

Administration Solutions for Education

# **Denbigh Administration**

# **Parent Teacher Interview Module**

www.denbigh.com.au

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Step 1 - Click on a Class to make a booking	
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interviews	
Adding a Family or Parents to PTI	
Email Log	
FAQ	
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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

Main Back Database Admin	istrative Quick Quit asks Search	4 Medical Condition W	/arnings			à			
Families	Students			Birth	idays ,	Absences	Timetable Calenda	ar Re	eminders
	Welco	ome to Denbigh Ad	ministration	Тос	lay (Mo	n)			
Community	Staff You an	re logged in as "Mrs	s J Denbigh"	Ŷ	Elizabeth	Dunstall (8	.5) is 14 years old today	у.	
,	Academic	277			<b>is Week</b> Day Ye		Name	Age	<b>T</b>
		$\sim$			Mon 8		Dunstall, Elizabeth	14	Į-
					Tue K		Baker, Sarah	6	
Ň .	×				Tue 6	$\rightarrow$	Stothart, Angus Nikolovski, Bianca	12	
Compliance	Office				Fri 1		Tedeschi, Vanessa	18	
		Privacy reminder			Sat 1	<u> </u>	Talbot, Connor	17	
Parent Teacher Interviews	Finance The School is Commonwexpressed by Software School is Commonwexpressed by Software School is Commonwexpressed by Software School is School	s bound by the National Privacy Pr bealth Privacy Act 1988. A high sta those accessing personal informa- or disclosure of such information by linked to the welfare of the personal statement of the personal statement of the personal statement of the personal statement of the personal statement of the personal statement of the personal statement of the per	rinciples contained in the andard of care must be ation on Denbigh Admin, n is limited to purposes						
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is,	pilling.								
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Contraction									
Main Menu						D	NBIGH DEMONSTR		CCI IOO

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.



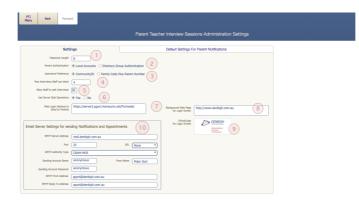
The following functions can only be completed by the Administrator of the PTI Sessions.

#### **PTI Settings**

Main Back Forward	Settings				
		Parent Tea	acher Interview Sessions Ad	ministration Menu	
	Administration				Creation Assistant
Interview Sessions List	Ac	Go To ssignments Screen		Timeslot Templates	
Interviews List					
Student List					
Family List		Admin Family List			
Parents List					
Community List					
Staff List					
Class List		Admin Class List			
Class Enrolment List					
Lessons				Email Log	

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**

IU III	Back	Forward			
				Parent Teacher Interview Session	ons Administration Settings
		Settings		Default Settings For	r Parent Notifications
Send Pare	nt Notifications By	Email if it	exists. Correspondence if it doesn't	Test Email Address	3
Letter			Calendar Event Emails Text		
	intDate>				
<posta <posta <posta< th=""><th>ng Title&gt; I Address Prop I Address Stree I Address Subu Salutation&gt;</th><th>t&gt;</th><th>Address State&gt; <postal address="" po<="" th=""><th>Code&gt;</th><th></th></postal></th></posta<></posta </posta 	ng Title> I Address Prop I Address Stree I Address Subu Salutation>	t>	Address State> <postal address="" po<="" th=""><th>Code&gt;</th><th></th></postal>	Code>	
As you Parent,	would now be /Student/Teach	aware the Scho er interviews.	ool is moving to a system of online b	kings for	
The so be ava	heduled evenin ilable from <se< td=""><td>g for <session ssion start date</session </td><td>name&gt; is <session date="">. The online&gt; to <session date="" end="">.</session></session></td><td>booking system will</td><th></th></se<>	g for <session ssion start date</session 	name> is <session date="">. The online&gt; to <session date="" end="">.</session></session>	booking system will	
The bo	oking procedur	e will be as foll	ows:	v	
	Request Text				
Interview					

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

enu	Back	Forward	
			Parent Teacher Interview Sessions Administration Settings
		Settings	Default Settings For Parent Notifications
Send Pa	arent Notification	Ema Corr	If it exists If it exists Test Enail Address Test SMS Number O42291818222
Lett	ers Email	s SMSs	Calendar Event Emails Text
Dear inter book enat end	king at <school bled from <set< th=""><th>, Parent/Stud held on <sess of PTI_Web A ssion start dat sername will</sess </th><th>on date&gt;. Online dress&gt; will be e&gt; to -session e: <upre>cuperame&gt;.</upre></th></set<></school 	, Parent/Stud held on <sess of PTI_Web A ssion start dat sername will</sess 	on date>. Online dress> will be e> to -session e: <upre>cuperame&gt;.</upre>
Intervi	iew Request Text	for SMS	



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**

TI enu	Back	Forward				
			Parent Teacher	Interview Session	ons Administration Settings	
		Settings		De	fault Settings For Parent Notifications	
Send Pa	rent Notifications B	Email Corres	f it exists f it exists. Correspondence if it doesn't pondence mobile number exists	Test Email Address Test SMS Number	test@denbigh.com.au           042291818222	
Lette	ers Emails	SMSs ject Line	Calendar Event Emails Text			
Pare	nt Teacher Inter	view Calenda	r Appointments			
Calend	ar Event Email Tex					
Pleas	se find attached hed file should	, the Appoints add it to your	ments for the Parent Teacher. Interview se calendar program of choice.			

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

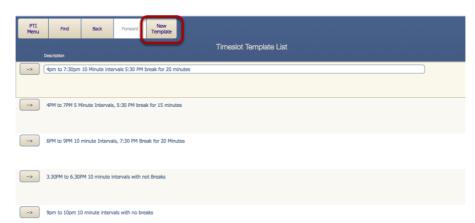
in Back nu Back	Forward Settings		
		Parent Teacher Interview	Sessions Administration Menu
	Administratio	n	Creation Assistant
Interview Sessions List		Go To Assignments Screen	Timeslot Templates
Interviews List			
Student List			-
Family List		Admin Family List	
Parents List			
Community List			
Staff List			_
Class List		Admin Class List	
Class Enrolment List			
Lessons			Email Log

# **Timeslot Templates**

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**

PTI Menu	Find	Back	Forward	New Template	
					Timeslot Template List
	Description				
->	4pm to 7:30pm	10 Minute inte	rvals 5:30 PM t	break for 20 min	utes
->	4PM to 7PM 5 M	Minute Intervals	s, 5:30 PM brea	k for 15 minutes	5
->	6PM to 9PM 10	minute Interva	ils, 7:30 PM Bre	ak for 20 Minute	5
>	3.30PM to 6.30	PM 10 minute i	ntervals with no	ot Breaks	
->	9pm to 10pm 1	0 minute inter	ale with so has	alaa	
	abu ro robu r	to minute interv	als with no bre	dKS	
>	10pm to 11pm	Minute interva	Is with breaks		
>	6				
	2				

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



### **New Timeslot Details**



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.

Timeslot Template List											
D	escription										
< [8	3:30PM to 6:30	PM 10 minute in	tervals with no breaks								
s	itart 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	Î	•		Populate			
			15:40:00	15:50:00				Template			
			15:50:00	16:00:00	Ô						
			16:00:00	16:10:00							
			16:10:00	16:20:00							
			16:20:00	16:30:00	600						
			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	600						
			17:40:00	17:50:00	Ŵ						
			17:50:00	18:00:00							
			18:00:00	18:10:00	Ŵ						
			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**

Main Menu	Back	Forward	Settings				
				Parent Teacher Inte	erview Sessions /	Administratior	n Menu
		/	Administration				Creation Assistant
Have you set t	the "Include in PT	I" flag for all the c	lass you want to t	ing 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.

Menu	Find Reo	v All Back	Forward				
Year	Class Code	Subject Name		Admin Class List	Teacher	Include in PTI	
6	06DR1	Drama	]	Creative Arts	Ms H Amponin Jr	×	
6	06IL1	Italian		LOTE	Ms K Lee	×	
6	06IL2	Italian		LOTE	Ms C Moran	×	
6	06IL3	Italian		LOTE	Ms C Moran	×	
6	06IL4	Italian		Junior School	Ms H Lee	×	
6	06LS1	Learning Service		Special Needs	Ms R Patterson	×	
6	06LS2	Learning Service		Special Needs	Mrs L Petersons-Rusmanis	×	
6	06LS3	Learning Service		Special Needs	Mrs L Petersons-Rusmanis	×	
6	06LS4	Learning Service		Special Needs	Mrs L Petersons-Rusmanis	×	
6	06MA2	Mathematics		Mathematics	Mr D Adams	×	
6	06MU1	Musict			Mr C Hohnen	×	
6	06MU2	Musict			Ms B Morris	×	
6	06MU3	Musict			Mr J Kovats	×	
6	06MU4	Musict			Mrs A Harding	×	
6	06PE1	PD/Health/PE		PDHPE	Mr G Bolton	×	
6	06PE2	PD/Health/PE		PDHPE	Ms L Paterson	×	

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

Main Menu	Back	Forward	Settings			
				Parent Teacher Intervie	ew Sessions A	Administration Menu
		1	Administration			Creation Assistant
Have you set t	he "Include in PTI	" flag for all the d	lass you want to brin	ng in?	● Yes ○ No	Clear
Academic Year		1 2 0	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.



