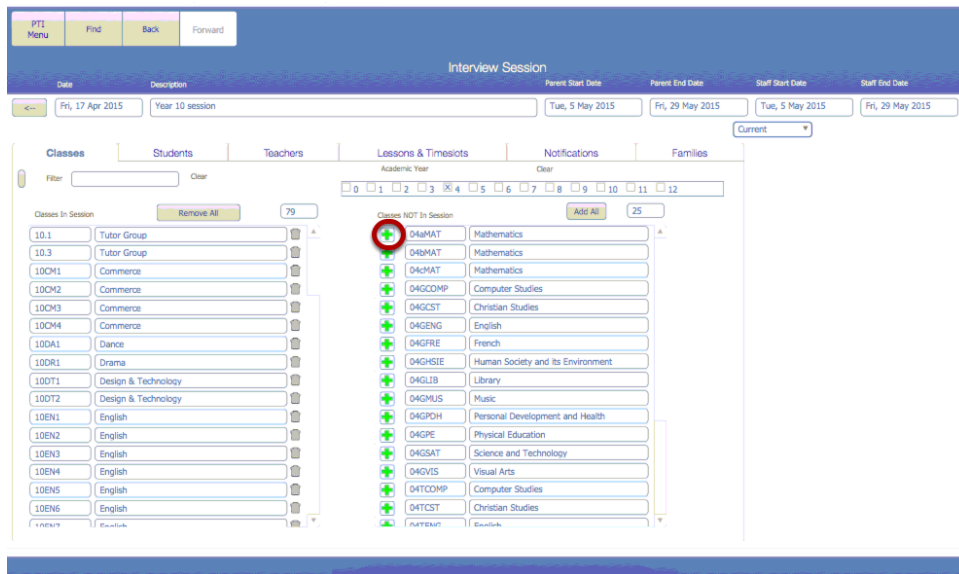
- 1 - Dates can be changed on the fly and take immediate effect. If a user is logged in making interviews, and the date range is changed to some other date, it will kick the user out of the system.
- 2 - Once the session is due to start the status must be change to Current.
- 3 - Click the Update Related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

Classes in Session

The screenshot shows the 'Interview Session' interface with the 'Classes' tab selected. The date range is 'Fri, 17 Apr 2015' to 'Fri, 29 May 2015'. The 'Classes in Session' list shows 29 classes, including Tutor Group, Commerce, Dance, Drama, Design & Technology, English, French, Food Technology, and Geography. The 'Classes NOT In Session' list is empty. A filter field and a 'Remove All' button are also visible.

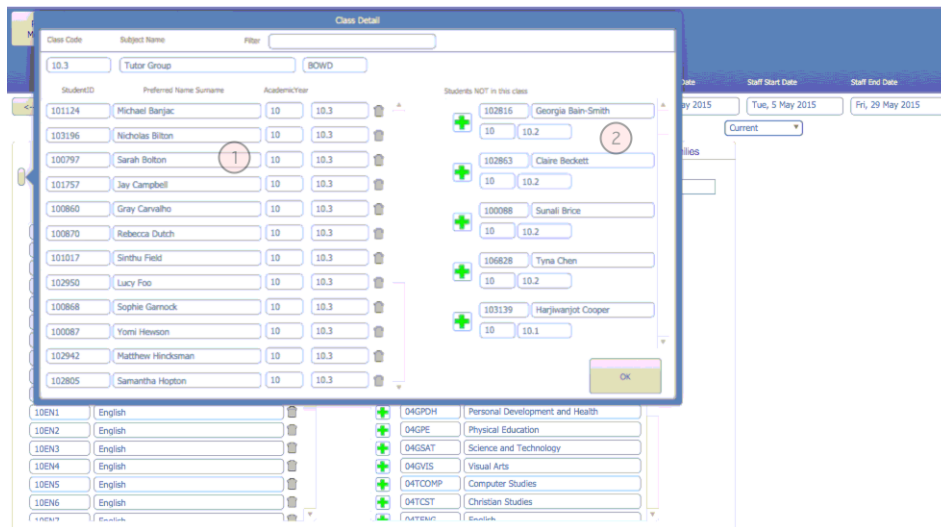
- 1 - Field to filter the view of classes in session
- 2 - Number of classes in the session
- 3 - List of classes in the session
- 4 - Will display any classes that have the PTI flagged check that are not in the current session

Adding a Class to a Session



Click the arrow to add a class to a session.

