



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration

## Parent Teacher Interview Module

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## Module Features

- 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

Main Menu Back Database Configuration Administrative Tasks Quick Search Quit 4 Medical Condition Warnings DENBIGH ADMINISTRATION

Families Students Community Staff Academic Compliance Development Office Finance Export Menu Print Menu

Parent Teacher Interviews

Enrolment Enquiries

Calendar

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

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

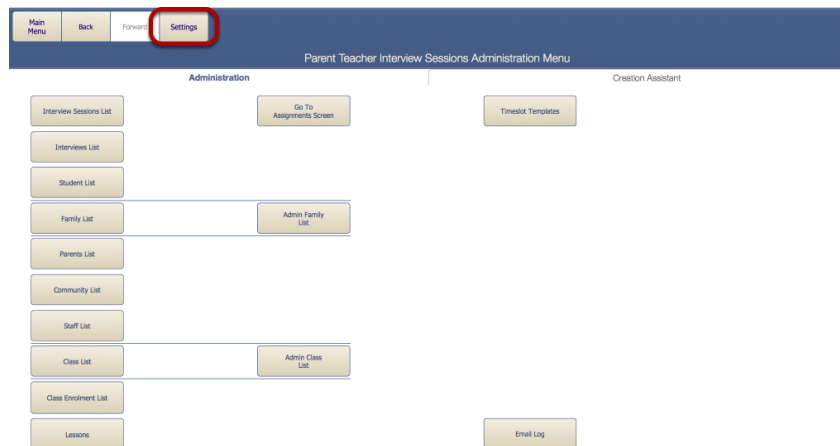
**Privacy reminder**  
The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely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

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

**Settings**

Parent Authentication:  Local Accounts  Directory Group Authentication

Username Preference:  CommunityID  Family Code Plus Parent Number

Max Interviews Staff can block: 4

Allow Staff to edit Interviews:

Use Server Side Operations:  Yes  No

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

**Default Settings For Parent Notifications**

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

School Logo for Login Screen: DENBIGH INTERNATIONAL

**Email Server Settings for sending Notifications and Appointments**

SMTP Server Address: mail.denbigh.com.au

Port: 25 SSL: None

SMTP Authority Type: CRAM-MDS

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

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 a header bar with the title 'Parent Teacher Interview Sessions Administration Settings'. The main content area is divided into two sections: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes 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 'SMSs' tab is active, showing a text area for 'Text for Notification SMS' with a sample message: 'Dear <Salutation>, Parent/Student/Teacher Interviews will be held on <session date>. Online booking at <School PTL\_Web Address> will be enabled from <session start date> to <session end date>. Your username will be: <username>. Your password will be: <password>.' Below this is a text box for 'Interview Request Text for SMS' containing the text 'Some teachers have requested interviews.'

Please note that the text for SMS needs to fit 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 a header bar with the title 'Parent Teacher Interview Sessions Administration Settings'. The main content area is divided into two sections: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes 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 text area for 'Calendar Event Email Subject Line' with the text 'Parent Teacher Interview Calendar Appointments'. Below this is a text area for 'Calendar Event Email Text' with the text: 'Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.'

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

## Timeslot Templates

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'. The menu is divided into two main sections: 'Administration' and 'Creation Assistant'. The 'Administration' section contains several buttons: 'Interview Sessions List', 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', 'Class Enrolment List', and 'Lessons'. There are also two buttons: 'Go To Assignments Screen' and 'Admin Family List'. The 'Creation Assistant' section contains a button for 'Timeslot Templates', which is highlighted with a red box. At the bottom right, there is an 'Email Log' button.

Go to the Timeslot Templates to edit or create PTI timeslots

## Timeslot Template List

The screenshot shows the 'Timeslot Template List' page. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', 'Forward', and 'New Template'. The 'New Template' button is highlighted with a red box. Below the navigation is the title 'Timeslot Template List'. The page displays a list of timeslot templates, each with a description and a right-pointing arrow button. The descriptions are: '4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes', '4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes', '6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes', '3.30PM to 6.30PM 10 minute intervals with not Breaks', and '9pm to 10pm 10 minute intervals with no breaks'.

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

## New Timeslot template

PTI Menu Find Back Forward New Template

Timeslot Template List

Description

--> 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes

--> 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes

--> 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes

--> 3.30PM to 6.30PM 10 minute intervals with not Breaks

--> 9pm to 10pm 10 minute intervals with no breaks

--> 10pm to 11pm Minute intervals with breaks

--> [1] [2]

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

## New Timeslot Details

PTI Menu Find Back Forward

Timeslot Template List

Description

<--

Start Time End Time Interval Break Start Time Break End Time

Start Time End Time

Populate Template

[1] [2]

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



PTI Menu Back Forward

### Timeslot Template List

Description

<-- 3:30PM to 6:30PM 10 minute intervals with no breaks

Start Time 3:30 pm End Time 6:30 pm Interval 0:10 Break Start Time Break End Time

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	🗑️
		🗑️

Populate Template

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

## Creating a New 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

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.

Admin Class List						include in PTI
Year	Class Code	Subject Name	Faculty	Teacher		
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	Musict		Mr C Hohnen		<input checked="" type="checkbox"/>
6	06MU2	Musict		Ms B Morris		<input checked="" type="checkbox"/>
6	06MU3	Musict		Mr J Kovats		<input checked="" type="checkbox"/>
6	06MU4	Musict		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.

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](#)

[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.

Administration

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.

Administration

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 <a href="#">Clear</a>	
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 <a href="#">Clear</a>	
Name for the new session? <input type="text" value="Year 7 Term 1 Session"/> <a href="#">Clear</a>	
Date for the new session? <input type="text" value="Monday, 30 March 2015"/> <a href="#">Clear</a>	
Start Date for the Staff Login Period ? <input type="text"/> <a href="#">Clear</a>	

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 <a href="#">Clear</a>	
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 <a href="#">Clear</a>	
Name for the new session? <input type="text" value="Year 7 Term 1 Session"/> <a href="#">Clear</a>	
Date for the new session? <input type="text" value="Monday, 30 March 2015"/> <a href="#">Clear</a>	
Start Date for the Staff Login Period ? <input type="text" value="Monday, 23 March 2015"/> <a href="#">Clear</a>	
End Date for the Staff Login Period ? <input type="text"/> <a href="#">Clear</a>	

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 <a href="#">Clear</a>	
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 <a href="#">Clear</a>	
Name for the new session? <input type="text" value="Year 7 Term 1 Session"/> <a href="#">Clear</a>	
Date for the new session? <input type="text" value="Monday, 30 March 2015"/> <a href="#">Clear</a>	
Start Date for the Staff Login Period ? <input type="text" value="Monday, 23 March 2015"/> <a href="#">Clear</a>	
End Date for the Staff Login Period ? <input type="text" value="Monday, 30 March 2015"/> <a href="#">Clear</a>	
Start Date for the Parent Login Period ? <input type="text"/> <a href="#">Clear</a>	

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

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

The screenshot shows the 'Interview Session' creation interface. At the top, there is a progress bar (1) and a search bar. Below this, there are date and description fields. The main area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Classes' tab is active, showing a list of classes to be added (2) and a list of classes already added (3). A 'Future' dropdown menu (4) is visible in the top right corner.