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	<u>Clear</u>								
Academic Year -1 0 1 2 3 4 5 6 × 7 8 9	10 11 12	Clear								
Name for the new session?		Clear								

#### Name the Session.

Parent Teacher Interview Sessions Administration Menu										
٩	dministration		C	Creation Assistant						
Have you set the "Include in PTI"	flag for all the class you want to bring in?	• Yes 🔵 No	<u>Clear</u>							
Academic Year -1 0	1 2 3 4 5 6 × 7 8 9	10 11 12	<u>Clear</u>							
Name for the new session?	Year 7 Term 1 Session		<u>Clear</u>							
Date for the new session?		I	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?	● Yes ◯ No <u>Clear</u>										
Academic Year -1 0 1 2 3 4 5 6 × 7 8 9	□ 10 □ 11 □ 12 <u>Clear</u>										
Name for the new session? Year 7 Term 1 Session	Clear										
Date for the new session? Monday, 30 March 2015	<u>Clear</u>										
Start Date for the Staff Login Period ?	Clear										

# Enter the Start date that staff can login.

	Parent Teacher Interview Sessions Administration Menu											
Adminis	tration		Creation Assistant									
	all the class you want to bring in?	• Yes No	Clear Clear									
Name for the new session?	Term T Session		<u>Clear</u>									
Date for the new session? Mond	ay, 30 March 2015		Clear									
Start Date for the Staff Login Period ? End Date for the Staff Login Period ?	Monday, 23 March 2015		Clear  Clear									



Enter the End date for staff login.

_								
			Parent Teacher Interview Sea	ssions Admi	nist	ration	Menu	
	Ad	minis	tration				Creation Assistant	
	Have you set the "Include in PTI" fla	ag for	all the class you want to bring in?	• Yes 🔿 No		<u>Clear</u>		
	Academic Year -1 0 1	2	3 4 5 6 × 7 8 9	10 11 12		<u>Clear</u>		
	Name for the new session?	Year 7	Term 1 Session			<u>Clear</u>		
	Date for the new session?	Monda	ay, 30 March 2015			<u>Clear</u>		
	Start Date for the Staff Login Period	1?	Monday, 23 March 2015			<u>Clear</u>		
	End Date for the Staff Login Period	?	Monday, 30 March 2015			<u>Clear</u>		
	Start Date for the Parent Login Peri	iod ?				<u>Clear</u>		

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

		Parent Teacher Interview S	essions Adm	inis	tratior	n Menu
Ac	dminist	ration				Creation Assistant
Have you set the "Include in PTI" f	ag for a	all the class you want to bring in?	• Yes 🔿 No	)	<u>Clear</u>	
Academic Year -1 0 1	2	3 4 5 6 × 7 8 9	10 11 12		<u>Clear</u>	
Name for the new session?	Year 7	Term 1 Session			<u>Clear</u>	
Date for the new session?	Monda	ay, 30 March 2015			<u>Clear</u>	
Start Date for the Staff Login Perio	d?	Monday, 23 March 2015			<u>Clear</u>	
End Date for the Staff Login Period	1?	Monday, 30 March 2015			<u>Clear</u>	
Start Date for the Parent Login Per	iod ?	Wednesday, 25 March 2015			<u>Clear</u>	
End Date for the Parent Login Peri	od ?				<u>Clear</u>	

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



Creation Assistant           • Yes         No         Qiear           10         11         12         Qiear           Qiear         Qiear         Qiear
10 11 12 <u>Olear</u>
Clear
III Clear
E Clear
Clear
Ciear
III Clear
Clear
CL ST D0.1 2/ear D0.2 D0.3 D0.4 D1.1 D1.2 D1.3 D1.3

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

	Parent Teacher	Interview S	essions Admir	nistr	ation Menu					
Administ	tration				Creation Assistant					
Have you set the "Include in PTI" flag for	all the class you want to	bring in?	• Yes 🔿 No	9	Clear					
Academic Year -1 0 1 2	Academic Year -1 0 1 2 3 4 5 6 7 8 9 10 11 12									
Name for the new session? Year 7	Name for the new session? Year 7 Term 1 Session C									
Date for the new session? Monda	ay, 30 March 2015				Clear					
Start Date for the Staff Login Period ?	Start Date for the Staff Login Period ? Monday, 23 March 2015									
End Date for the Staff Login Period ?	Monday, 30 March 2015				Clear					
Start Date for the Parent Login Period ?	Wednesday, 25 March 2	015			Clear					
End Date for the Parent Login Period ?	Friday, 27 March 2015				Clear					
Do you wish to have all the interviews in t	he room? If so which roo	em?	STHL2	- !	Clear					
Session Times Template to use, when cre	ating the Interviews	4pm to 7:30pm 4PM to 7PM 5 N	PM 10 minute intervals 10 Minute intervals 5:30 finute Intervals, 5:30 PM minute Intervals, 7:30 P	) PM b V brea	break for 20 minutes k for 15 minutes					

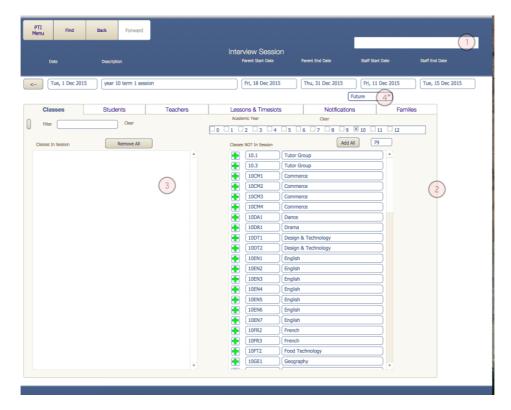
Choose a Session Times from the templates created.



	Parent Teacher Interview S	Sessions Admini	istration	n Menu
Admin	istration			Creation Assistant
ave you set the "Include in PTI" flag fo	r all the class you want to bring in?	• Yes 🔿 No	<u>Clear</u>	
cademic Year -1 0 1	2 3 4 5 6 × 7 8 9	10 11 12	<u>Clear</u>	
ame for the new session?	7 Term 1 Session		Clear	
ate for the new session? Mor	day, 30 March 2015		Clear	
art Date for the Staff Login Period ?	Monday, 23 March 2015		Clear	
nd Date for the Staff Login Period ?	Monday, 30 March 2015	1	Clear	
art Date for the Parent Login Period	Wednesday, 25 March 2015		Clear	
nd Date for the Parent Login Period ?	Friday, 27 March 2015		Clear	
o you wish to have all the interviews in	n the room? If so which room?	STHL2	Clear	
ession Times Template to use, when c	reating the Interviews 4PM to 7PM 51	Minute Intervals, 5:30	Clear	
				Create Session

Click Create Session.

# **New Session Creation Details**



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



Menu	Find	Back	Forward	•		Message		
Date		Description	See	sion cre	ated and	populated.	Start Date	Staff End Date
: We	d, 9 Dec 2015	Year 9 te	rm 1 se			ок	11 Dec 2015	Fri, 18 Dec 2015
Class	es	Students	3	leache	ers	Lessons & Timeslots	Notifications	Families
		Populate PTI Les	sons			Timesiot Template 4PM to 7PM 5 Minute Intervals, 5:30	Cres	ate Interviews
Class	Day	Period	Staff Code					
09PE1	4	1	FAUJ	1				
09PE5	4	1	GORW	Î		Filter	Start Time	Clear
09IT2	4	5	SANR	Î			End Time	Clear
09PE3	4	6	PATL	Î				
09GE2	6	1	LEEK	Î			Room	Clear
09GE4	6	1	LAML	Î		4:00 PM 4:05 PM	D0.1	<b>V</b>
09HI1	6	1	PINL	Î		SAEL Mrs   Mrs Lee Saeck		
09HI3	6		MERJ			Class		
09RE5	6	1	STAJ			Student		
09GE2	6	2	LEEK			Parent		
09GE4	6	2	LAML			4:00 PM 4:05 PM	D0.1	•
09HI1	6	2	PINL	1		LLOA Mrs V Mrs Anne Lloyd	er of a	

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**

Main Menu	Back	Forward	Settings	
				nt Teacher Interview
		A	dministration	
Inter	rview Sessions List	1		Go To Assignments Screen
1	Interviews List			
	Student List			
	Family List			Admin Family List
	Parents List			
c	Community List			
	Staff List			
	Class List			Admin Class List
Clar	ss Enrolment List			
	Lessons			

Click the Interview Sessions List



PTI Menu	Find	Back	Forward	New Session					
	Session Date	Description			Parent Start Date	Intervier Parent End Date	W Sessions List Staff Start Dete	Staff End Date	en <mark>Sana</mark> de la constante de la constant
->	Fri, 17 Apr 2015	Year 10	session		Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015	
>	Fri, 5 Jun 2015	Semeste	r One Interview	vs Yr 12	Fri, 22 May 2015	Fri, S Jun 2015	Fri, 22 May 2015	Fri, 5 Jun 2015	Current
~>	Fri, 18 Sep 2015	Semeste	r One Year 9		Fri, 11 Sep 2015	Fri, 18 Sep 2015	Fri, 11 Sep 2015	Fri, 18 Sep 2015	Current
->	Frl, 18 Mar 2016	High Sch	ool Term 1 Se	ssion	Wed, 2 Dec 2015	Fri, 18 Dec 2015	Wed, 2 Mar 2016	Fri, 18 Mar 2016	Current
	Tue, 15 Dec 2015	Year terr	n 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 t	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 te	rm 1 session		Wed, 30 Dec 2015	Wed, 30 Dec 2015	Fri, 11 Dec 2015	Fri, 18 Dec 2015	Future
2									

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.