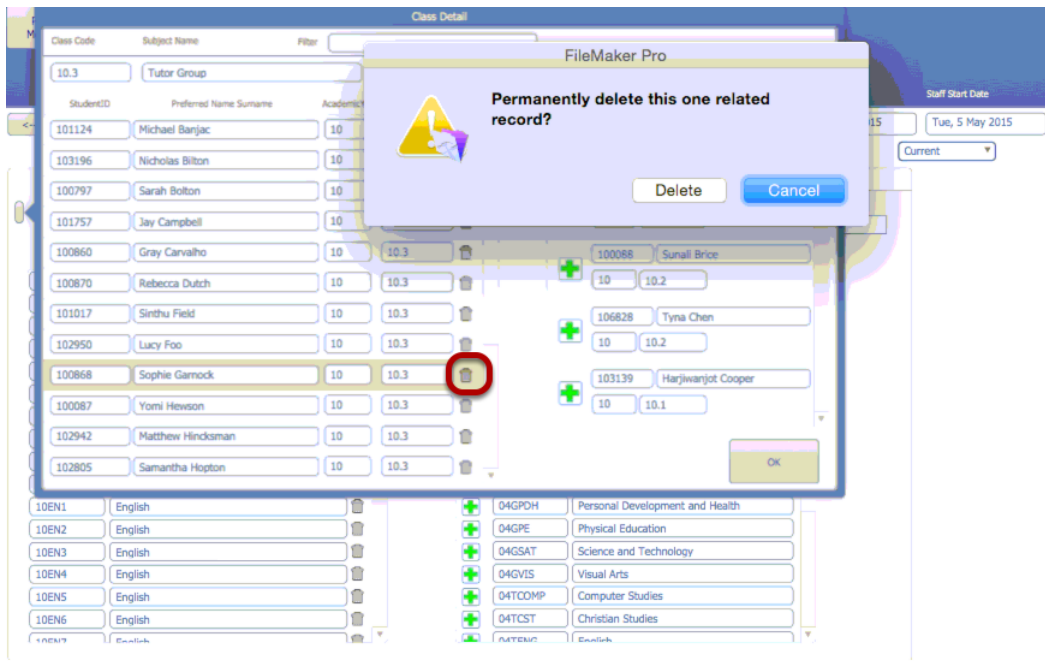
Viewing Class details



Click on a Class to view details

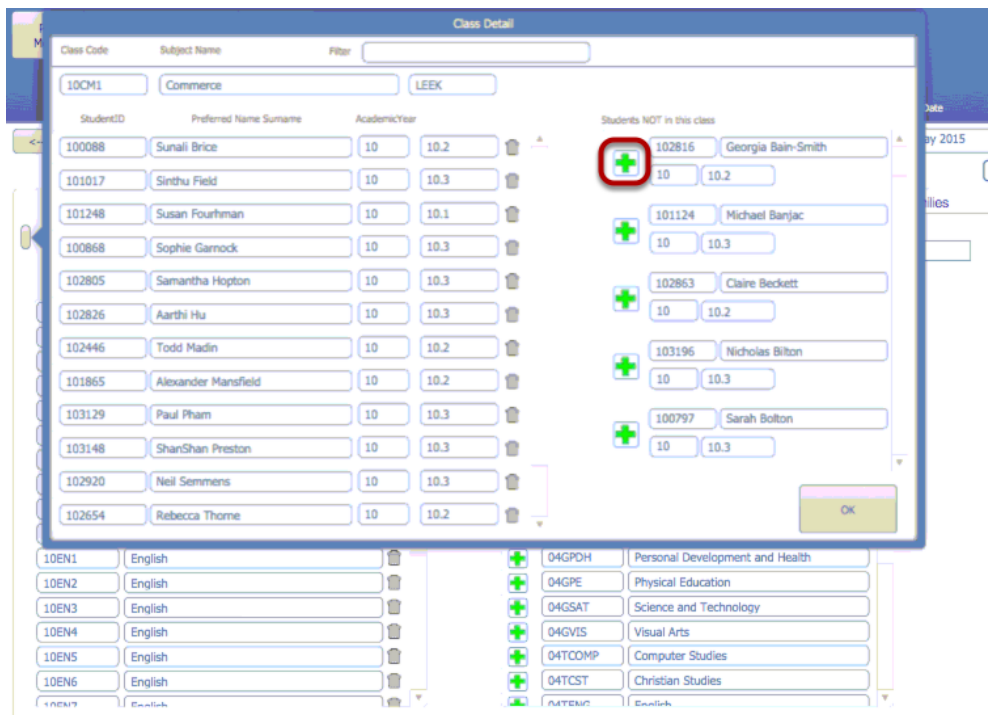
- 1 - List of students in the class
- 2 - Student not in the Class

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

The screenshot shows the 'Students in Session' interface. At the top, there are navigation buttons (PTI Menu, Find, Back, Forward) and a title 'Interview Session'. Below this, there are date and session selection fields. The main area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Students' tab is active, showing a list of students with columns for Preferred Name Surname, Year, and Session. A legend indicates that blue highlights a Boarder and yellow highlights a Selected Student. A grid of checkboxes is visible at the top right. Red circles 1, 2, 3, and 4 highlight the filter box, the legend, the student list, and a specific student row respectively.

- 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 'Adding a Sibling Student to a Session' interface. The top part shows date and session selection. Below this, there are tabs: Classes, Students, Teachers, Families, and Lessons & Timeslots. The 'Students' tab is active, showing a list of students with columns for Preferred Name Surname, Year, and Session. A legend indicates that blue highlights a Boarder and yellow highlights a Selected Student. A legend also indicates green for 'Add' and red for 'Remove'. The 'Siblings' panel is open, showing a grid of checkboxes for Academic Year and Tutor Group. A legend also indicates green for 'Add' and red for 'Remove'. Red circles 1, 2, 3, and 4 highlight the Academic Year grid, the selected student row, the class list, and the green add button respectively.

- 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 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header bar with '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' (Tue, 5 May 2015), and 'Staff End Date' (Fri, 29 May 2015). A 'Current' dropdown menu is also present.

The main area is divided into several tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Teachers' tab is active, showing a list of teachers with their staff codes, names, and current session status. A filter box at the top of the list is labeled '1'. A button 'Set all staff to one room...' is labeled '2'. The list of teachers is labeled '3'. A separate list of teachers on the right, some with green plus signs, is labeled '4'. A 'Show Only Teachers in the Rooms' checkbox is also visible.

- 1 - Filter to find a teacher
- 2 - To change students 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

The screenshot shows the 'Staff Member Detail' interface for a staff member. The top section displays staff information: Staff Code (BOLG), Community ID (500180), Title (Mr), First Name (Gavin), Preferred Name (Gavin), Surname (Bolton), and Account Login Name (BOLG). The room is set to 'CL ST'. A 'Staff Start Date' field is also visible.

The 'Interviews' section contains two 'Block off' options. The first one is selected, showing 'Class' (06PE4 PD/Health/PE), 'Start Time' (18:00), and 'End Time' (18:10). A '5' is circled next to the 'Block off' checkbox. A '1' is circled next to the 'End Time' field. A '2' is circled next to the 'Room' field.

The 'Lessons (Session)' section shows a table with columns 'Day', 'Period', and 'Class'. A '4' is circled next to the table. A '6' is circled next to the 'Reset Interviews' button at the bottom.

- 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

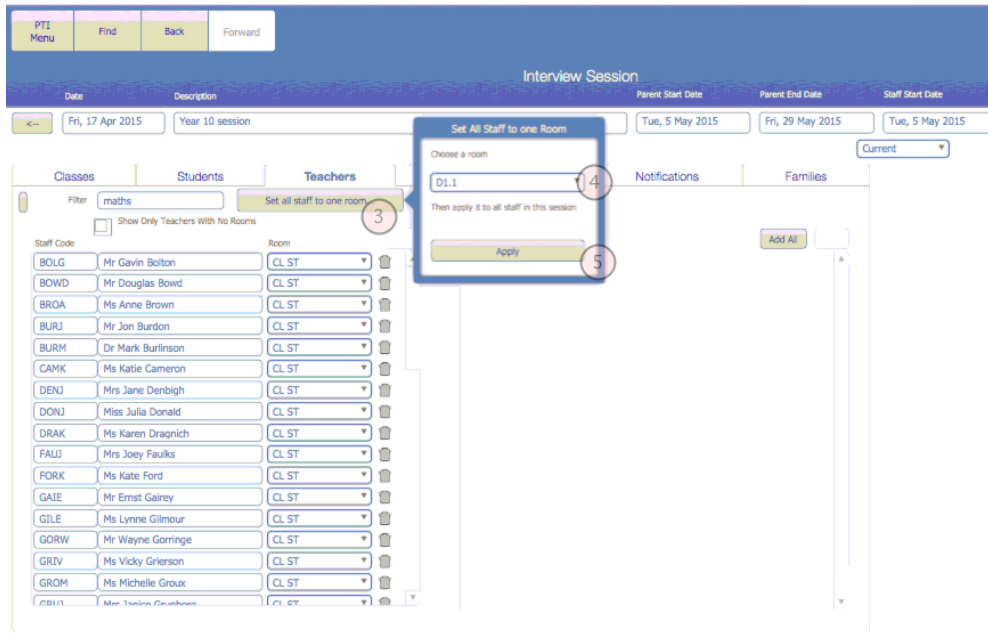
The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header bar with 'Interview Session' and several date fields: 'Date' (Fri, 17 Apr 2015), 'Description' (Year 10 session), 'Parent Start Date' (Tue, 5 May 2015), 'Parent End Date' (Fri, 29 May 2015), 'Staff Start Date' (Tue, 5 May 2015), and 'Staff End Date' (Fri, 29 May 2015). A 'Current' dropdown menu is also present. The main area is divided into tabs: 'Classes', 'Students', 'Teachers', 'Notifications', and 'Families'. The 'Teachers' tab is active, showing a list of staff members with columns for 'Staff Code', 'Name', and 'Room'. A dialog box titled 'Set All Staff to one Room' is overlaid on the list, with a 'Choose a room' dropdown set to 'D1.1' and an 'Apply' button. A blue box highlights the 'Set all staff to one room...' button and the dialog box.