- 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

The screenshot shows the 'Interview Session' creation interface with a 'Message' dialog box overlaid. The dialog box contains the text 'Session created and populated.' and an 'OK' button. The background interface shows the 'Lessons & Timeslots' tab, a table of classes, and a 'Populate PTI Lessons' button.

Class	Day	Period	Staff Code
09PE1	4	1	FAUJ
09PE5	4	1	GORW
09IT2	4	5	SANR
09PE3	4	6	PATL
09GE2	6	1	LEEK
09GE4	6	1	LAML
09HI1	6	1	PINL
09HI3	6	1	MERJ
09RE5	6	1	STAJ
09GE2	6	2	LEEK
09GE4	6	2	LAML
09HI1	6	2	PINL

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
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Fri, 17 Apr 2015"/> </div>	Year 10 session	Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015	Current
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Fri, 5 Jun 2015"/> </div>	Semester One Interviews Yr 12	Fri, 22 May 2015	Fri, 5 Jun 2015	Fri, 22 May 2015	Fri, 5 Jun 2015	Current
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Fri, 18 Sep 2015"/> </div>	Semester One Year 9	Fri, 11 Sep 2015	Fri, 18 Sep 2015	Fri, 11 Sep 2015	Fri, 18 Sep 2015	Current
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Fri, 18 Mar 2016"/> </div>	High School Term 1 Session	Wed, 2 Dec 2015	Fri, 18 Dec 2015	Wed, 2 Mar 2016	Fri, 18 Mar 2016	Current
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Tue, 15 Dec 2015"/> </div>	Year term 1 session	Fri, 1 Jan 2016	Fri, 8 Jan 2016	Mon, 14 Dec 2015	Thu, 31 Dec 2015	Future
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Tue, 1 Dec 2015"/> </div>	year 10 term 1 session	Fri, 18 Dec 2015	Thu, 31 Dec 2015	Fri, 11 Dec 2015	Tue, 15 Dec 2015	Current
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">--&gt;</span> <input type="text" value="Wed, 9 Dec 2015"/> </div>	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 bar with the title 'Interview Session' and several date fields: 'Date', 'Description', 'Parent Start Date', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The 'Date' field is set to 'Fri, 17 Apr 2015' and the 'Description' is 'Year 10 session'. The 'Parent Start Date' is 'Tue, 5 May 2015' and the 'Parent End Date' is 'Fri, 29 May 2015'. The 'Staff Start Date' is 'Fri, 29 May 2015' and the 'Staff End Date' is 'Fri, 29 May 2015'. Below the header, 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: 10.1 Tutor Group, 10.3 Tutor Group, 10CM1 Commerce, and 10CM2 Commerce. A dropdown menu is open over the 'Update Related Records' button, showing options: 'Future', 'Current' (selected), and 'Closed'. A red circle '1' is around the 'Current' option, and another red circle '2' is around the 'Update Related Records' button.

- 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 the date range changed. 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' and the 'Parent End Date' is 'Thu, 31 Dec 2015'. The 'Staff Start Date' is 'Fri, 11 Dec 2015' and the 'Staff End Date' is 'Tue, 15 Dec 2015'. The 'Classes' tab is active, showing a list of classes in the session: 10CM1 Commerce, 10CM2 Commerce, and 10CM3 Commerce. The 'Update Related Records' button is now 'Current'. A red circle '1' is around the 'Update Related Records' button, a red circle '2' is around the 'Current' dropdown, and a red circle '3' is around the 'Update Related Records' button.

- 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. 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 content area is divided into several tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Classes' tab is active, showing a filter field and an 'Academic Year' dropdown (set to 12). Below the filter, there are two panels:

- Classes In Session:** A list of 17 classes with their IDs and descriptions. A 'Remove All' button and a count of 79 are shown. A circled '1' points to the filter field, a circled '2' points to the count, and a circled '3' points to the list.
- Classes NOT In Session:** An empty panel with a circled '4' pointing to it.

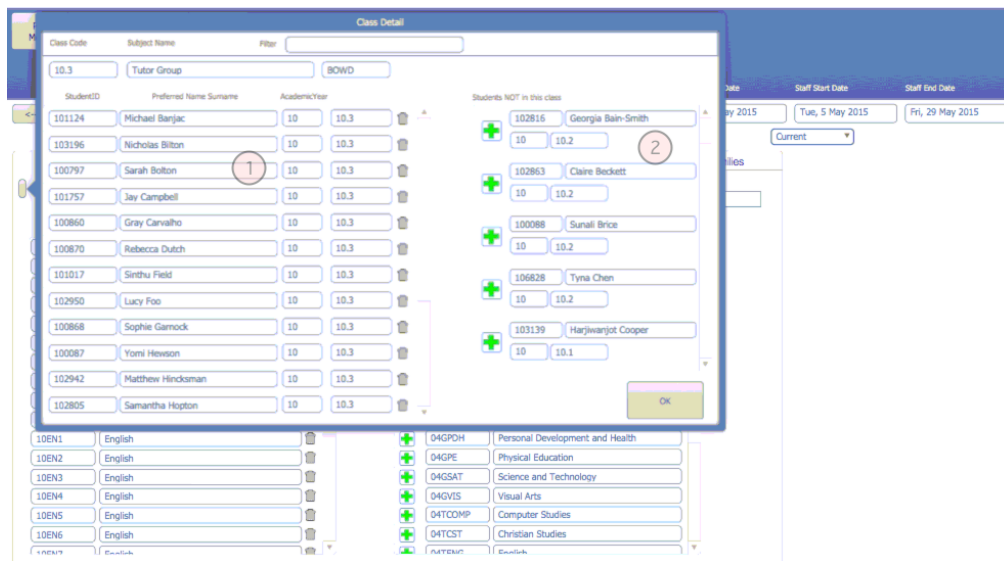
- 1 - Field to filter the view of classes in session
- 2 - Number of classes in the session
- 3 - List of classes in the session
- 4 - Will display any classes that have the PTI flagged check that are not in the current session

## Adding a Class to a Session

This screenshot shows the same 'Interview Session' interface, but with the 'Classes NOT In Session' panel active. The 'Classes In Session' panel now shows a count of 79. The 'Classes NOT In Session' panel has an 'Add All' button and a count of 25. A list of 25 classes is shown, each with a green plus sign icon to its left. The first class, '04hMAT Mathematics', has its plus sign icon circled in red, indicating it is the class being added to the session.