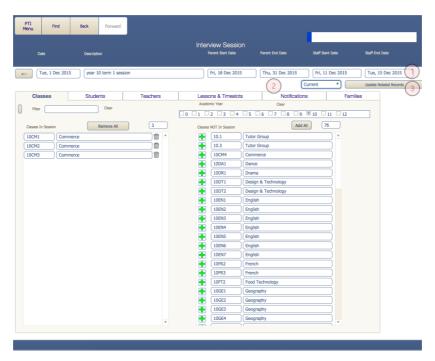
# Setting a Session to Current



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



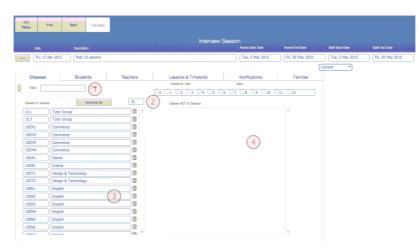
# **Changing the Interview Session Dates**



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

2 - Once the session is due to start the status must be change to Current.3 - Click the Update Related records (this will set all the details of the session to Current)

#### **Classes in Session**



- 1 Field to filter the view of classes in session
- 2 Number of classes in the session
- 3 List of classes in the session

4 - Will display any classes that have the PTI flagged check that are not in the current session

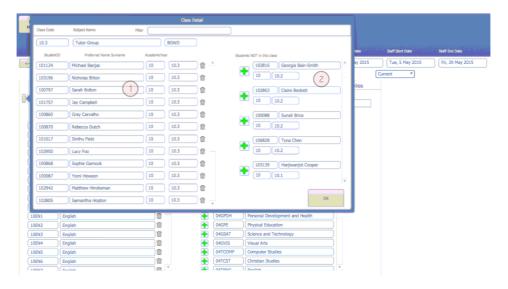


# Adding a Class to a Session

				Inter	rview Sessio				
Date	Description					Parent Start Date	Parent End Date	Staff Start Date	Staff End Date
	7 Apr 2015 Year 10 session					Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015
								Current •	
Classes	Students	Teachers	Lesso	ns & Timeslots		Notifications	Families	1	
_			Acade	mic Year		lear			
Filter	Cléar			2 3 24 5	5 6 7		11 12		
_	Remove All	79				Add All	5		
Classes In Ses			Casses	NOT In Session					
(10.1	Tutor Group		•	04aMAT	Mathematics		≓F		
10.3	Tutor Group			046MAT	Mathematics Mathematics				
	Commerce				Computer Studies				
10CM2	Commerce		. 💼		Computer Studies				
10CM3	Commerce		•	04GENG	English				
10CM4	Dance				English				
10DR1	Drama		- ÷			nd its Environment			
10DR1	Design & Technology				Library	to its crivitoriment			
10DT2	Design & Technology				Music				
10EN1	English				Personal Develop	ment and Health			
10EN1	English				Physical Educatio				
10EN3	English		· · · · 🖷		Science and Tech				
10EN4	English				Visual Arts	in the second seco			
10EN5	English				Computer Studies				
10EN6	English		· · · · ·	04TCST	Christian Studies				
100110	Carallela		: 🚟		English				

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



-1				Class D	etail			
М	Class Code	Subject Name	Filter				ileMaker Pro	
	10.3	Tutor Group						
8	StudentI	Preferred Name Sumame	Academic				tly delete this one related	Staff Start Date
4-	101124	Michael Banjac	10		<b>.</b>	record?		15 Tue, 5 May 2015
	103196	Nicholas Bilton	10		4			Current 🔻
	100797	Sarah Bolton	10				Delete Cancel	
K	101757	Jay Campbell	10		_	_		
	100860	Gray Carvalho	10	10.3			100088 Sunali Brice	
0	100870	Rebecca Dutch	10	10.3	) 💼 🛉		10 10.2	
0	101017	Sinthu Field	10	10.3	1		106828 Tyna Chen	
ð	102950	Lucy Foo	10	10.3	1		10 10.2	
9	100868	Sophie Garnock	10	10.3	1		103139 Harjiwanjot Cooper	
ł	100087	Yomi Hewson	10	10.3	1			
ď	102942	Matthew Hindksman	10	10.3	1			
0	102805	Samantha Hopton	10	10.3	) 🖬 -		OK	
7	10EN1	English	1	_	· 🗭	04GPDH	Personal Development and Health	•
Č	10EN2	English			` 🖷	04GPE	Physical Education	
C	10EN3	English	1		•	04GSAT	Science and Technology	
C	10EN4	English	1		•	04GVIS	Visual Arts	
C	10EN5	English	1		•	04TCOMP	Computer Studies	
0	10EN6	English		_	+	04TCST	Christian Studies	
C	10EN7	Enalish	1			MTENC	English	

# **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

-				Class (	Detail				}
М	Class Code	Subject Name	Filter						
	(10CM1	Commerce		LEEK	)				
	StudentID	Preferred Name Sumame	AcademicYea			Shut	dents NOT in this class		Date
<-	100088	Sunali Brice	10	10.2	12	6	102816 Georgia Bain-Smith	) <b>h</b>	ay 2015
	101017	Sinthu Field	10	10.3		U	10 10.2	-	C C
	101248	Susan Fourhman	10	10.1	12		101124 Michael Banjac		ilies
R	100868	Sophie Garnock	10	10.3			10 10.3		
	102805	Samantha Hopton	10	10.3			102863 Claire Beckett		
	102826	Aarthi Hu	10	10.3			10 10.2		
8	102446	Todd Madin	10	10.2			103196 Nicholas Bilton		
0	101865	Alexander Mansfield	10	10.2			10 10.3		
0	103129	Paul Pham	10	10.3			100797 Sarah Bolton		
	103148	ShanShan Preston	10	10.3			10 10.3	-	
Ì	102920	Neil Semmens	10	10.3				-	
	102654	Rebecca Thome	10	10.2	) e .,		OK		
	10EN1 ][Er	nglish			1	04GPDH	Personal Development and Health		
ÌÒ	10EN2 Er	nglish				04GPE	Physical Education		
ÌÒ	10EN3 Er	nglish				04GSAT	Science and Technology		
Ċ	10EN4 Er	nglish			•	04GVIS	Visual Arts		
	10EN5 En	nglish			•	04TCOMP	Computer Studies		
	10EN6 En	nglish			+	04TCST	Christian Studies		
Ċ	10ENI7	salieb	1	₹		MITENIC	English	×.,	

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



# **Students in Session**

	TI Find	Back Form	rard								
					Interview	/ Session					
	Date	Description				Parent Start Date		Parent End Date	Sta	f Start Date	Staff End Date
<	Fri, 17 Apr 2015	Year 10 sessio	n			Tue, 5 May 20	15	Fri, 29 May 2015	Π	Je, 5 May 2015	Fri, 29 May 2015
									Current	*	
	Classes	Students	Те	achers	Lessons & Timeslots	Notifications		Families			
Π	Filter	9009	= Bo	arder	0 2 2 4 6 8 1	12					
0	nts in this session		= Se	ected 2		1					
P	referred Name Sumame	Year	Show Boarde	rs Only	Add Other Students						
0	Georgia Bain-Smith	10	10.2								
	Michael Banjac	10	10.3	1 3							
	Claire Beckett	10	10.2		/						
	Nicholas Bilton	10	10.3	1							
	Sarah Bolton	10	10.3	) 🛙 👘							
	Sunali Brice	10	10.2	) 🛍 👘							
	Jay Campbell	10	)[10.3	) 🛙 👘							
	Gray Carvalho	10	10.3								
	Tyna Chen	10	10.2								
	Harjiwanjot Cooper	10	10.1								
	Belinda Crisp	10	10.1	11							
	Anne Day	10	10.1	8							
	Sonia Desmond	10	10.2								
	Dohocea Dutch	10	10.2	1 <b>m</b> 1							
	Selected Student										