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

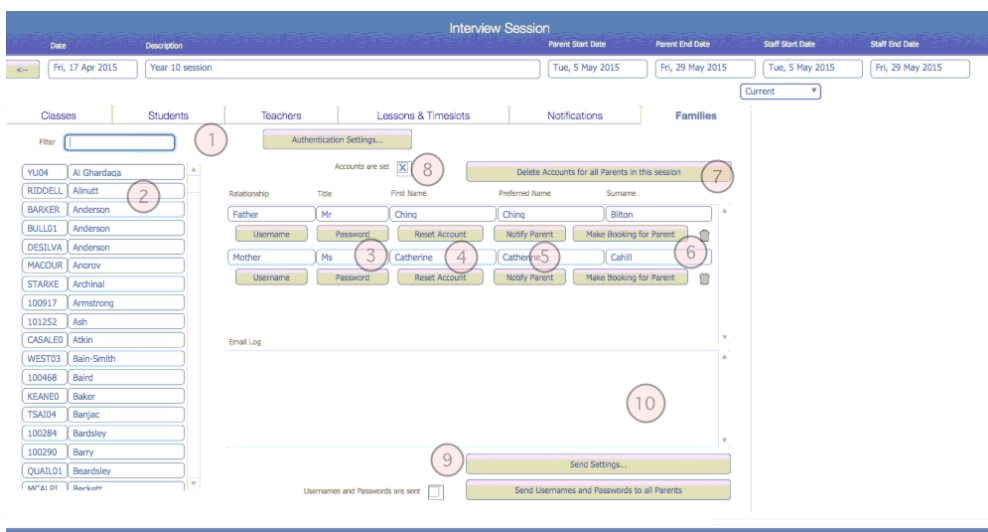
The screenshot shows the 'Interview Session' interface with the 'Teachers' tab selected. The 'Filter' field contains the text 'maths', which is circled in red. Below the filter, there is a checkbox for 'Show Only Teachers With No Rooms'. The main area displays a list of staff members with columns for 'Staff Code', 'Name', and 'Room'. The 'Add All' button is visible on the right side of the list.

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



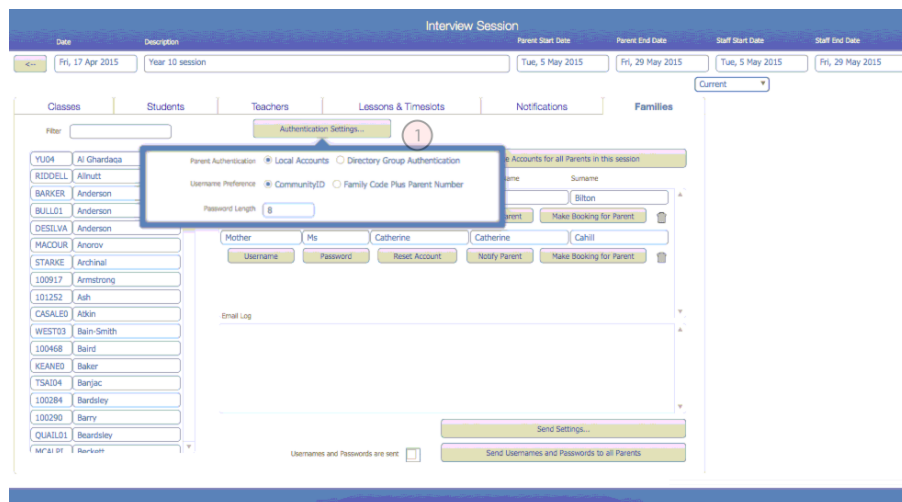
- 3 - Click "Set all staff to the one room"
- 4 - Enter the room
- 5 - Click "Apply"

Families in session



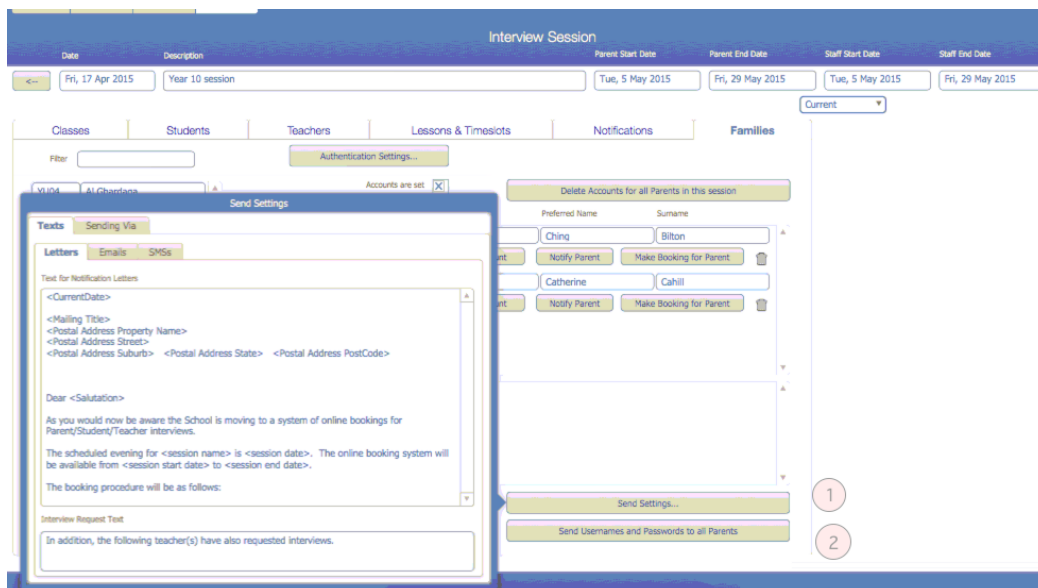
- 1 - Filter to Find a family
- 2 - Family list
- 3 - Parents in Family - Usernames and passwords
- 4 - Click to reset the Account for passwords and usernames
- 5 - Notify Parent individually after changing the account details (sent as per settings see below)
- 6 - Make Booking for Parent
- 7 - Delete 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



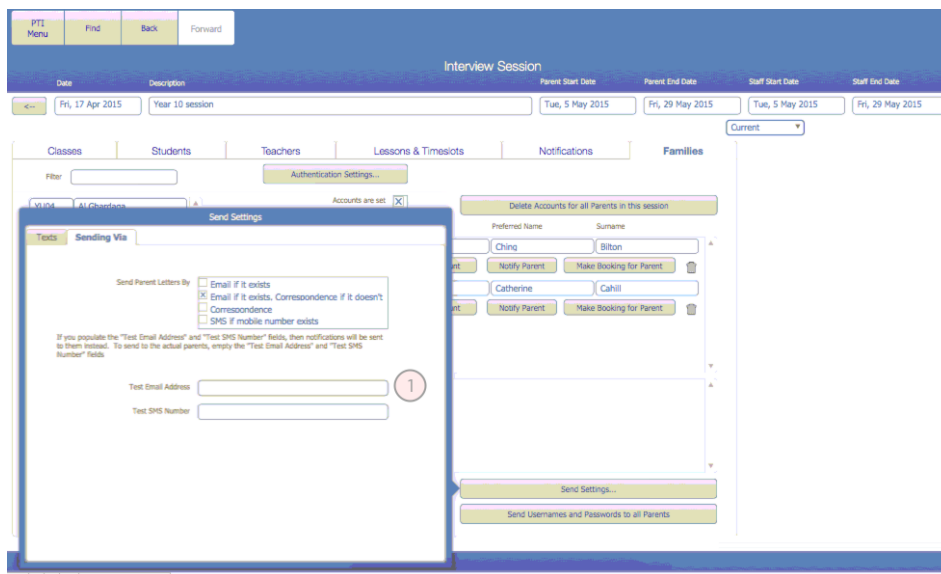
1 - Click the Authentication Settings to view and adjust if necessary (this can also be done in the Settings Menu).