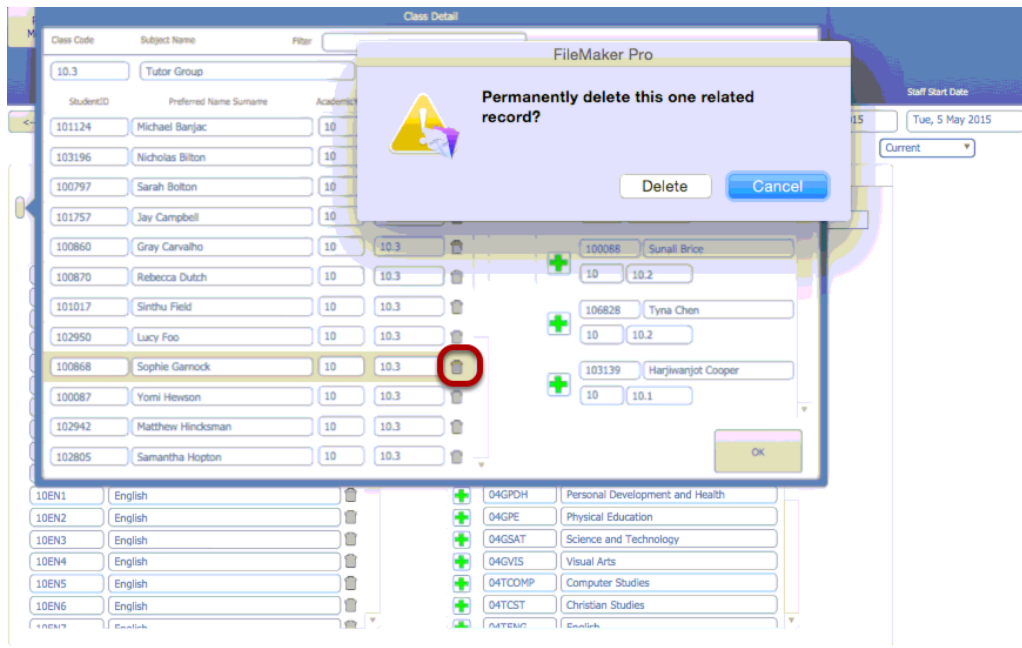
Click the arrow to add a class to a session.

## Viewing Class details



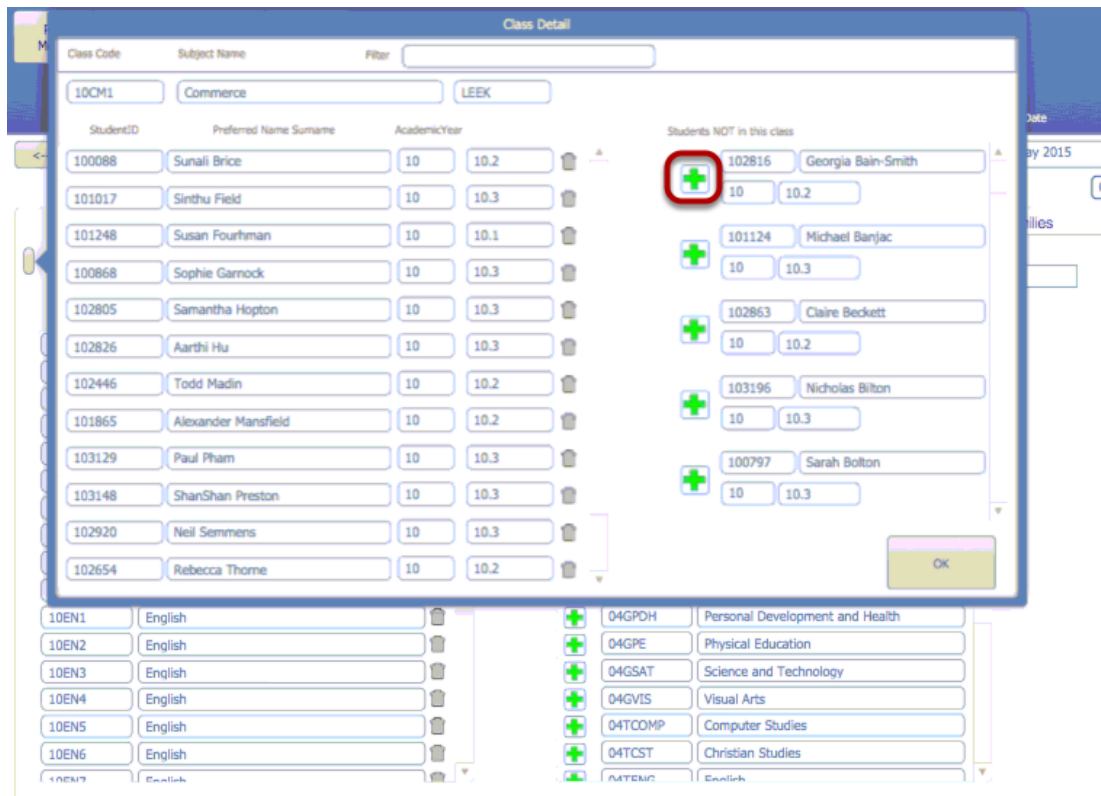
- Click on a Class to view details
- 1 - List of students in the class
- 2 - Student not in the Class