- 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

Future       Future         Classes       Students       Teachers       Families       Lessons & Timeslots         Filter       Clear       = Boarder         dents in this session       = selected         Preferred Name Sumame       Year       Show Boarders Only         Nancy Al Ghardaqa       12       12.1         Andrea Allnutt       12       12.3         Andrea Allnutt       12       12.3         Andrea Allnutt       12       12.3         James Atkin       12       12.3         Bahul Bhargava       12       12.3         Students       Ithis Academic Year not already in this session         Year       Tutor Group       Preferred Name Sumame         Avia Andreson       12       12.3         James Atkin       12       12.3         Shriya Bishop       12       12.3         Jessica Cameron       12       12.3         Jassica Cameron       12       12.3         Jassica Cameron       12       12.3         Harrison Cox       12       12.3       12         Harrison Cox       12       12.3       12       12.3       12         Students       12 <th>Date</th> <th>Description</th> <th></th> <th></th> <th>Parent Start D</th> <th>ate</th> <th>Parent End Date</th> <th>Staff S</th> <th>tart Date</th> <th>Staff End Date</th>	Date	Description			Parent Start D	ate	Parent End Date	Staff S	tart Date	Staff End Date
Classes       Students       Teachers       Families       Lessons & Timeslots         Filter       Clear       = Boarder         dents in this session       = Selected         Preferred Name Sumame       Year       Show Boarders Only         Nancy Al Ghardaga       12       12.1         Andrea Allnut       12       12.3         Akxia Anderson       12       12.1         Ayssa Atkin       12       12.1         James Atkin       12       12.3         Shriya Bishop       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Antheny Cotis       12       12.3         Harrison Cox       12 <td< td=""><td> Fri, 13 Mar 2015</td><td>Year 12 Seme</td><td>ester One</td><td></td><td>Tue, 10 Mar 20</td><td>015</td><td>Thu, 12 Mar 2015</td><td>Fri, 6 N</td><td>1ar 2015</td><td>Fri, 13 Mar 2015</td></td<>	Fri, 13 Mar 2015	Year 12 Seme	ester One		Tue, 10 Mar 20	015	Thu, 12 Mar 2015	Fri, 6 N	1ar 2015	Fri, 13 Mar 2015
Filter       Clear       = Boarder         Gents in this session       = Selected       Academic Year       Siblings         Preferred Name Sumame       Year       Show Boarders Only       -1       1       3       5       7       9       11       1         Nancy Al Ghardaqa       12       12.1       1       0       2       4       6       8       10       X 12         Andrea Allnutt       12       12.3       1       0       2       4       6       8       10       X 12         Akexia Anderson       12       12.3       1       1       1       1       2       2       3       3       1       1       1       2       1 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>F</td><td>uture</td><td>•</td><td></td></td<>							F	uture	•	
Actademic Year       Siblings         Prefered Name Sumame       Year       Show Boarders Only         Nancy Al Ghardaqa       12       12.1         Andrea Alnutt       12       12.3         Akxia Anderson       12       12.3         Akxia Anderson       12       12.3         James Atkin       12       12.3         Bahul Bhargava       12       12.3         Shriya Bishop       12       12.2         Olivia Butron       12       12.3         Jessica Cameron       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.3         Harrison Cox       12       12.3         Student       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.3         Student       103267       Ms J Karoneed	Classes	Stu	udents		Teachers	3	Families		Less	sons & Timeslots
Addression       Academic Year       Show Boarders Only         Nancy Al Ghardaqa       12       12.1         Andrea Allnutt       12       12.3         Andrea Allnutt       12       12.3         Akxia Anderson       12       12.1         James Atin       12       12.3         Bahui Bhargava       12       12.3         Shriya Bishop       12       12.2         Shi Borger       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Antroy Cotis       12       12.3         Harrison Cox       12       12.3         Harrison Cox       12       12.3         Subjeon Ciccarne       12       12.3         Antroy Cotis       12       12.3         Harrison Cox       12       12.3         Subjeon Ciccarne       12       12.3         Harrison Cox       12       12.3         Harrison Cox       12       12.1         Subjeon Ciccarne       12       12.3         Harrison Cox       12       12.1         Subjeon Ciccarne       12       12.1         Harriso	Filter	Clear		= Boarder						
Nancy Al Ghardaqa       12       12.1         Andrea Allnutt       12       12.3         Akxia Anderson       12       12.3         Akxia Anderson       12       12.3         Aysaa Atkin       12       12.1         James Atkin       12       12.1         Rahul Bhargava       12       12.3         Shriya Bishop       12       12.2         Olivia Butron       12       12.2         Jourses Carone       12       12.3         Jessica Cameron       12       12.3         Anthony Cotis       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.3         Shuted       103267       Ms J Karone	udents in this session		_	= Selected	Γ		Academic Year		Sibl	ings
Nancy Al Ghardaqa       12       12.1 <ul> <li>A dridea Allnutt</li> <li>12</li> <li>12.3</li> <li>Students in this Academic Year not already in this session</li> <li>Year</li> <li>Tutor Group</li> <li>Preferred Name Surname</li> </ul> Alyssa Atkin         12         12.2           James Atkin         12         12.2           James Atkin         12         12.3           Rahul Bhargava         12         12.3             Shiriya Bishop         12         12.2             Olivia Burton         12         12.3             Suyeon Clocarone         12         12.3               Anthony Cotis         12         12.3                 Harrison Cox         12         12.3                     Jasses In Admin System for selected student                 Suyeon Clocarone         12         12.3	Preferred Name Surname	Year	Show	Boarders Onl	у		1 1 3 5	7 9	11	
Alexia Anderson       12       12.3         Alyssa Atkin       12       12.2         James Atkin       12       12.1         Rahul Bhargava       12       12.3         Shriya Bishop       12       12.2         Jolivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Suyeon Ciccarone       12       12.3         Harrison Cox       12       12.1         Tuttor Group       Mr M Matthews       3         12K1       English Advanced       Ms J Skrbinsek         12851       Business Studies       Mr M Matthews         3       12AH1       Ancient History       Ms V Grierson	Nancy Al Ghardaqa	12	12.1	1				8 1		/
Alyssa Katian       12       12.2         James Atkin       12       12.1         Rahul Bhargava       12       12.3         Shriya Bishop       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Suyeon Ciccarone       12       12.3         Harrison Cox       12       12.1         Vertend       103267	Andrea Allnutt	12	12.3	Û		Stud	ents in this Academic	Year not al	ready in this ses	sion
James Atkin       12       12.1         Rahul Bhargava       12       12.3         Shriya Bishop       12       12.2         Silu Borger       12       12.3         Jessica Cameron       12       12.3         Jessica Cameron       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Sulderd       103267	Alexia Anderson	12	12.3	Ê		Ye	ar Tutor Group	Prefer	red Name Surnar	ne
Bahui Bhargava       12       12.3         Bahui Bhargava       12       12.3         Skib Borger       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Sutedati       103267	Alyssa Atkin	12	12.2	Â	ſ	🛉 12		Caitlin A	nderson	<b>^</b>
Shriya Bishop       12       12.2         Siu Borger       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Suidect       103267	James Atkin	12	12.1			🕂 12	12.3	Shresht	a Willsallen	(2)
Shriya Bishop       12       12.2         Siu Borger       12       12.2         Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Suidect       103267	Rahul Bhargava	12	12.3							
Olivia Burton       12       12.3         Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Sutenti       103267	Shriya Bishop	12	12.2	Â		0				
Jessica Cameron       12       12.3         Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Selected       103267	Siu Borger	12	12.2	Ê						
Suyeon Ciccarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Selected       103267	Olivia Burton	12	12.3	Ê						•
Suyeon Clocarone       12       12.3         Anthony Cotis       12       12.3         Harrison Cox       12       12.1         Selected       103267	Jessica Cameron	12	12.3	1		Clas	ses in Admin System f	or selected	Istudent	
Anthony Cotis     12     12.3       Harrison Cox     12     12.1       Selected     103267	Suyeon Ciccarone	12	12.3	Ê	ſ					
Harrison Cox     12     12.1     Image: Constraint of the second secon	Anthony Cotis	12	12.3	_			-	2		k
Selected 103267 12AH1 Ancient History Ms V Grierson	Harrison Cox	12	12.1					-		
Selected 103207	-									
Shreshta Willsalien 12.3	Student	10.0								
	Snreshta Willsalle	n 12.3				120AI	Darios		ma o Niliditi	

- 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**

			Interview	Session			
Date Description				Parent Start Date	Parent End Date	Staff Start Date	Staff End Date
Fri, 17 Apr 2015 Year 10 sessi	on			Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015
					(	Current	
Classes Students	Teachers	Ĩ Le	essons & Timeslots	Notifications	Families	1	
Fiter	Set all staff to one room	10	Staff who teach these classes b	ut are			
Show Only Teachers With HO Ro	oms		NOT in this Session				
Staff Code	Room	52			Add All 9		
BOLG Mr Gavin Bolton	CL ST 🔹 1	1 A	ADAD	Mr Damien Adams	A .		
BOWD Mr Douglas Bowd	CL ST 🔹 🕈	1	ALLT	Mr Trevor Allesch			
BROA Ms Anne Brown	CL ST 1		ANGC	Mrs Caroline Angel	(4)		
BURJ Mr Jon Burdon		-	ARCD	Mr Douglas Arcidiacono			
BURM Dr Mark Burlinson			AYRS	Ms Siobhan Ayre			
CAMK Ms Katie Cameron			BAIR	Mr Robert Bailey			
DENJ Mrs Jane Denbigh			BALG	Mrs Genevieve Balean			
DONJ Miss Julia Donald			BERP	Rev Punam Berman			
FAUJ Mrs Joev Faulks			BERJ	Ms Julie Berzins			
FAUJ Mrs Joey Faulks FORK Ms Kate Ford		-					
GAIE Mr Ernst Gairev							
GILE Ms Lynne Gilmour							
GORW Mr Wayne Gorringe		-					
GRIV Ms Vicky Grierson							
GROM Ms Michelle Groux	CL ST	-					
C0111 Mrr. Janico Grunhara					*		

- 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

		Staff Member	Detail		
Staff Code	Community ID Title	FirstName	Preferred Name Sumame	Account Login Name	
BOLG	S00180 Mr	Gavin	Gavin Bolton	BOLG 3	
Interviews			Room CL ST		te Staff Start Date
Block off			*		2015 Tue, 5 May 2015
$(5)^{\text{Cass}}$	06PE4 PD/Health/PE	T Start Time 18:00			Current 🔻
Student	(	<ul> <li>End Time 18:10</li> </ul>			
Parent.		*			es
Block off					
Class		Start Time		17 AB	9
Student		End Time			
Parent Parent		*	Lessons (Session)	Lessons (Admin)	
			Day Period Class		
				A)	
				4	
			*	<b>v</b> )	
	0 Minute intervals •	Reset Interviews		OK	
GROM Mis Mic	thelle Groux	st 🔹			Ψ.