Send Settings



1 - As per the Settings Menu, review all sending settings/notifications
2 - Send Username and passwords to all Parents of this session

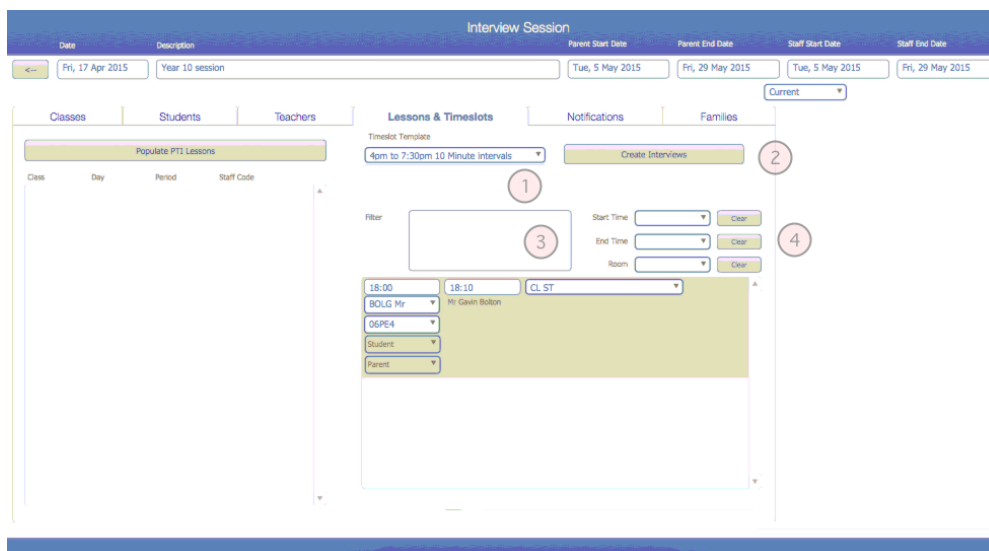
Testing Sending Parent Notifications



1 - Enter a test email and/or a mobile number to test the sending of notifications.

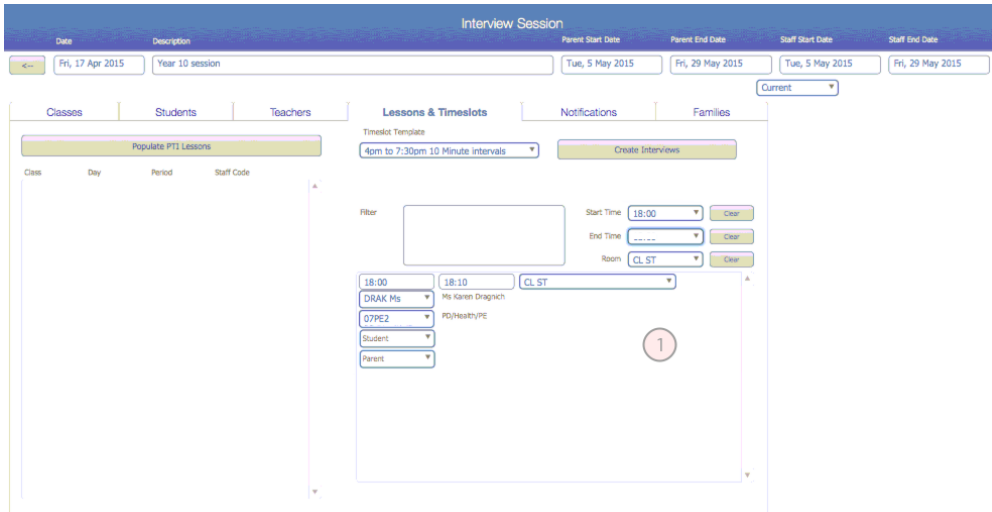
Note: If you populate the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them instead. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields.

Administration of Booking Time slots



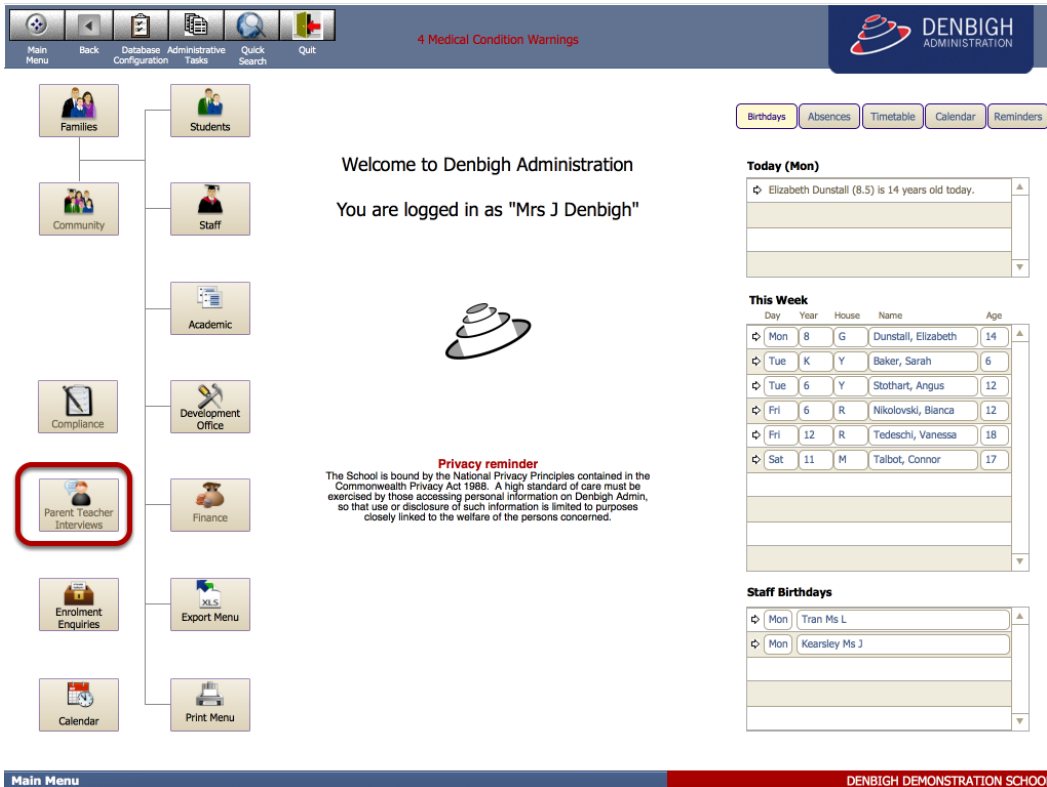
If it is necessary administration can create a new session from here.

- 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.



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

The following functions can only be completed by the Administration Assistant for the PTI sessions.



Administration of Sessions by Assistant

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu'. At the top, there are navigation buttons: 'PTI Menu', 'Main Menu', 'Back', and 'Forward'. Below this is a dark blue header with the text 'Parent Teacher Interview Sessions Administration Menu'. The main content area is divided into two sections: 'Bookings for Teacher' (left) and 'Bookings for Family' (right). The 'Bookings for Teacher' section has a dropdown for 'Select a StaffMember' (highlighted with a red circle '1') and a 'Search' field with a checkbox for 'Show unassigned only'. The 'Bookings for Family' section has a dropdown for 'Select a Session' (highlighted with a red circle '2') and a 'Search' field with a checkbox for 'Show available only'. Both sections have a list of interview slots, a 'Start Time' and 'End Time' dropdown with 'Clear' buttons, and a 'Print Interview List' button. A 'To create a booking:' section provides instructions: 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : 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.

- There are 2 options for an Administration Assistant to make bookings.
- 1 - Making bookings per teacher or
 - 2 - The Family interface

Administration Assistant making bookings for a teacher

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' with the 'Bookings for Teacher' option selected. The 'Select a StaffMember' dropdown is set to 'DENJ Mrs Jane Denbigh' (highlighted with a red circle '1'). The 'Select a Session' dropdown is set to 'High School Term 1 Session' (highlighted with a red circle '2'). The 'Select a Class' dropdown is set to '11PO1' (highlighted with a red circle '3'). The 'Search' field has a checkbox for 'Show unassigned only'. The list of interview slots shows two slots for 'Fri 18/03/16' with 'Block off' checkboxes checked. The 'Start Time' and 'End Time' dropdowns are set to '9:00 pm' and '9:10 pm' respectively. The 'Print Interview List' button is visible at the bottom right. The 'To create a booking:' section provides instructions: 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : 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.