## Deleting Students from a Class for a Session



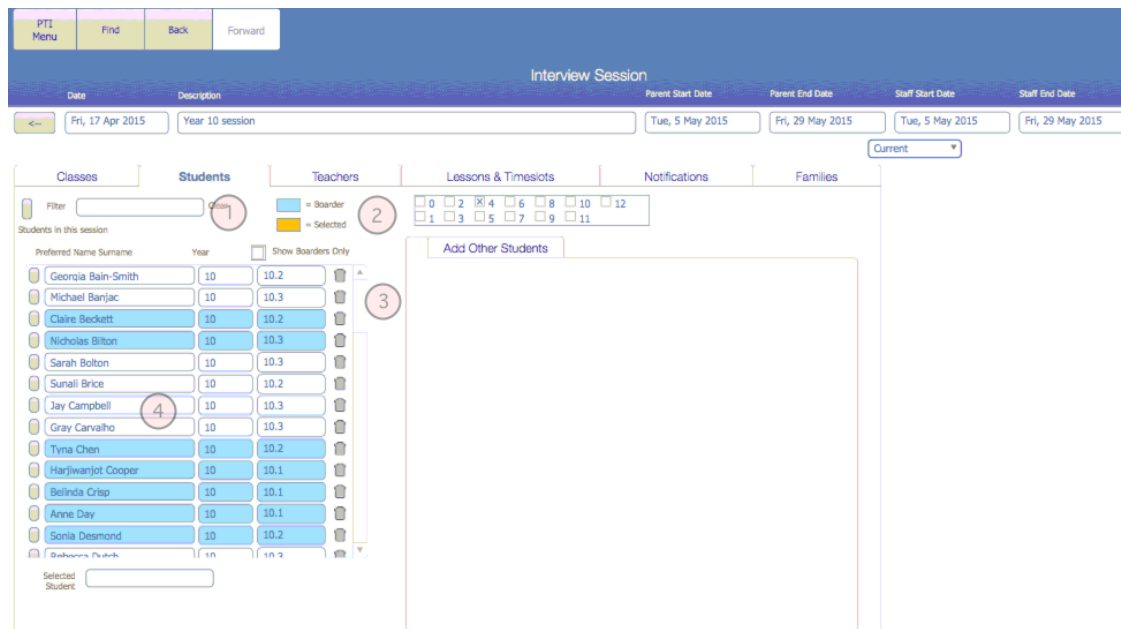
Click on the bin to delete a student from the class for this session.

## 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 \*

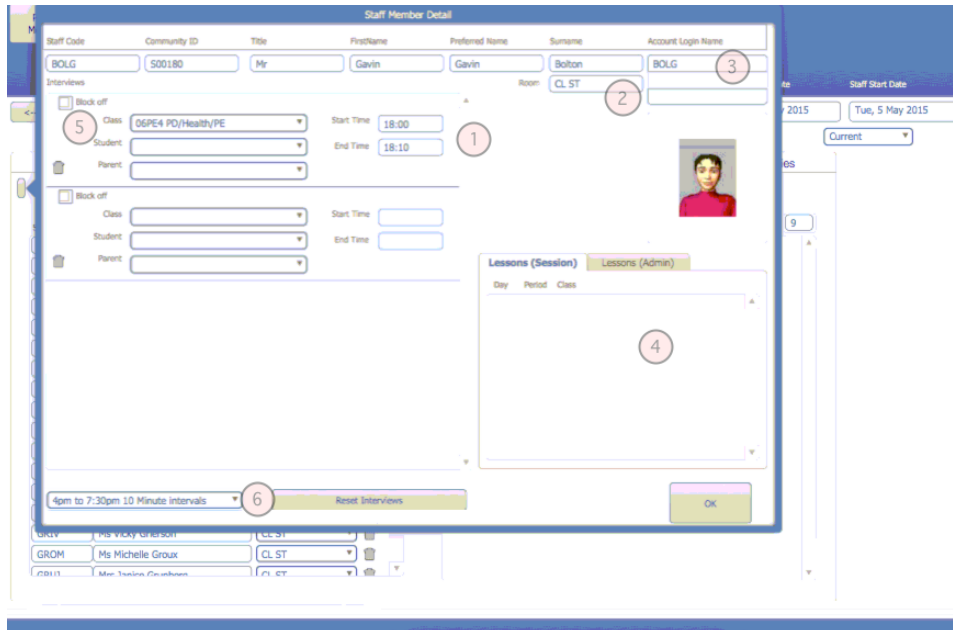
The screenshot displays the 'Adding a Sibling Student to a Session' interface. At the top, session details include Date (Fri, 13 Mar 2015), Description (Year 12 Semester One), Parent Start Date (Tue, 10 Mar 2015), Parent End Date (Thu, 12 Mar 2015), Staff Start Date (Fri, 6 Mar 2015), and Staff End Date (Fri, 13 Mar 2015). The 'Students' tab is active, showing a list of students with columns for Preferred Name Surname, Year, and Show Boarders Only. 'Shriya Bishop' is selected. The 'Siblings' tab is also active, showing a list of students in the same Academic Year (12) who are not currently in the session. 'Shreshta Willsallen' is highlighted in yellow. Below this, a list of classes in the Admin System for the selected student is shown, including 12EA5 English Advanced, 12EX1 English Extension 2, 12BS1 Business Studies, 12AH1 Ancient History, and 12DA1 Dance. A green plus button is visible next to the student name in the siblings list.

- 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 displays the 'Teachers in Session' interface. At the top, session details include 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). The 'Teachers' tab is active, showing a list of teachers with columns for Staff Code, Name, and Room. A filter is applied to 'Set all staff to one room...'. A list of teachers who teach these classes but are not in the session is shown on the right, including Mr Damien Adams, Mr Trevor Allesch, Mrs Caroline Angel, Mr Douglas Arcidiacono, Ms Siobhan Ayré, Mr Robert Bailey, Mrs Genevieve Balean, Rev Purnam Berman, and Ms Julie Berzins. A green plus button is visible next to the teacher name in the list.