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

PTI Find Menu	Back Forward								
Date	Description				Interview S	Session Parent Start Date	Parent End Date	Staff Start Date	Staff End Date
< Fri, 17 Apr 2015	Year 10 session		-	Set All St	aff to one Room	Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 2015
Classes	Students	Teachers	Τ.	Choose a room	•	Notifications	Families	Durrent V	
Filter Show C	nly Teachers With No Rooms	Set all staff to one room.			all staff in this session				
Staff Code BOLG Mr Gavin	Bolton	Room CL ST	52		Apply	Ir Damien Adams	Add All 9		
BOWD Mr Dougl	as Bowd	CL ST 🔹	8	-	ALLI	J Mr Trevor Allesch			
BROA Ms Anne	Brown	CL ST 💌	1		ANGC	Mrs Caroline Angel			
BURJ Mr Jon B	ırdon	CL ST 🔹	1	- <b>F</b>	ARCD	Mr Douglas Arcidiacono			
BURM Dr Mark I	Burlinson	CL ST	1	- <b>F</b>	AYRS	Ms Siobhan Avre			
CAMK Ms Katie		CL ST T	1	1 🚔	BAIR	Mr Robert Bailey			
DENJ Mrs Jane		CL ST •	1		BALG	Mrs Genevieve Balean			
DONJ Miss Julia		CL ST	1		BERP	Rev Punam Berman			
DRAK Ms Karen			1	- <b>F</b>	BERJ	Ms Julie Berzins			
FAUJ Mrs Joey		(u: si	1						
FORK Ms Kate I		(ut si	1						
GAIE Mr Ernst		(CL ST *							
MS Lynne	Gimour	(u.si							

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

Date	Description				on		
. Fri, 17	These 3045		아이는 아이는 아이는 아이는 것이 같아.	산지카루위	Parent Start Date	Parent End Date	Staff Start Date
	7 Apr 2015 Year 10 session				Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015
						ſ	Current 🔻
Classes	Students	Teachers	Lessons & Timeslots	Ĩ	Notifications	Families	
Filter	(maths	Set all staff to one room	Staff who teach these day NOT in this Session	ises but are			
	Show Only Teachers With No Rooms		NOT in this Session				
Staff Code		Room				Add All	
BOLG	Mr Gavin Bolton	CL ST 🍼 👚	<u>A</u>				
BOWD	Mr Douglas Bowd	CL ST 🔹 👕					
BROA	Ms Anne Brown	CL ST 🔹 📲					
BURJ	Mr Jon Burdon	CL ST 🍼 👕					
BURM	Dr Mark Burlinson	CL ST 🔹 🕈					
CAMK	Ms Katie Cameron	CL ST 🔹 🍸					
DENJ	Mrs Jane Denbigh	CL ST 🔹 👘					
DONJ	Miss Julia Donald	CL ST 🔹 👕					
DRAK	Ms Karen Dragnich	CL ST 🔻					
FAUJ	Mrs Joey Faulks	CL ST 🔻					
FORK	Ms Kate Ford	CL ST					
GAIE	Mr Ernst Gairey	CL ST					
GILE	Ms Lynne Gilmour						
GORW	Mr Wayne Gorringe	CL ST 7					

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



Menu	Find Back Forwa					
			Interview Sessi	on		
Date	Description	안 만한 회가라일만 (만한 회가라일만)	: : : : : : : : : : : : : : : : : : :	Parent Start Date	Parent End Date	Staff Start Date
Fri,	17 Apr 2015 Year 10 session		Set All Staff to one Room	Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015
			Choose a room		ſ	Ourrent 🔻
Class	es Students	Teachers	01.1	Notifications	Families	1
Filte	r maths	Set all staff to one room	Then apply it to all staff in this session			
	Show Only Teachers With No Room	× (3)	Then apply it to all starr in this session			
Staff Code		Room	Acoly		Add All	
BOLG	Mr Gavin Bolton	CL ST 🍸 📋	(5)			
BOWD	Mr Douglas Bowd	CL ST 🔹 👕				
BROA	Ms Anne Brown	CL ST 🔻 👕				
BURJ	Mr Jon Burdon	CL ST 💌 👕				
BURM	Dr Mark Burlinson	CL ST 🔻 👕				
CAMK	Ms Katie Cameron	CL ST 🔹 👕				
DENJ	Mrs Jane Denbigh	CL ST 🔹 👕				
DONJ	Miss Julia Donald	CL ST 🔹 👕				
DRAK	Ms Karen Dragnich	CL ST 💌 📋				
FAUJ	Mrs Joey Faulks	CL ST 🔹 🕈				
FORK	Ms Kate Ford	CL ST 🔹 👕				
GAIE	Mr Ernst Gairey	CL ST 💌 📋				
GILE	Ms Lynne Gilmour	CL ST 🔻 📋				
GORW	Mr Wayne Gorringe	CL ST 🔹 👕				
GRIV	Ms Vicky Grierson	CL ST 🔹 👕				
GROM	Ms Michelle Groux	CL ST 🔹 👕				
CRUIT	Mrs. Janico Grunboro		Ŧ			

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

#### **Families in session**

Date	Description	Interview Session Prever Sant Date Parent End Date Sant Sate	Staff End Date
< Fri,	17 Apr 2015 Year 10 s	n Tue, 5 May 2015 Fri, 29 May 2015 Tue, 5 May 2015	Fri, 29 May 2015
VU04 RIDDELL BARKER BULL01 DESILVA MACOUR STARKE 100917 101252 CASALEO WEST03 100468 KEANO TTSAI04 100284	Ai Ghardaga Ainut 2 Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Anderson Ash	n Tue, 5 May 2015 Fri, 29 May 2015 Tue, 5 May	(Fri, 29 May 2015
QUAIL01		9 Send Settings	
( MCAL PT	Rockott	Uternames and Passwords are serc	

- 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**

			Interview	w Session				
Date	Description	sion			vent Start Date ue, 5 May 2015	Parent End Date	.5 Tue, 5 May 2015	Staff End Date
Classes	Students	Teachers	Lessons & Timesiots	∏ No	otifications	Families	Current V	
YU04 Al Ghard	daqa p	Parent Authentication (	ts O Directory Group Authentication	e Acco	unts for all Parents in th	nis session		
RIDDELL Allnutt		Usemame Preference   CommunityII	Family Code Plus Parent Number	lame	Sumame			
BARKER Anderso	an				Bilton		A	
BULL01 Anderso		Password Length 8		arent	Make Booking fo	r Parent		
DESILVA Anderso	an	Mother Ms	) Catherine	Catherine	Cahill			
MACOUR Anorov			assword Reset Account	Notify Parent	Make Booking fo	ir Parent		
STARKE Archinal		Useriaire	Assword Neset Account	Noury Parent	Hake booking to			
100917 Armstro	ang							
101252 Ash								
CASALE0 Atkin		Email Log					*	
WEST03 Bain-Sm	nith						^	
100468 Baird								
KEANE0 Baker								
TSAI04 Banjac								
100284 Bardsley	у						*, ·	
100290 Barry					Send Settings			
QUAIL01 Beardsk								
t minar ef ill Backott		Username	and Passwords are sent	Send Userni	armes and Passwords to a	all Parents		
			and the second					

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

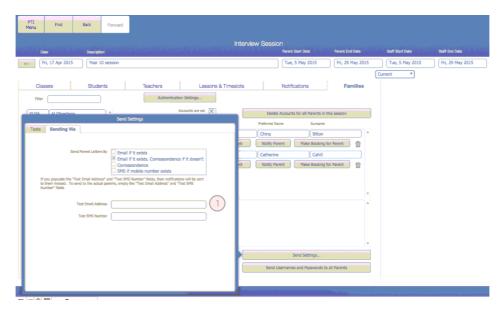
#### **Send Settings**

Fri, 17 Apr 2015 Year 10 session     True, 5 May 2015 True, 5 May 2015     Classes Students   Teachers Lessons & Timesiots     Per Athentication Settings.     Attact Character as set (X)      Deliate Accounts for all Parents in this session   Peterned Name   Send Settings   Character as set (X)   Deliate Accounts for all Parents in this session   Peterned Name   Send Settings   Character as set (X)   Deliate Accounts for all Parents in this session   Peterned Name   Send Settings   Conneg   Deliate Accounts for all Parents in this session   Peterned Name   Send Settings   Peterned Name   Send Settings   Peterned Name   Conneg   Other Make Booking for Parent   Tes for Kellification Letters   Conneg   Cathering Name> Charled Address State>  Peterned Name> Contail Address State>  Centail Address PostCode>   A you would now be aware the School is moving to a system of online booking system will be as follows:   The booking procedure will be as follows:   The booking procedure will be as follows:		······································	Parent Start Date	Parent End Date	Staff Start Date	Staff End Date
Classes Students Teachers Lessons & Timosicts Notifications Families  For Authentication Settings.  Authentication Settings.  Authentication Settings  Families  For Authentication Settings  For Send Settings  For Setting Titles  For Send Settings  For Setting Titles  For Setting Titles  For Send Settings  For Settings  For Setting Titles  For	Fri, 17 Apr 2015 Year 10 session		Tue, 5 May 2015	Fri, 29 May 2015	Tue, 5 May 2015	Fri, 29 May 201
Interview Request Text	Classes     Students     Teachers     Lessons       Fer     Authentication Settings.       Alth     Accounts are set: X       Sending Val     Send Settings       Tests     Sending Val       Letters     Emails       Optimized     Accounts are set: X       Valiantiant     CourrentDates       - Address Street     - Court Address Froetry Names       - Address Street     - Postal Address Froetry Names       - Address Street     - Postal Address Froetry Names       - Address Students>     Chostal Address Froetry Names       - Address Street     - Postal Address Froetry Names       - Address Students>     - Restrictions       As you would now be ansame the School Is moving to a system of online bookings for       The schedule dering for ~essesion names is -session edites.       The booking procedure will be as follows:		Notifications Delete Accounts for all Parents in 1 ferred Name Sumarie Ning Bilton Molify Parent Make Booking 1 Atherine Cahill Nooty Parent Make Booking 1	Families		

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



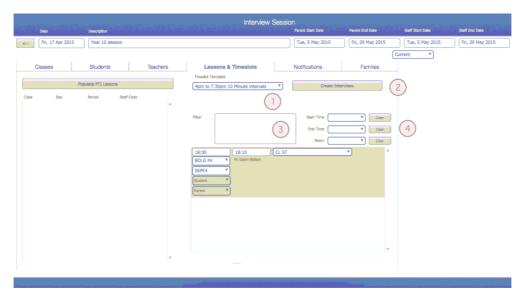
# **Testing Sending Parent Notifications**



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.