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

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: DENJ Mrs Jane Denbigh

Select a Class: 11PO1 1

Search Show unassigned only

Michael Anorov Request Interview

Anne Fabricius Request Interview 2

Mitchell Hedley Request Interview

Elin McCracken Request Interview

Vanessa McGrath Request Interview

Pulupaki Phillips Request Interview

Bookings for Family

Select a Session: High School Term 1 Session

To create a booking:
 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : 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: 9:00 pm Clear

End Time: 9:40 pm Clear 4

Show available only 5

Number of interviews blocked off : 2

Fri 18/03/16 9:00 pm - 9:10 pm Clear Interview Assignment

Class : 11PO1 Photography
 Student : Anne Fabricius
 Parent : Dr Lilian Fabricius

Fri 18/03/16 9:10 pm - 9:20 pm Notify Parent

Block off

Class: 11PO1 Photography

Student: 108277 Fabricius Anne

Parent: 108276 Dr Lilian Fabricius

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: DENJ Mrs Jane Denbigh

Select a Class: 11PO1

Search Show unassigned only

Michael Anorov Request Interview

Anne Fabricius Request Interview

Mitchell Hedley Request Interview

Elin McCracken Request Interview

Vanessa McGrath Request Interview

Pulupaki Phillips Request Interview

Christine Pounertzis Request Interview

Bookings for Family

Select a Session: High School Term 1 Session

To create a booking:
 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : 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: 9:00 pm Clear

End Time: 9:40 pm Clear

Show available only

Number of interviews blocked off : 2

Fri 18/03/16 9:00 pm - 9:10 pm Clear Interview Assignment 7

Class : 11PO1 Photography
 Student : Anne Fabricius
 Parent : Dr Lilian Fabricius

Fri 18/03/16 9:10 pm - 9:20 pm Notify Parent 8

Block off

Class: 11PO1 Photography

Student: 108277 Fabricius Anne

Parent: 108276 Dr Lilian Fabricius

Print Interview List 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		
Parents in Student's Family		
Father	Mr Arulkumar Dalkin	
Mother	Mrs Sharminie Dalkin	
16:10:00 - 16:20:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:20:00 - 16:30:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:30:00 - 16:40:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:40:00 - 16:50:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:50:00 - 17:00:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:00:00 - 17:10:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:10:00 - 17:20:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:20:00 - 17:30:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:30:00 - 17:40:00	CL ST	No Booking in this timeslot
Student : for		
Parents in Student's Family		

Printer: Canon M
 Presets: Default Set
 Copies: 1
 Pages: All
 Print: Records being browsed
 PDF Hide Details

10 - Click Print to Print the Interview list.

Administration Assistant making bookings for a family

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | Bookings for Family

Search: john

Family Code	Family Name
BALQH01	Johnson
100688	Johnson
WILLIAMS07	Johnsson
JOHNSON01	Pennington

Parent Type	Relationship
Father	Father
Title	First Name
Mr	Philip
Mother	Mother
Title	First Name
Mrs	Anne

Make booking for Parent (Father: Philip Garnock, Mother: Anne Garnock)

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

Teacher Booking (Teacher interface)

Main Menu Back Database Configuration Administrative Tasks Quick Search Quit

4 Medical Condition Warnings

DENBIGH
ADMINISTRATION

Families **Students**

Community **Staff**

Academic

Compliance **Development Office**

Parent Teacher Interviews **Finance**

Enrolment Enquiries **Export Menu**

Calendar **Print Menu**

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.

Birthdays Absences Timetable Calendar Reminders

Today (Mon)

Elizabeth Dunstall (8.5) is 14 years old today.

This Week

Day	Year	House	Name	Age
Mon	8	G	Dunstall, Elizabeth	14
Tue	K	Y	Baker, Sarah	6
Tue	6	Y	Stothart, 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

Main Menu Back Forward

Parent Teacher Interview Sessions Teacher Data

Select a Session

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 08DT8 Design & Technology 2

Show available only Start Time 9:00 pm Clear
 End Time 10:00 Clear

Search 4 Show unassigned only 3

	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/> 5
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>

<input type="checkbox"/>	Block off	Class :	6	Interview Notes...
Fri 18/03/16 9:00 pm - 9:10 pm		Student :		
		Parent :		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:10 pm - 9:20 pm		Student :		
		Parent :		
<input type="checkbox"/>	Fri 18/03/16 9:20 pm - 9:30 pm	Class : Design & Technology		Interview Notes...
		Student : Dylan Milosevic		Clear Interview Assignment
		Parent : Mrs Isabella Milosevic		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:30 pm - 9:40 pm		Student :		
		Parent :		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:40 pm - 9:50 pm		Student :		
		Parent :		

8 Make Calendar Entries 7 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
- 8- Make a Calendar Events

Teacher Booking - Request an interview

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 08DT8 Design & Technology

Show available only Start Time 9:00 pm Clear
 End Time 10:00 Clear

Search Show unassigned only

	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input type="checkbox"/> 1
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>
	Request Interview <input checked="" type="checkbox"/>

<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:00 pm - 9:10 pm		Student :		
		Parent :		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:10 pm - 9:20 pm		Student :		
		Parent :		
<input type="checkbox"/>	Fri 18/03/16 9:20 pm - 9:30 pm	Class : Design & Technology		Interview Notes...
		Student : Dylan Milosevic		Clear Interview Assignment
		Parent : Mrs Isabella Milosevic		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:30 pm - 9:40 pm		Student :		
		Parent :		
<input type="checkbox"/>	Block off	Class :		Interview Notes...
Fri 18/03/16 9:40 pm - 9:50 pm		Student :		
		Parent :		

2 Save

- 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. At the top, there are navigation buttons: 'Main Menu', 'Back', and 'Forward'. Below this, the page title is 'Parent Teacher Interview Sessions Teacher Data'. There are two dropdown menus: 'Select a Session' (set to 'High School Term 1 Session') and 'Select a Class' (set to '0BD78 Design & Technology').

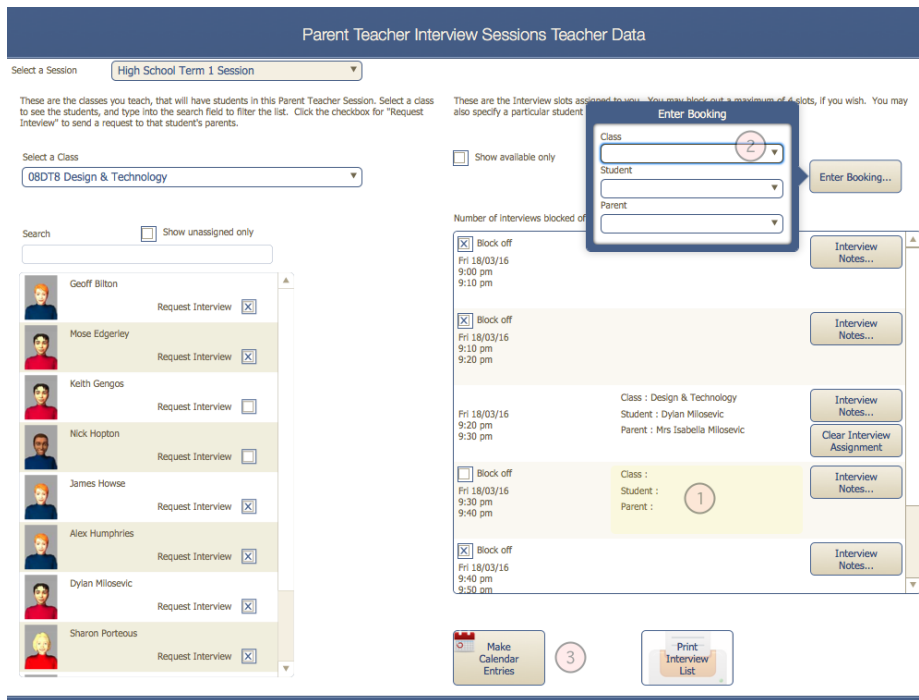
On the left, there is a list of teachers with their names and a 'Request Interview' checkbox. The teachers listed are Geoff Bilton, Mose Edgerley, Keith Gengos, Nick Hopton, James Howse, Alex Humphries, Dylan Milosevic, and Sharon Porteous. Most have their checkboxes checked.