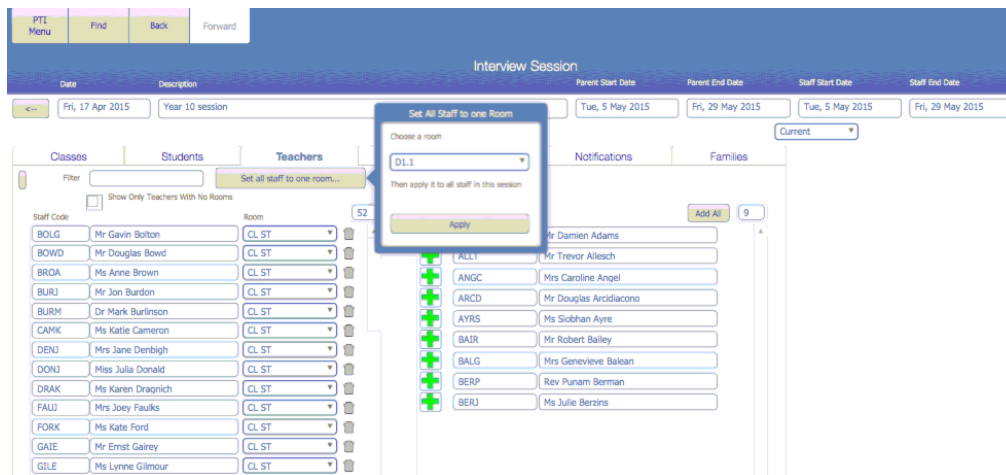
- 1 - Filter to find a teacher
- 2 - To change or set a room for all teachers in a session
- 3 - List of teacher in the session
- 4 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time



### 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 Menu interface. At the top, there are navigation buttons: PTI Menu, Find, Back, and Forward. Below this is the 'Interview Session' header with fields for Date (Fri, 17 Apr 2015), Description (Year 10 session), Parent Start Date (Tue, 5 May 2015), Parent End Date (Fri, 29 May 2015), and Staff Start Date (Tue, 5 May 2015). A 'Current' dropdown menu is visible. The main content area has tabs for Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Teachers' tab is active, and a filter 'maths' is applied. A button 'Set all staff to one room...' is highlighted with a red circle labeled '1'.

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

The screenshot shows the PTI Menu 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 'Choose a room' dropdown menu with 'D1.1' selected. Below the dropdown is the text 'Then apply it to all staff in this session' and an 'Apply' button. The 'Apply' button is highlighted with a red circle labeled '5'. The background shows the 'Teachers' tab with the filter 'maths' and the 'Set all staff to one room...' button highlighted with a red circle labeled '3'.

- 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 interface. At the top, there are fields for Date, Description, Parent Start Date, Parent End Date, Staff Start Date, and Staff End Date. Below these are tabs for Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Lessons & Timeslots' tab is active, showing a 'Populate PT1 Lessons' button and a 'Create Interviews' button. A filter box is present, and a dropdown menu is open showing options for time slots (18:00, 18:10) and staff members (Mr Gavin Bolton). The interface also includes a 'Timeslot Template' dropdown set to '4pm to 7:30pm 10 Minute intervals' and a 'Current' dropdown menu.

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

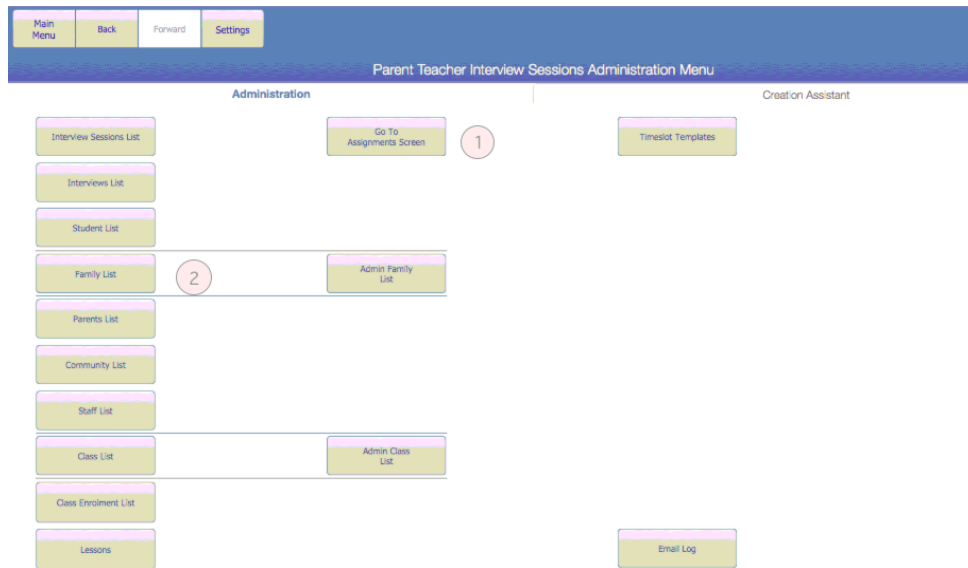
- 1 - Time slot can be change but the interview times would need to be set
- 2 - If creating new interviews
- 3 - Filter to search for a staff member
- 4 - Filter for times and rooms.

This screenshot is similar to the first one, showing the 'Interview Session' administration interface. The 'Lessons & Timeslots' tab is active, and the dropdown menu is open, showing options for time slots (18:00, 18:10) and staff members (Ms Karen Dragulich). A circled '1' is placed over the staff member selection area, indicating a specific action or step in the process.

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

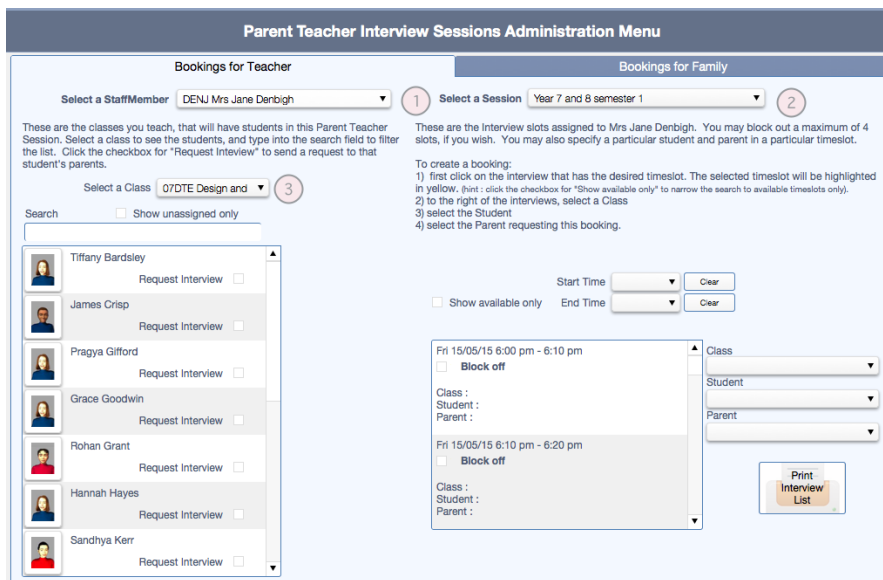
The following functions can only be completed by the Staff Admin Assistant for the PTI sessions.