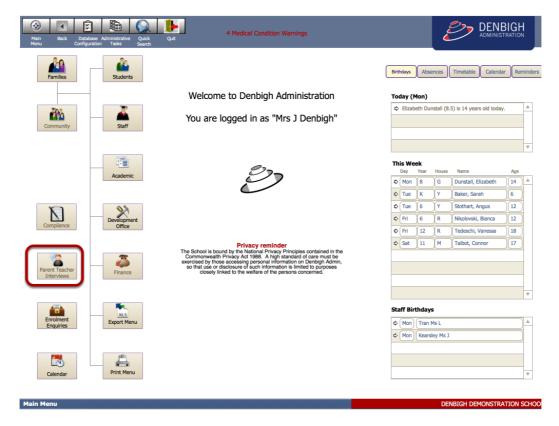
- 1 Time slot can be change but the interview times would need to be set
- 2 If creating new interviews
- 3 Filter to search for a staff member
- 4 Filter for times and rooms.



c         Fri, 17 Apr 2015         Year 10 session         Tue, 5 May 2015         Fri, 29 May 2015         Tue, 5 May 2015	Fri, 29 May 2015
Classes     Students     Teachers     Lessons & Timeslots     Notifications     Families       Papulate PT1 Lissons     Timesit Timpizet     Grants 7:30pm 10 Minute intervals     Create interviews       Class     Day     Rend     Saff Code       Ifter     Saft Time (18:00)     Cast       Idea to the papulate PT1 Lissons     Filter     Saft Time (18:00)       Class     Day     Rend       Dist     Day     Rend       Saft Time (18:00)     Class     Class       Idea to the papelote papelote papelote papelote papelote     Filter       Saft Time (18:00)     Class     Class       DRAK //s     Wischen Dagoch     Grave       Statter     Time     Time       Idea     Time     Time       Safter     Time     Time       DRAK //s     Wischen Dagoch     Time       Time     Time     Time       Safter     Time     Time       Safter     Time     Time       Safter     Time     Time       Time     Time     Time       Safter     Time     Time       Safter     Time     Time       Safter     Time     Time       Safter     Time     Time <td< th=""><th></th></td<>	

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

PTI Main Menu Menu	Back	Forward													
	Parent Teacher Interview Sessions Administration Menu														
Select a Sta	_	ngs for Teacl	ner 1	Select a Session	Bookings for Family 2										
to see the students, and type Inteview" to send a request i Select a t	into the search fie o that student's pa	Id to filter the list. rents.	Click the checkbox for "Request	a particular student and parent in a To create a booking: 1) first click on the interview that	has the desired timesiot. The selected timesiot will be highlighted in yellow. (hint : able only' to narrow the search to available timesiots only). elect a Class										
		Å		Show available only	Start Time Olear End Time Olear										
					Class										
					Print Interview List										

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

PTI Menu	Main Menu	Back	Forward												
	Parent Teacher Interview Sessions Administration Menu														
		Bookir	ngs for Tea	cher				Bookings fo	or Family	2					
	Select a Staff	Member DENJ	Mrs Jane Der	nbigh 🔻	1)	Select a Session High	School Ter	rm 1 Session	٣	)					
to see the s	ne classes you teac tudents, and type i send a request to	nto the search fie	d to filter the lis	arent Teacher Session. Select a class t. Click the checkbox for "Request	You may	also specify a particular stu	ed to Mrs Jan Ident and par	e Denbigh. You ma ent in a particular ti	iy block out a maximi meslot.	um of 4 slots, if you wish.					
	Select a Cla	ass 11PO1	•	3	<ol> <li>first c click the</li> <li>to the</li> </ol>	e a booking: click on the interview that hi checkbox for "Show availab right of the interviews, sele the Student	le only" to na								
Search	St	now unassigned o	nly			the Parent requesting this	booking.								
2	Michael Anorov	Request Interv	view				Start Time	T	Clear						
0	Anne Fabricius	Request Interv	view			Show available only ber of interviews blocked of	End Time	<b></b>	Clear						
Q	Mitchell Hedley	Request Interv	view 🔲		Fri 1	18/03/16 9:00 pm - 9:10 pr Block off	n		Class Class Student	•					
	Elin McCracken	Request Interv	view						Parent						
9	Vanessa McGrath	Request Interv	view		Fri 1	18/03/16 9:10 pm - 9:20 pr Block off	n			Print					
2	Pulupaki Phillips	Request Interv	/iew						T	Interview List					

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



Parent Teacher Ir	nterview Se	ssions Administration Menu			
Bookings for Teacher	Bookings for Family				
Select a StaffMember DENJ Mrs Jane Denbigh	•	Select a Session (High School Term 1 Session *			
These are the classes you teach, that will have students in this Parent Teacher Session. Select to see the students, and type into the search field to filter the list. Click the checkbox for "Ru Interview" to send a request to that student's parents.	equest You may a	the Interview slots assigned to Mrs Jane Denbigh. You may block out a maximum of 4 slots, if you wish, also specify a particular student and parent in a particular timeslot. a booking:			
Select a Class 11PO1    Search Show unassigned only	click the cl 2) to the r 3) select t	ick on the interview that has the desired timesiot. The selected timesiot will be highlighted in yellow. (hint : heckolar for "Show available only to anraw the search to available timesiots only). right of the interviews, select a Class the Student the Parent requesting this booking.			
Michael Anorov Request Interview		Start Time 9:00 pm V Clear			
Anne Fabricius. 2 Request Interview		ihow available only End Time 9:40 pm			
Mitchell Hedley Request Interview		8/03/16 9:00 pm - 9:10 pm Clear Interview Assignment ▲ Class ↓ ▲ Class ↓ ▲ Statest ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓			
Elin McCracken Request Interview	Stude	S: LIPUP Hotography     Notify Parent     Notify Parent     Parent			
Vanessa McGrath Request Interview	Fri 18	8/03/16 9:10 pm - 9:20 pm Block off Print			
Pulupaki Phillips Request Interview		Interview			

- 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 Inter	view Sessions Administration Menu										
Bookings for Teacher	Bookings for Family										
Select a StaffMember DENJ Mrs Jane Denbigh	Select a Session High School Term 1 Session V										
These are the classes you teach, that will have students in this Parent Teacher Session. Select a class These are the Interview slots assigned to Mis Jane Denbigh. You may block out a maximum of 4 slots, if you vish. 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. To create a booking: 1) first click on the interview that has the desired timesiot. The selected timesiot will be highlighted in velow. (hint :											
Select a Class 11PO1   Search Show unassigned only	1) Init's click on the inderwey that has the district timestor, the seeded timestor will be ingringented in yearsw. (Init: Control 10, 10, 10, 10, 10, 10, 10, 10, 10, 10,										
Michael Anorov											
Anne Fabriclus Request Interview Request Interview	Start Time 9:00 pm  Clear Show available only End Time 9:40 pm  Clear Number of Interviews blocked off : 2										
Request Interview	Fri 18/03/16 9:00 pm - 9:10 pm         Clear Interview         Class           Clear S: 11PO1 Photography         V         Student										
Elin McCracken Request Interview	Student : Anne Fabricius Parent : Dr Lilan Fabricius Notify Parent Barent Barent Barent Barent Parent Dis2276 Dr Lilian Fabricius										
Vanessa McGrath Request Interview	Fri 18/03/16 9:10 pm - 9:20 pm           Itilde off           Print										
Pulupaki Phillips Request Interview	Interview List (9)										
Christina Pounartzis											

- 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 Ka	aren Dragnich		Printer:	Canon
			Presets:	Default Se
16:00:00 - 16:10:00 Student : Richard Dalkin for Parents in Student's Fami		No Booking in this timesk	Copies:	1
	r Arulkumar Dalkin rs Sharminie Dalkin		Pages:	All     From:
16:10:00 - 16:20:00 Student : for	CL ST	No Booking in this timesk		FileMake
Parents in Student's Fami	ly		Number pages from:	1
16:20:00 - 16:30:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timesk	Print:      Records bei     Current records	
16:30:00 - 16:40:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timesk	Blank record ? PDF < Hide Division	
16:40:00 - 16:50:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timesk		
16:50:00 - 17:00:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timeslot		- 4:10 pm
17:00:00 - 17:10:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timeslot		kin e Dalkin
17:10:00 - 17:20:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timeslot		- 4:20 pm
17:20:00 - 17:30:00 Student : for Parents in Student's Fami	CL ST	No Booking in this timeslot		
17:30:00 - 17:40:00 Student : for Parante in Student's Eami	CL ST	No Booking in this timeslot		

10 - Click Print to Print the Interview list.

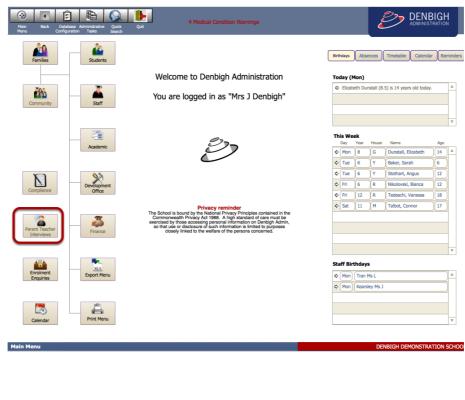
# Administration Assistant making bookings for a family

	Parent Teacher Interview Sessions Administration Menu													
		Bookir	ngs for Teacher					Bookings	for Fan	nily				
search john					Parent Type		Relations	bio						
	Family Code	Family Name			Father		Father			Mala hashi	ng for Parent			
Select	BALOH01	Johnson			Title	First Name	Father	Preferred Name		Surname	ng for Parent			
Select	100688	Johnson			Mr	Philip		Philip		Garnock				
Select	WILLIAMS07	Johnsson	(2)											
Select	JOHNSON01	Pennington	0		Mother Title	First Name	Mothe	r Preferred Name		Make bookir Surname	ng for Parent			
					Mrs	Anne		Anne		Garnock	3			