On the right, there is a calendar view showing interview slots. The 'Number of interviews blocked off' is 4. A red circle '1' highlights a 'Block off' checkbox for a slot on Fri 18/03/16 from 9:10 pm to 9:20 pm. A red circle '2' highlights the 'Number of interviews blocked off: 4' counter. Below the calendar, there are buttons for 'Make Calendar Entries' and 'Print Interview List'.

- 1 - Click the Block off box
- 2 - Number of interviews block off with display (maximum number of times allowable to be block off)

This screenshot shows the same interface as the previous one, but with a 'Message' dialog box overlaid on the calendar. The message reads: 'Maximum number of blocked timeslots has been reached.' with an 'OK' button. The calendar view behind the dialog shows the same blocked slots as before.

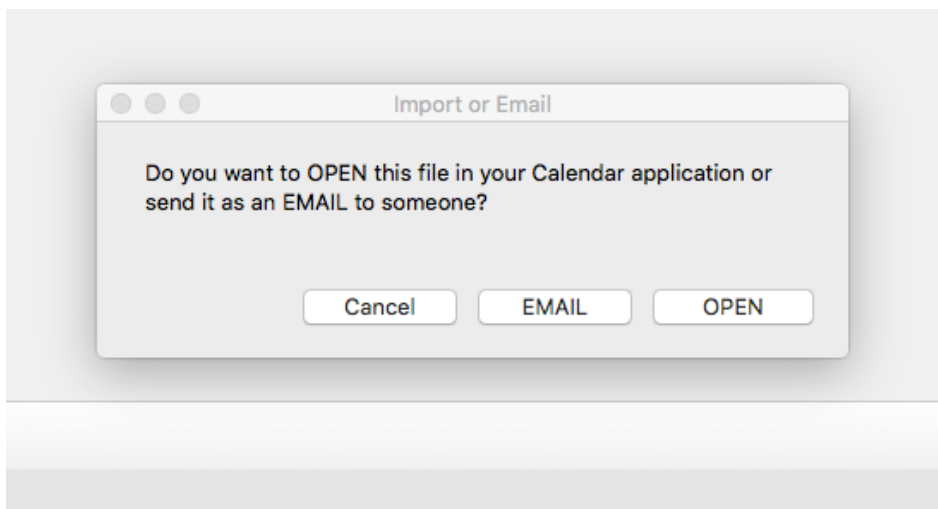
Once the maximum number has been reached no more sessions can be blocked off.



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

- 1 - Select the session you want to book a student for
- 2 - Click to find the Class, Student and Parent
- 3 - Click to make Calendar Entries

Calendar Event Creation



Once Make Calendar Booking is selected a pop-up box will come up showing the following message. The user can choose to open in a calendar application or choose to email the Calendar to the Parent or themselves as a reminder.

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 shows a web interface for 'Year 8 Session Term 1'. At the top right is a 'Logout' button. The interface displays three interview sessions, each with a time slot, a student profile picture, student name, subject, and parent name. Each session also has a 'Completed' checkbox and an 'Email Notes To Me' button. Below the session information is a 'Parents in this family' table with columns for name and role. To the right of the table are buttons for 'Timetable', 'Save', 'View As List', and 'View As Form'. The 'View As Form' button for the 16:10:00 - 16:20:00 session is highlighted with a red box.

Time Slot	Student	Subject	Parent	Completed	Email Notes To Me
16:00:00 - 16:10:00	William Barry	Visual Arts	Mrs Hung (Jennifer) Barry	<input type="checkbox"/>	Email Notes To Me
16:10:00 - 16:20:00	Bradley Margerison	Visual Arts	Mr Selvarajah Margerison	<input type="checkbox"/>	Email Notes To Me
16:20:00 - 16:30:00	Lucy Risby	Visual Arts	Mr Gao Risby	<input type="checkbox"/>	Email Notes To Me

Teachers can login to session at the night of the interview (preferably on 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 them
- 6 - Click to Save the details
- 7 - Click to View as List

Parent Login and bookings (Parent Interface)