## 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**

Select a StaffMember: DRAK Ms Karen Dragnich

Select a Session: Year 7 Semester One

Select a Class: 07PE2

Search:  Show unassigned only

Students listed: Macsen Chen, Richard Dalkin, Hannah Hayes, Stewart Hunt, Christopher Mansfield, Andrew Merriman, Oakey Sachs.

Interview Slots:

- Fri 17/04/15 4:00 pm - 4:10 pm (Block off)
- Fri 17/04/15 4:10 pm - 4:20 pm (Block off)

Buttons: Start Time, End Time, Clear, Show available only, 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: DRAK Ms Karen Dragnich

Select a Session: Year 7 Semester One

Select a Class: 07PE2

Search:  Show unassigned only

Students listed: Macsen Chen, Richard Dalkin, Hannah Hayes, Stewart Hunt, Christopher Mansfield, Andrew Merriman, Oakey Sachs.

Interview Slots:

- Fri 17/04/15 4:00 pm - 4:10 pm (Class: 07PE2 PD/Health/PE, Student: Richard Dalkin, Parent: Mrs Sharmine Dalkin)
- Fri 17/04/15 4:10 pm - 4:20 pm (Block off)

Buttons: Start Time, End Time, Clear, Show available only, Clear Interview Assignment, Notify Parent, Print Interview List.

- 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

<b>16:00:00 - 16:10:00</b>	<b>CL ST</b>	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	
<b>16:10:00 - 16:20:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>16:20:00 - 16:30:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>16:30:00 - 16:40:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>16:40:00 - 16:50:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>16:50:00 - 17:00:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>17:00:00 - 17:10:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>17:10:00 - 17:20:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>17:20:00 - 17:30:00</b>	<b>CL ST</b>	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
<b>17:30:00 - 17:40:00</b>	<b>CL ST</b>	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 Hide Details

10 - Click Print to Print the Interview list.

## Administration Assistance making bookings for a family\*\*

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' with two tabs: 'Bookings for Teacher' and 'Bookings for Family'. The 'Bookings for Family' tab is active. On the left, there is a search bar and a list of families with columns for 'Family Code' and 'Family Name'. The family 'BULL01 Anderson' is highlighted in yellow, with a red circle '1' next to it. Below the list, there is a 'Select' button for each family. The family 'Bolton' has a red circle '2' next to it. On the right, there is a detailed view of the family's parents. The 'Father' section shows 'Mr Paul Anderson' with a 'Make booking for Parent' button. The 'Mother' section shows 'Mrs Toula Anderson' with a 'Make booking for Parent' button. A red circle '3' is next to the 'Make booking for Parent' button for the mother.

- 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)

The screenshot shows the 'Parent Teacher Interview Sessions Teacher Data' interface. At the top, there is a navigation bar with 'Main Menu', 'Back', and 'Forward' buttons. Below the navigation bar, there is a 'Select a Session' dropdown menu with a red circle '1' next to it.

- 1 - Select a session



## Teacher Booking - Block out times

**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: 07DTE Design and Technology

Search:   Show unassigned only

Students listed: Tiffany Bardsley, James Crisp, Pragma Gifford, Grace Goodwin, Rohan Grant, Hannah Hayes, Sandhya Kerr. Each has a "Request Interview" checkbox.

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.

Number of interviews blocked off: 1

Interview slots:
 

- Fri 17/04/15 4:00 pm - 4:10 pm:  Block off (1)
- Fri 17/04/15 4:10 pm - 4:20 pm:  Block off (2)
- Fri 17/04/15 4:20 pm - 4:30 pm:  Block off
- Fri 17/04/15 4:30 pm - 4:40 pm:  Block off

Buttons: Show available only, Start Time, End Time, Clear, 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 is set by the administrator)

**Parent Teacher Interview Sessions Teacher Data**

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

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

Select a Class: 07EN1 English

Search:   Show unassigned only

Students listed: Sitina Sellwood, Turki Maskell-Knight, Marie Sherwin, Caspian Hatton, Tiffany Bardsley, Fiona Williams, James MacLellan. Each has a "Request Interview" checkbox.

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.

Number of interviews blocked off: 4

Interview slots:
 

- 5:55 pm - 6:00 pm:  Block off
- 6:05 pm - 6:10 pm:  Block off
- 6:10 pm - 6:15 pm:  Block off

Message dialog box: Maximum number of blocked timeslots has been reached. OK

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  
07DTE Design and Technology

Search  Show unassigned only

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

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

Show available only Start Time  Clear  
End Time  Clear

Number of interviews blocked off : 1

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

Class   
Student   
Parent

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

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

Message Size: 8 KB

Monday 09 March 2015.ics file



Monday 09 March  
2015.ics  
2 KB

Example of attachment for .ics file to update calendars.




## Teacher Login on the Night of Interview Session

Year 8 Session Term 1 Logout

---

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

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

Parents in this family


Mrs Hung (Jennifer) Barry	Mother
Mr Max Barry	Father

Timetable Save

View As List View As Form

---

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

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

Parents in this family


Mrs Mathi Margerison	Mother
Mr Selvarajah Margerison	Father

Timetable Save

View As List View As Form

---

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

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

Parents in this family

Mr Gao Risby	Father
Mrs Li Yan	Mother

Timetable Save

View As List View As Form

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

Year 8 Session Term 1 Logout

**16:10:00 - 16:20:00**

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

Parents in this family

Mrs Christina Humphries	Mother	1
Dr Felix Humphries	Father	

Completed Email Notes To Me 5

Timetable	
Day	Period
8	3

Timetable 2

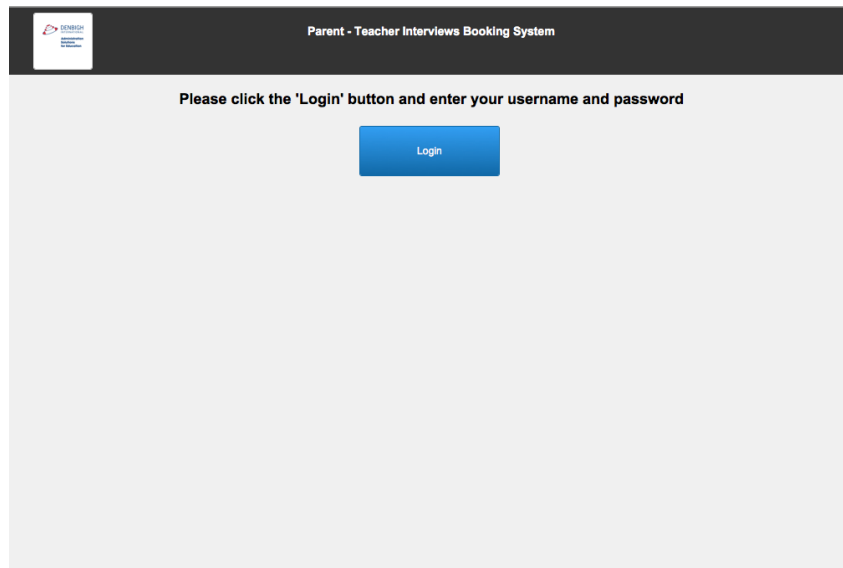
Interview went v with Alex on his ongoing portfolio of work. 3