- 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)**





1 - Select a session



Parent Teacher Inte	rview 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 Inter/ew" to send a request to that student's parents.	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
Select a Class	Show available only Start Time 9:00 pm V Clear
08DT8 Design & Technology	End Time 10:00 V Clear
Search (4) 3	Book off         Class :         Interview           Fri 18/03/16         Student :         6         Notes
Geoff Bilton	9:00 pm Parent : 9:10 pm Parent : Block off Class : Teterview
Mose Edgerley Request Interview	List Book off         Class :         Interview           Fri 18/03/16         Student :         Notes           9:10 pm         Parent :         9:20 pm
Keith Gengos 5 Request Interview 🗵	Class : Design & Technology Fri 18/03/16 Student : Dylan Milosevic Notes 9/20 pm Porent Milosevic
Nick Hopton Request Interview	9:30 pm Parent : Mis Isabelia Milosevic Clear Interview Assignment
James Howse Request Interview	Block off         Class :         Interview           Fri 18/03/16         Student :         Notes           9:30 pm         Parent :         9:40 pm
Alex Humphries Request Interview	Block off         Class :         Interview           Fri 18/03/16         Student :         Notes
Dylan Milosevic Request Interview	9:40 pm Parent :
Sharon Porteous Request Interview X	Calendar Entries

- 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 Ses	sion High	School Term 1 Session	¥			
to see the	students, and type	ch, that will have students in th into the search field to filter the o that student's parents.	is Parent Teacher Session. Select a class I list. Click the checkbox for "Request		assigned to you. You may block out a maximum of nt and parent in a particular slot	4 slots, if you wish. You may
Select a C	Jass			Show available only	Start Time 9:00 pm V Clear	
08DT8	Design & Techn	ology	•		End Time 10:00 V Clear	
Search		Show unassigned only				
		-		Block off Fri 18/03/16	Class : Student :	Interview Notes
	Geoff Bilton			9:00 pm 9:10 pm	Parent :	
- 😒	Georr Bilton	Request Interview		9.10 pm		
		Request the view		Block off	Class :	Interview
<b>3</b>	Mose Edgerley	_		Fri 18/03/16 9:10 pm	Student :	Notes
		Request Interview		9:20 pm	Parent :	
	Keith Gengos				Class : Design & Technology	
		Request Interview		Fri 18/03/16	Student : Dylan Milosevic	Interview Notes
	Nick Hopton			9:20 pm 9:30 pm	Parent : Mrs Isabella Milosevic	Clear Interview
<u>.</u>		Request Interview				Assignment
	James Howse			Block off	Class :	Interview Notes
<u>.</u>		Request Interview		Fri 18/03/16 9:30 pm	Student : Parent :	ivotes
	Alex Humphries			9:40 pm		
2	Alex Hamphiles	Request Interview		Block off	Class :	Interview
		Request triterview		Fri 18/03/16 9:40 pm	Student :	Notes
<b>2</b>	Dylan Milosevic	_		9:50 pm	Parent :	<b>v</b>
		Request Interview				
	Sharon Porteous			Make	Print	
		Request Interview	Y	Calendar	Interview	2 Save
				enunes	List	

- 1 Click the Request Interview box
- 2 Click Save



# **Teacher Booking - Block out times**

Main Menu	Back	Forward				
			Parent Teacher Inter	view Sessions Tea	acher Data	
ect a Session	High	School Term 1 Session	•			
see the stu	dents, and type	ch, that will have students in t into the search field to filter to that student's parents.	his Parent Teacher Session. Select a class ne list. Click the checkbox for "Request		s assigned to you. You may block out a maximum of ent and parent in a particular slot	4 slots, if you wish. You may
elect a Class	5			Show available only	Start Time 9:00 pm V Clear	
08DT8 De	sign & Techno	ology	¥		End Time 10:00 V Clear	
iearch	[	Show unassigned only		Number of interviews blocker	d off : 4 2	Interview Notes
g G	eoff Bilton	Request Interview		9:00 pm 9:10 pm		Interview
	lose Edgerley	Request Interview		Fri 18/03/16 9:10 pm 9:20 pm		Notes
	eith Gengos	Request Interview		Fri 18/03/16 9:20 pm	Class : Design & Technology Student : Dylan Milosevic Parent : Mrs Isabelia Milosevic	Interview Notes
	lick Hopton	Request Interview		9:30 pm		Clear Interview Assignment
2 Ja	ames Howse	Request Interview		Fri 18/03/16 9:30 pm 9:40 pm	Class : Design & Technology Student : Keith Gengos Parent : Mrs Danielle Gengos	Interview Notes Clear Interview Assignment
	lex Humphries	Request Interview		Block off Fri 18/03/16		Interview Notes
9 P	iylan Milosevic	Request Interview		9:40 pm 9:50 pm		
i s	haron Porteous	Request Interview		Make Calendar	Print Interview	

1 - Click the Block off box

2 - Number of interviews block off with display

(maximum number of times allowable to be block off)

Main Menu	Back	Forward							
				Parent Teacher Inte	rview Sessions 7	Teacher Data	1		
Select a Sess	ion High S	School Term 1	Session	•					
to see the s	the classes you teac students, and type in o send a request to	nto the search field	d to filter the	is Parent Teacher Session. Select a class a list. Click the checkbox for "Request	These are the Interview also specify a particular s			out a maximum of 4	slots, if you wish. You may
Select a Cl					Show available only	Start Time	9:00 pm	Clear	
08DT8	Design & Techno	ology		•		End Time	10:00	Clear	Enter Booking
Count	F	Show unassig	ned only		Number of interviews blo	ocked off: 4			
Search	Ŀ		neu only		Block off				Interview A
	Geoff Bilton				Fri 18/03/16	Message			Notes
2	Georr Bilton	Request Intervi	iew 🗙			wiessage			
2	Mose Edgerley	Request Intervi	_	Ņ	Maximum number of	blocked timeslo	ts has been	reached.	Interview Notes
2	Keith Gengos	Request Intervi	iew 🔲					ОК	Interview Notes
9	Nick Hopton	Request Intervi	iew 🗌		9:20 pm 9:30 pm	Paren	nt : Mrs Isabella	Milosevic	Clear Interview Assignment
2	James Howse	Request Intervi	iew 🗙		Block off Fri 18/03/16 9:30 pm 9:40 pm	Class Stude Paren	ent :		Interview Notes
2	Alex Humphries	Request Intervi	iew 🗙		Block off Fri 18/03/16				Interview Notes
Q	Dylan Milosevic	Request Intervi	iew 🗵		9:40 pm 9:50 pm				
0	Sharon Porteous	Request Intervi	iew 🗙	v	Make Calendar Entries		Print Interview List		

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



		Parent Teacher Inter	view Sessions Teacher	Data	
Select a Session	High School Term 1 Session	•			
to see the students,	and type into the search field to filter the equest to that student's parents.	is Parent Teacher Session. Select a class list. Click the checkbox for "Request	also specify a particular student	trevente Volument block out a maximum of 4 o Enter Booking 855 2 v tudent	ots, If you wish. You may
Search	Show unassigned only		Number of interviews blocked of           Number of interviews blocked of           Block off           Pri 18/03/16           9:00 om	arent	Interview Notes
Geoff Bil	ton Request Interview		9:10 pm		
Mose Ed	gerley Request Interview		Fri 18/03/16 9:10 pm 9:20 pm		Interview Notes
Keith Ge	ngos Request Interview		Fri 18/03/16 9:20 pm	Class : Design & Technology Student : Dylan Milosevic	Interview Notes
Nick Hop	Request Interview		9:30 pm	Parent : Mrs Isabella Milosevic	Clear Interview Assignment
James H	owse Request Interview		Block off Fri 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes
Alex Hur	nphries Request Interview		Block off Fri 18/03/16		Interview Notes
Dylan M	losevic Request Interview		9:40 pm 9:50 pm		Ŧ
Sharon P	Porteous Request Interview	Y	Make Calendar Entries	Print Interview List	

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

- 1 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**

Import or Email
o OPEN this file in your Calendar application or EMAIL to someone?
Cancel EMAIL OPEN
 Cancel EMAIL OPEN

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
17 ICS
Monday 09 March 2015.ics 2 KB

Example of attachment for .ics file to update calendars.

# **Teacher Login on the Night of Interview Session**

'ear 8 Sessior	n Term 1						Logout
1	16:00:00	- 16:10	):00		Compl	eted	Email Notes To Me
67	Subject : V Parent who		- -	irs Hung (J	lennifer) Ba	rry	
Mrs Hung (Jenn		Mother					
Mr Max Barry		Father		Timetable			Save
			v	View As List			View As Form
1	16:10:00	- 16:20	):00		Comple	eted	Email Notes To Me
	Student : E Subject : V Parent who	isual Arts		r Selvaraja	ah Margeris	on	
Parents in this fa	Subject : V Parent who	isual Arts made the l		-	ah Margeris	on	
	Subject : V Parent who mily erison	isual Arts	booking : M	I <b>r Selvaraja</b> Timetable	ah Margeris	on	Save
Parents in this fa Mrs Mathi Marg	Subject : V Parent who mily erison	made the l	booking : M	-	ah Margeris	on	Save View As Form
Parents in this fa Mrs Mathi Margu Mr Selvarajah N	Subject : V Parent who imily erison fargerison 16:20:00 Student : L	Mother Father - 16:30	booking : M	Timetable	ah Margerise		View
Parents in this fa Mrs Mathi Margu Mr Selvarajah N	Subject : V Parent who mily erison Aargerison 16:20:00 Student : L Subject : V Parent who	Mother Father - 16:30	booking : M	Timetable View As List	Comple		View As Form Email Notes
Parents in this fa Mrs Mathi Margu Mr Selvarajah N	Subject : V Parent who mily erison Aargerison 16:20:00 Student : L Subject : V Parent who	Mother Father - 16:30 ucy Risby isual Arts	booking : M	View As List	Comple		View As Form Email Notes To Me
Parents in this fa Mrs Mathi Marge Mr Selvarajah N	Subject : V Parent who mily erison Aargerison 16:20:00 Student : L Subject : V Parent who	Mother Father - 16:30 ucy Risby isual Arts made the l	booking : M	Timetable View As List	Comple		View As Form Email Notes

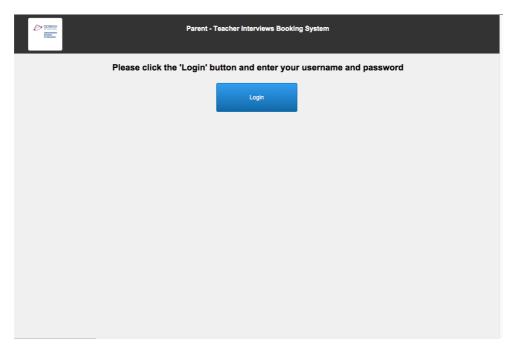
Teachers can login to session at the night of the interview (preferably on in iPad). They will see the list of times and the Student bookings. Click the View As Form for each Interview.