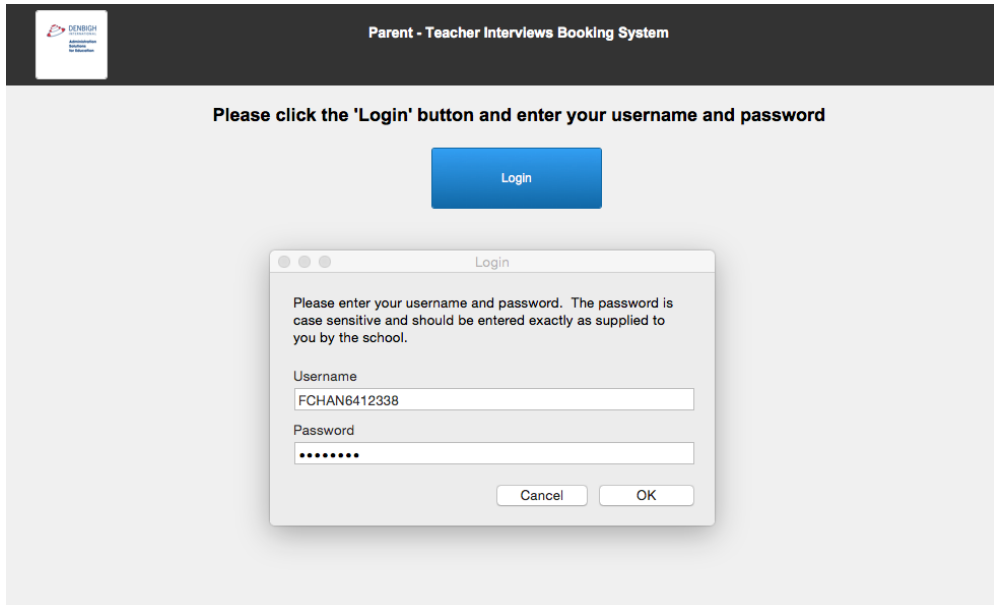
DENBIGH INTERNATIONAL

Parent - Teacher Interviews Booking System

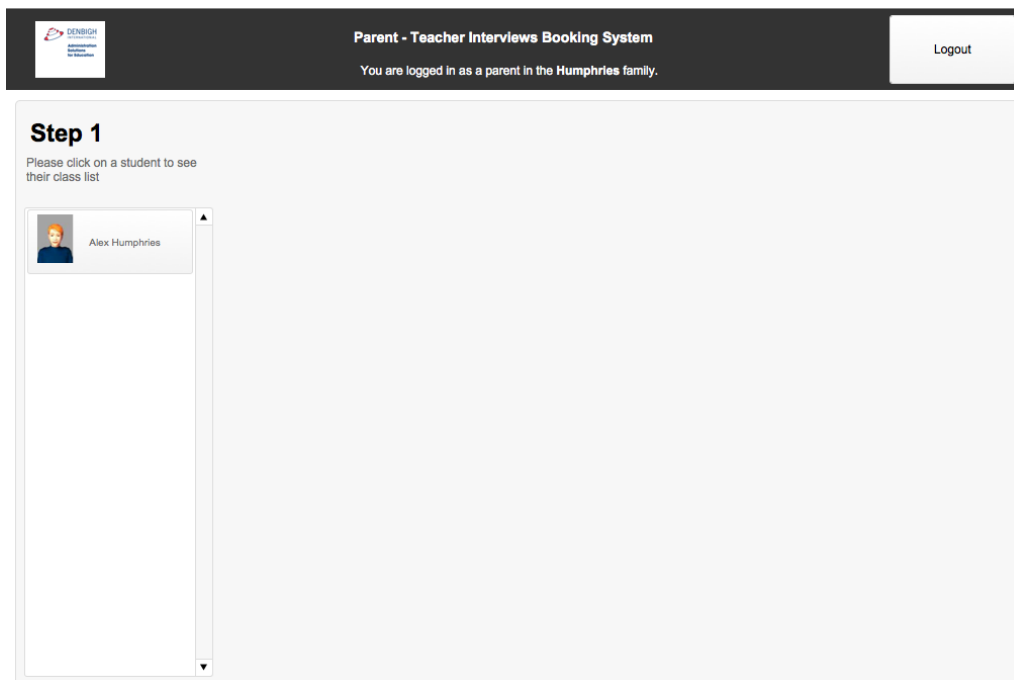
Please click the 'Login' button and enter your username and password

Login

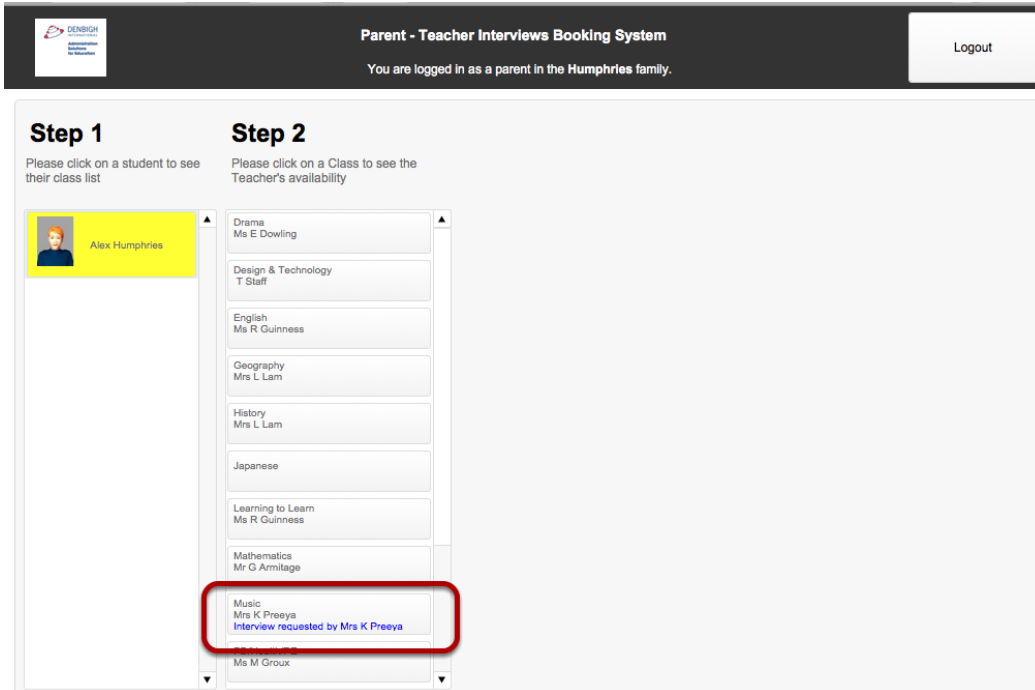
Click to Login



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.

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

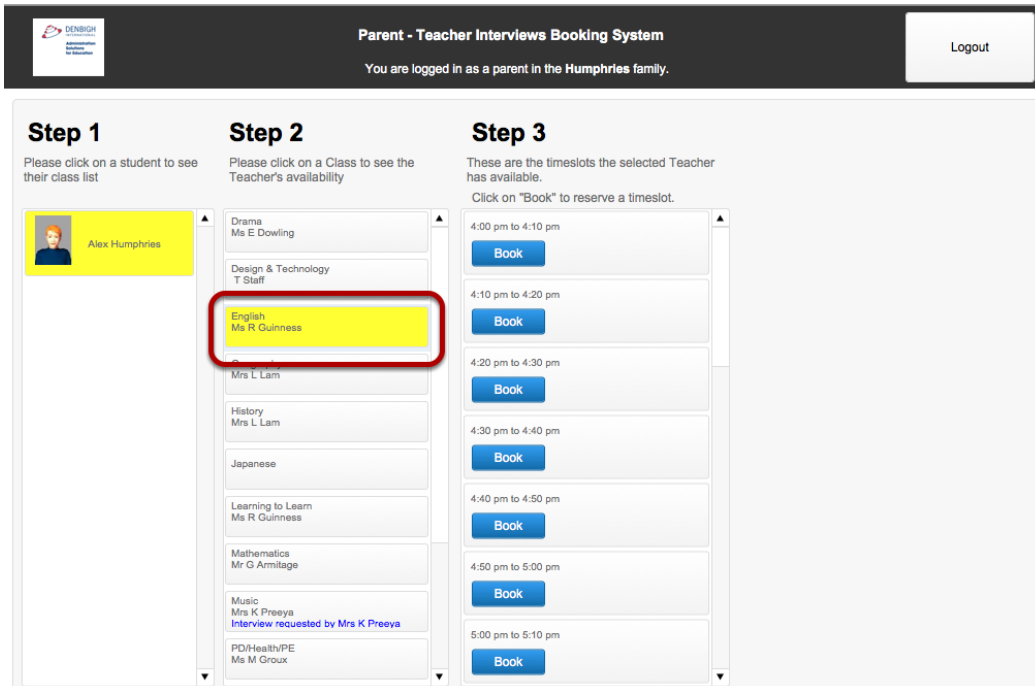
Step 2
Please click on a Class to see the Teacher's availability

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.

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
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	4:00 pm to 4:10 pm Book
	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	

Step 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 ->](#)

Alex Humphries	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



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
Book
- 4:50 pm to 5:00 pm
Book
- 5:00 pm to 5:10 pm
Book

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 **Clear**
- Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff **Clear**
- Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeya **Clear**
- Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily Dowling **Clear**

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

- 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 **Clear**
- Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with** **Clear**
- Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux **Clear**
- Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage **Clear**
- Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam **Clear**
- Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness **Clear**
- Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer **Clear**
- Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks **Clear**
- Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam **Clear**

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, PDI/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, 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.

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 f
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 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, 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

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 a dark blue header with the title 'Parent Teacher Interview Sessions Administration Menu'. The main area is divided into two tabs: 'Administration' (selected) and 'Creation Assistant'. Under the 'Administration' tab, there are several buttons arranged in a grid. A red circle with the number '1' is placed over the 'Interviews List' button. Other buttons include 'Interview Sessions List', 'PTI_Student List', 'PTI_Family List', 'PTI_Parents List', 'PTI_Community List', 'PTI_Staff List', 'PTI_Class List', 'PTI_Class_Enrolment List', 'PTI_Lessons', 'Go To Assignments Screen', 'Admin Family List', 'Admin Class List', 'Timeslot Templates', 'Open Parent Interface', and 'Email Log'.