Save 6

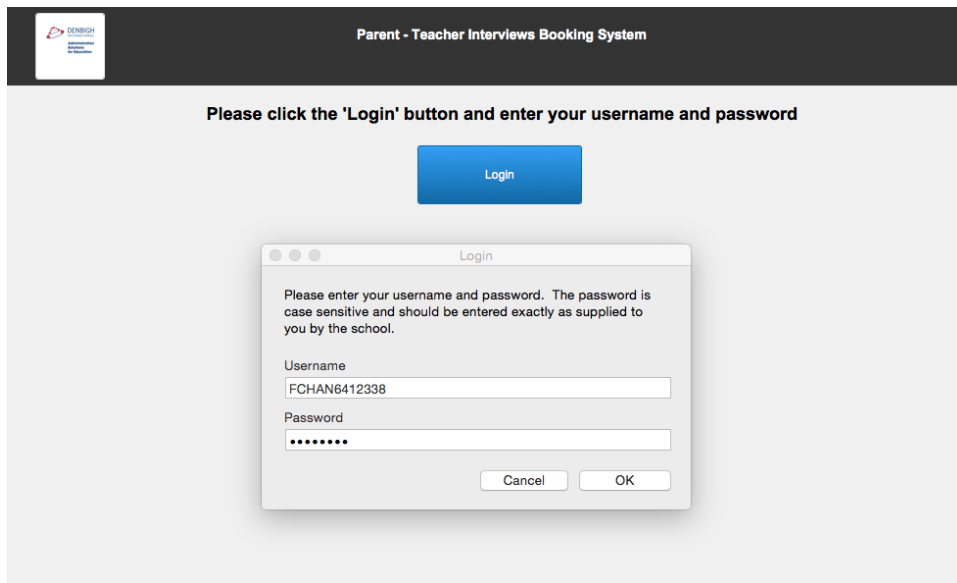
View As List 7 View As Form

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

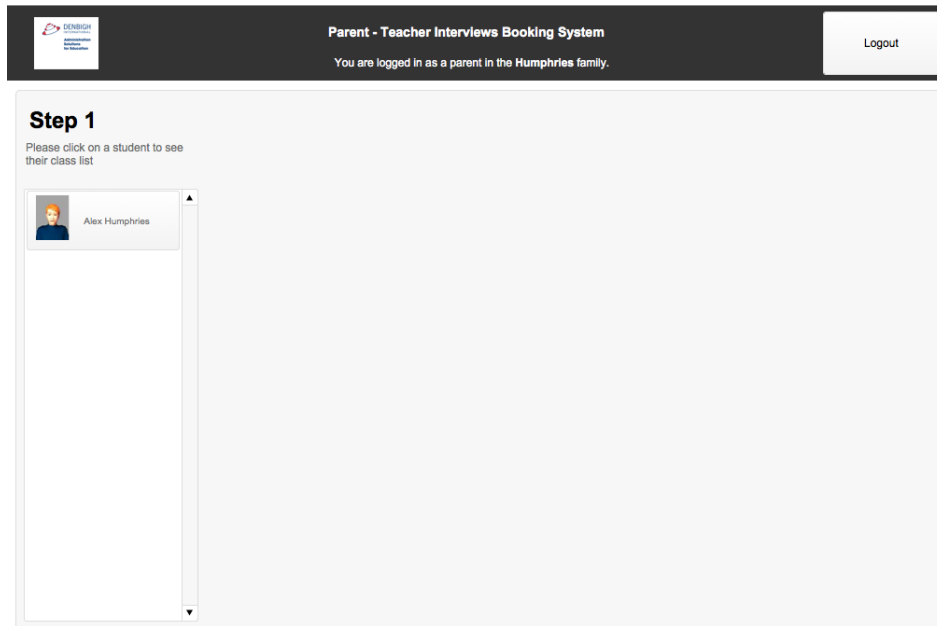
## Parent Login and bookings (Parent Interface)



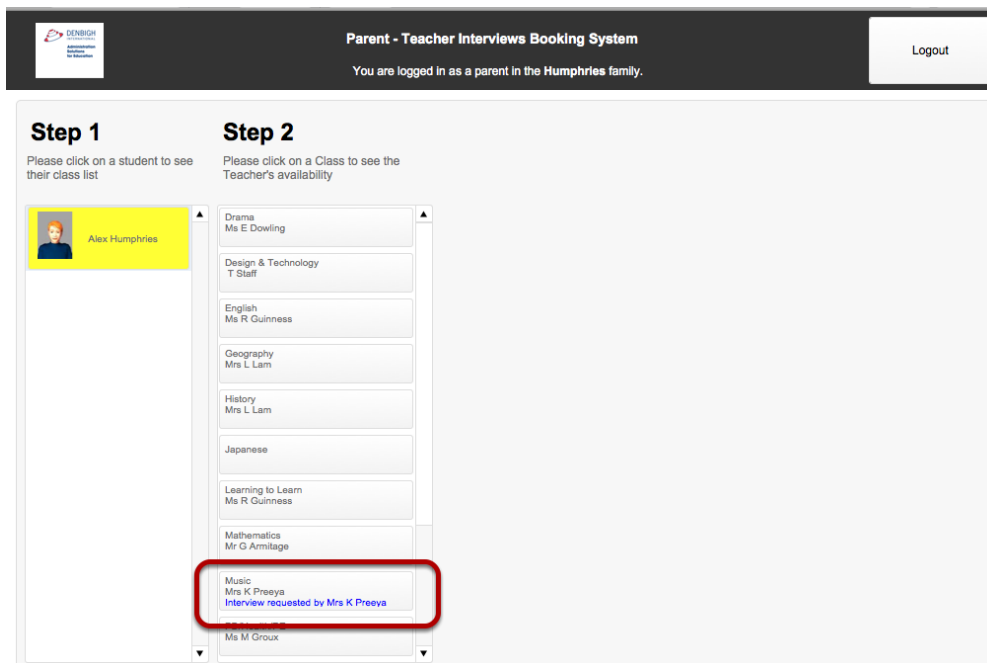
Click to Login



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



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.