1 - Click Interview List

The screenshot shows the 'Interviews List' page. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. A red circle with the number '2' is placed over the 'Find' button. Below the navigation bar is a dark blue header with the title 'Interviews List'. The main area contains a table with columns: 'Date', 'Description', 'Start', 'End', 'Interview ID', 'SessionID', and 'Status'. The first row of data is: Date: 17/04/2015, Description: Year 7 Semester One, Start: 4:00 pm, End: 4:10 pm, Interview ID: Interview23884, SessionID: Session96, Status: Current. Below the table, there are fields for 'Staff Code' (DRAK), 'Ms Karen Dragnich', 'Class' (07PE2), 'Student ID' (104415), 'Richard Dalkin', 'Room' (CL ST), and 'Parent' (104379, Mrs Sharminie Dalkin). There is also a 'Potential Teacher Change' section with a text input field and a label 'StaffCode we want to change to.' At the bottom, there is a second row of data for an interview: Date: 17/04/2015, Description: Year 7 Semester One, Start: 4:10 pm, End: 4:20 pm, Interview ID: Interview23885, SessionID: Session96, Status: Current.

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: **DRAK** 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

Staff Code: **DRAK** Ms Karen Dragnich Class: 07PE2 Student ID: 104415 Richard Dalkin

Room: CL-ST Parent: 104379 Mrs Sharmine Dalkin

Potential Teacher Change

StaffCode we want to change to: **BERP**

4:00 pm	4:10 pm	<input type="button" value="reassign to this one"/>
4:10 pm	4:20 pm	<input type="button" value="reassign to this one"/>
4:20 pm	4:30 pm	<input type="button" value="reassign to this one"/>
4:30 pm	4:40 pm	<input type="button" value="reassign to this one"/>
4:40 pm	4:50 pm	<input type="button" value="reassign to this one"/>
4:50 pm	5:00 pm	<input type="button" value="reassign to this one"/>

Current Interviews this parent has booked around this time

Before 4:00 pm:

After 4:10 pm:

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

Staff Code: **DRAK** Ms Karen Dragnich Class: 07PE2 Student ID: 101400 Macsen Chen

Room: CL-ST Parent: MTRAN13 Mrs Thi Bailey

Potential Teacher Change

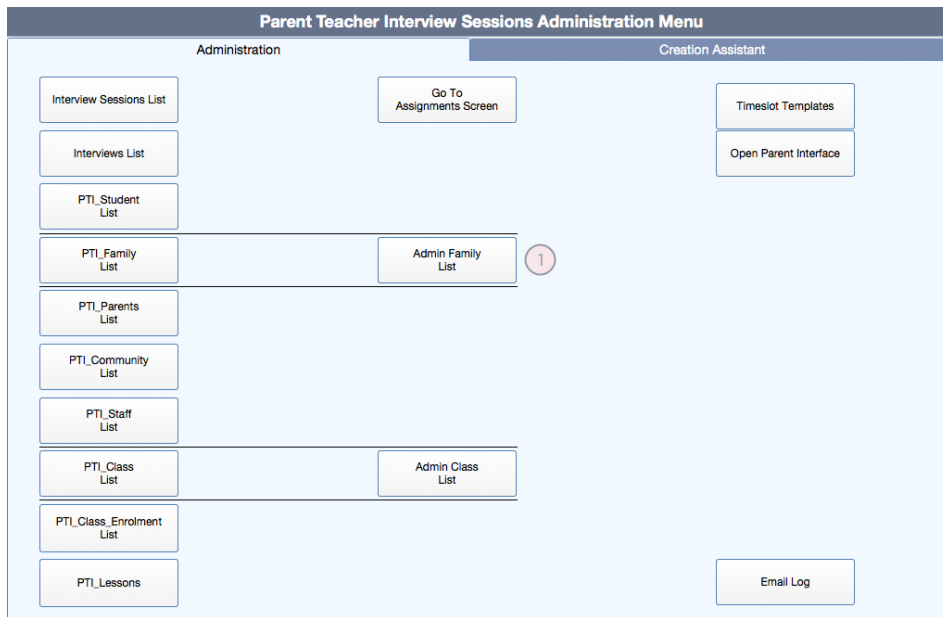
StaffCode we want to change to:

Current Interviews this parent has booked around this time

Before 4:10 pm:

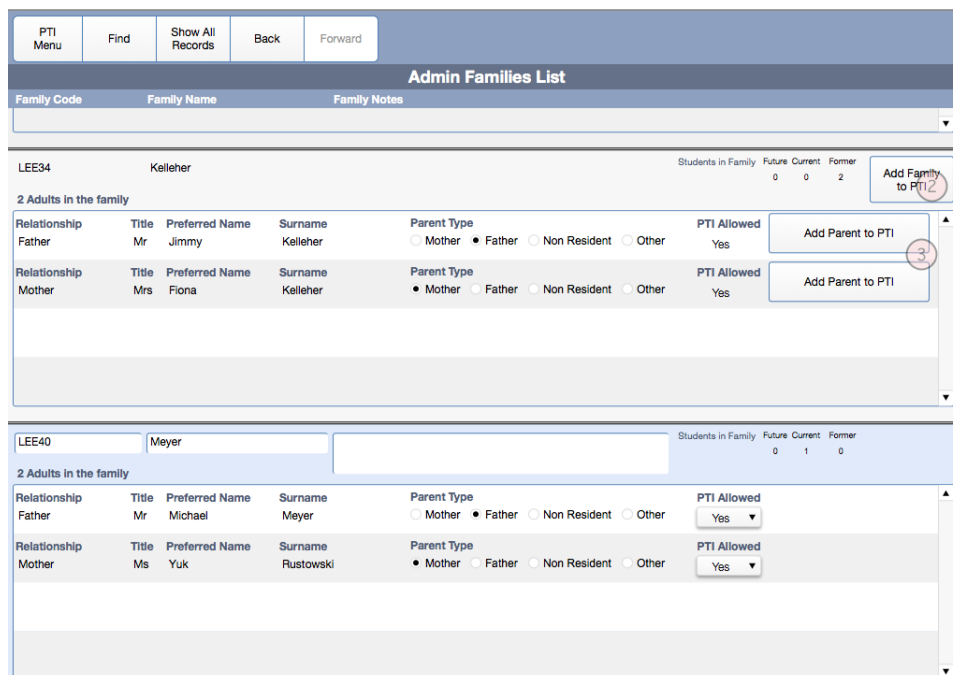
- 5 - Enter the Staff member to swap the interview session to.
- 6 - Click the selected to time to swap.

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 the 'Administration' tab, there are several menu items: 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' (circled with a red '1'), and 'Admin Class List'. Under the 'Creation Assistant' tab, there are buttons for 'Timeslot Templates', 'Open Parent Interface', and 'Email Log'.

1 - Admin Family List



The screenshot shows the 'Admin Families List' page. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Show All Records', 'Back', and 'Forward'. Below this is a header for 'Admin Families List' with columns for 'Family Code', 'Family Name', and 'Family Notes'. The first family listed is LEE34, Kelleher. It shows '2 Adults in the family' and a table of parents. The second family listed is LEE40, Meyer, also showing '2 Adults in the family' and a table of parents. Red circles with numbers 1, 2, and 3 are overlaid on the screenshot to indicate key actions: 1 points to the 'Admin Family List' button in the previous screenshot, 2 points to the 'Add Family to PTI' button, and 3 points to the 'Add Parent to PTI' buttons.

Family Code	Family Name	Family Notes
LEE34	Kelleher	
LEE40	Meyer	

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

Parent Teacher Interview Sessions Administration Menu

Administration	Creation Assistant
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 PTI_Lessons	Go To Assignments Screen Admin Family List Admin Class List Timeslot Templates Open Parent Interface Email Log 1

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

FAQ

How do I Create a new Interview Session – Page 15

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

If the dates have changed, how do I make the change – Page 16

Staff login but has no session available - Session must be Current - Page 16

Teacher or teachers need to be in a different room for their meetings Page 21

Teacher needs to change the timeslot intervals - Page 25

How do I send out notifications to parents – Pages 6 and 24