Class	Teacher	Timeslot	Action
Drama	Ms E Dowling	4:00 pm to 4:10 pm	<a href="#">Book</a>
Design & Technology	T Staff	4:10 pm to 4:20 pm	<a href="#">Book</a>
English	Ms R Guinness	4:20 pm to 4:30 pm	<a href="#">Book</a>
Geography	Mrs L Lam	4:30 pm to 4:40 pm	<a href="#">Book</a>
History	Mrs L Lam	4:40 pm to 4:50 pm	<a href="#">Book</a>
Japanese		4:50 pm to 5:00 pm	<a href="#">Book</a>
Learning to Learn	Ms R Guinness	5:00 pm to 5:10 pm	<a href="#">Book</a>
Mathematics	Mr G Armitage		
Music	Mrs K Preeya		
PD/Health/PE	Ms M Groux		

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.

Class	Teacher	Timeslot	Action
Drama	Ms E Dowling	4:00 pm to 4:10 pm	<a href="#">Book</a>
Design & Technology	T Staff	4:10 pm to 4:20 pm	<a href="#">Book</a>
English	Ms R Guinness	4:20 pm to 4:30 pm	<a href="#">Book</a>
Geography	Mrs L Lam	4:30 pm to 4:40 pm	<a href="#">Book</a>
History	Mrs L Lam	4:40 pm to 4:50 pm	<a href="#">Book</a>
Japanese		4:50 pm to 5:00 pm	<a href="#">Book</a>
Learning to Learn	Ms R Guinness	5:00 pm to 5:10 pm	<a href="#">Book</a>
Mathematics	Mr G Armitage		
Music	Mrs K Preeya		
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 ->

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

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

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

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

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

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

Next ->

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

## 5 - Click Next to view all bookings

The screenshot shows the 'Parent - Teacher Interviews Booking System' interface. At the top, it says 'You are logged in as a parent in the Humphries family.' and has a 'Logout' button. The interface is divided into four steps:

- Step 1:** Please click on a student to see their class list. Shows a student profile for Alex Humphries.
- Step 2:** Please click on a Class to see the Teacher's availability. Lists various classes like Drama, Design & Technology, English, Geography, History, Japanese, Learning to Learn, Mathematics, Music, and PD/Health/PE.
- Step 3:** These are the timeslots the selected Teacher has available. Shows a list of timeslots from 5:50 pm to 7:20 pm, with some slots marked as reserved.
- Step 4:** This is a list of the appointments you have booked. Shows a list of booked appointments with 'Clear' buttons next to each one. A red box highlights the 'Next ->' button at the top right of the Step 4 panel.

## 6 - Email the list to me

The screenshot shows the 'Parent - Teacher Interviews Booking System - Summary' interface. At the top, it says 'You are logged in as a parent in the Humphries family.' and has a 'Logout' button. The interface shows a list of booked appointments with a red box highlighting the 'Email them to me' button. Below the list is a '<- Previous' button.

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

(6) Email them to me

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

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 N  
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  
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 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

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

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

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

Room  Parent

Potential Teacher Change

StaffCode we want to change to.

Current Interviews this parent has booked around this time

Before

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

After

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- 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  Ms Karen Dragnich Class  Student ID  Richard Dalkin

Room  Parent  Mrs Sharminie Dalkin

Potential Teacher Change

StaffCode we want to change to.

Current Interviews this parent has booked around this time

Before 4:00 pm

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

After 4:10 pm

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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  Ms Karen Dragnich Class  Student ID  Macsen Chen

Room  Parent  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

**Parent Teacher Interview Sessions Administration Menu**

**Administration** | **Creation Assistant**

Buttons in Administration: 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.

Buttons in Creation Assistant: Go To Assignments Screen, Timeslot Templates, Open Parent Interface, Admin Family List (1), Admin Class List, Email Log.

### 1 - Admin Family List

**Admin Families List**

Navigation: PTI Menu, Find, Show All Records, Back, Forward

Family Code	Family Name	Family Notes
LEE34	Kelleher	
LEE40	Meyer	

Students in Family: Future 0, Current 0, Former 2 (for Kelleher)

2 Adults in the family

Relationship	Title	Preferred Name	Surname	Parent Type	PTI Allowed
Father	Mr	Jimmy	Kelleher	<input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes <input type="button" value="Add Parent to PTI"/>
Mother	Mrs	Fiona	Kelleher	<input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes <input type="button" value="Add Parent to PTI"/>

Students in Family: Future 0, Current 1, Former 0 (for Meyer)

2 Adults in the family

Relationship	Title	Preferred Name	Surname	Parent Type	PTI Allowed
Father	Mr	Michael	Meyer	<input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes <input type="button" value="Add Parent to PTI"/>
Mother	Ms	Yuk	Rustowski	<input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes <input type="button" value="Add Parent to PTI"/>

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 screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' with two tabs: 'Administration' and 'Creation Assistant'. The 'Administration' tab contains various menu items such as 'Interview Sessions List', 'Interviews List', 'PTI\_Student List', 'PTI\_Family List', 'Admin Family List', 'PTI\_Parents List', 'PTI\_Community List', 'PTI\_Staff List', 'PTI\_Class List', 'Admin Class List', 'PTI\_Class\_Enrolment List', and 'PTI\_Lessons'. The 'Creation Assistant' tab contains 'Timeslot Templates' and 'Open Parent Interface'. An 'Email Log' button with a notification icon is located in the bottom right corner of the menu.

Below the menu is the 'Email Log' table, which includes navigation buttons: 'PTI Menu', 'Find', 'Show All Records', 'Back', and 'Forward'. The table has columns for 'Creation Timestamp', 'Creation User', 'To', and 'Subject'. Two records are shown:

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

View of email log

## FAQA

How do I Create a new Interview Session – Page 9

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 log in but has no session available - Session must be Current - Page 15

How do I change a teacher/s room for their meetings - Page 21

How do I change Timeslots for a teacher – Page 21

How do I add a non teacher to the PTI session – Page 9

How do I send out notifications to parents – Pages 5 and 24