Year 8 Session Term 1				Logout
16:10:00 - 16:20:00 Student : Alex Humphries Subject : Drama Parent who made the booking : Dr F	Day	Period	Completed	Email Notes To Me
Dr Felix Humphries Father	Timetable 2 Iterview went v	Ţ	th Alex on his ongoing portfolio of work.	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 them
- 6 Click to Save the details
- 7 Click to View as List

# Parent Login and bookings (Parent Interface)



Click to Login



EXTREM Hardin Hardin	Parent - Teacher Interviews Booking System							
Please	Please click the 'Login' button and enter your username and password							
	Login							
	Login							
	Please enter your username and password. The password is case sensitive and should be entered exactly as supplied to you by the school.							
	Username							
	FCHAN6412338							
	Password							
	Cancel OK							

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

ETNEGH Annan Ministration	Parent - Teacher Interviews Booking System You are logged in as a parent in the Humphries family.	Logout
Step 1 Please click on a student to see their class list		
Alex Humphries		
V		



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

CONSIGN Constanting Management Manageme		nt - Teacher Interviews Booking System 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 Teacher's availability	e the	
	Design & Technology T Staff English Ms R Guinness Geography Mrs L Lam		
	History Mrs L Lam Japanese Learning to Learn		
ſ	Ms R Guinness Mathematics Mr G Armitage Music Mrs K Preeya Interview requested by Mrs K Pree	ya	
	Ms M Groux		

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

ECENTRAL Annual		acher Interviews Booking System Logout ed in as a parent in the Humphries family.	Logout	
Step 1	Step 2	Step 3		
Please click on a student to see their class list	Please click on a Class to see the Teacher's availability	These are the timeslots the selected Teacher has available. Cilck 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		
	English Ms R Guinness	Book 4.20 pm to 4:30 pm		
	Mrs Ľ Lam	Book		
	Japanese	4:30 pm to 4:40 pm Book		
	Learning to Learn Ms R Guinness	4:40 pm to 4:50 pm		
	Mathematics Mr G Armitage	4:50 pm to 5:00 pm		
	Music Mrs K Preeya Interview requested by Mrs K Preeya	Book		
T	PD/Health/PE Ms M Groux	5:00 pm to 5:10 pm Book		

#### Step 2 - Click on a Class to make a booking

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

DENSIGN Materials Materials We standard						
Step 1	Step 2	Step 3				
Please click on a student to see their class list	Please click on a Class to see the Teacher's availability	These are the timeslots the selected Teac has available. Click on "Book" to reserve a timeslot.	her			
Alex Humphries	Drama Ms E Dowling Design & Technology T Staff	4:00 pm to 4:10 pm Book 4:10 pm to 4:20 pm				
	English Ms R Guinness	Book 4:20 pm to 4:30 pm				
	Geography Mrs L Lam History Mrs L Lam	4:30 pm to 4:40 pm				
	Japanese	Book				
	Learning to Learn Ms R Guinness	4:40 pm to 4:50 pm Book				
	Mathematics Mr G Armitage	4:50 pm to 5:00 pm				
	Music Mrs K Preeya Interview requested by Mrs K Preeya	5:00 pm to 5:10 pm				
•	PD/Health/PE Ms M Groux	Book	•			

# 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.						
Step 1	Step 2	Step 3	Step 4	Next ->		
lease click on a student to see eir class list	Please click on a Class to see the Teacher's availability	These are the timeslots the selected Teacher has available.	This is a list of the appointment have booked.	ients you		
Alex Humphries	Drama Ms E Dowling	4:10 pm to 4:20 pm	Wednesday 01 April 2015 4:00 F 4:10 PM, English with Ms Rilla Guinness	PM to Clear		
_	Design & Technology T Staff	4:20 pm to 4:30 pm				
	English Ms R Guinness					
	Geography Mrs L Lam	4:30 pm to 4:40 pm				
	History Mrs L Lam	4:40 pm to 4:50 pm				
	Japanese					
	Learning to Learn Ms R Guinness	4:50 pm to 5:00 pm				
	Mathematics Mr G Armitage	5:00 pm to 5:10 pm				
	Music Mrs K Preeya Interview requested by Mrs K Preeva					
	PD/Health/PE Ms M Groux	5:10 pm to 5:20 pm				

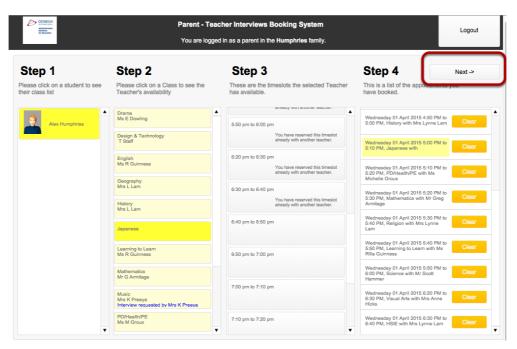
Note that once a booking has been made for a class all times are no longer available for booking. To change the booking time, click the Clear button.



You are logged in as a parent in the Humphries family.					
Step 1	Step 2	Step 3	Step 4 Next->		
lease click on a student to see leir class list	Please click on a Class to see the Teacher's availability	These are the timeslots the selected Teacher has available. Click on "Book" to reserve a timeslot.	This is a list of the appointments you have booked.		
Alex Humphries	Drama Ms E Dowling	4:00 pm to 4:10 pm You have reserved this timeslot already with another teacher,	Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness		
	Design & Technology T Staff	4:10 pm to 4:20 pm	Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff		
	English Ms R Guinness	You have reserved this timeslot already with another teacher.	Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeva		
	Geography Mrs L Lam	4:20 pm to 4:30 pm You have reserved this timeslot already with another teacher.	Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily		
	History Mrs L Lam	4:30 pm to 4:40 pm You have reserved this timeslot	Dowling		
	Japanese	already with another teacher.			
	Learning to Learn Ms R Guinness	4:40 pm to 4:50 pm Book			
	Mathematics Mr G Armitage	4:50 pm to 5:00 pm			
	Music Mrs K Preeya Interview requested by Mrs K Preeya	Book			
Ţ	PD/Health/PE Ms M Groux	5:00 pm to 5:10 pm Book			

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**





# **Step 6 - Email the list to me**

Parent - Teacher Interviews Booking System You are logged in as a parent in the Humph		Logout
<ul> <li>(5) This is a list of the appointments you have booked.</li> <li>(6) Click the "&lt;-Previous" button below, if you wish to alter these bookings.</li> </ul>	Email them to me	
Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness	•	
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff		
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeya		
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily Dowling		
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography with Mrs Lynne Lam		
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam		
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with		
Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux		
Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage		
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam		
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness		
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer		
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks		
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam	▼	
<- Previous		

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

Administration Notification Ter Bilanstein	- Teacher Interviews Booking System - teacher Interviews Booking System - teacher to be the second strain the second seco			Logout
(5) This is a list of the appointments you have b Click the "<-Previous" button below, if you w	coked. rish to alter these bookings. (6)	Email them to me	_	
Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with	An email has been sent to your			
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Te	Calendar file containing your bo	okings. Would you like to		
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with N	logout, or return to the previous	screen?	_	
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with I	Cancel	Return		
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 M	rs Lynne Lam			
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with				
Nednesday 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 w	vith Mr Greg Armitage			
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with N	frs Lynne Lam			
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Le	arn with Ms Rilla Guinness			
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with N	fr Scott Hammer			
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with	h Mrs Anne Hicks			
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs		T		
<- 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

Main Menu	Back	Forward	Settings						
			Parer	t Teache	r Interview Sessio	ns Administration Me	enu		
		Admir	nistration			Cre	eation Assis	stant	
Intervi	ew Sessions Lis	t			Go To Assignments Screen			Timeslot Templates	
In	terviews List						0	pen Parent Interface	
F	PTI_Student List								
	PTI_Family List				Admin Family List				
F	PTI_Parents List								
PT	I_Community List								
	PTI_Staff List								
	PTI_Class List				Admin Class List				
PTLC	Class_Enrolment List								
P	TI_Lessons							Email Log	

#### 1 - Click Interview List

PTI Menu	Find	Back	Forward							
	2				Interv	views List				
Date	Des	cription			Start	End	Intervi	ew ID	SessionID	Status
17/04/2015	Yea	r 7 Semester O	)ne		4:00 pm	4:10 pm	Intervie	ew23884	Session96	Current 🔻
Staff Code	DRAK	Ms Ka	aren Dragnich	Class	07PE2	Student	D 104415	Richard Da	lkin	
Room	CL ST			Parent	104379	Mrs Sharm	nie Dalkin			<u> </u>
Potential Te		-								
StaffCode w	e want to ch	ange to.								
17/04/2015	Yea	r 7 Semester C	ne		4:10 pm	4:20 pm	Intervie	ew23885	Session96	Current 🔻
Staff Code	DRAK	Ms Ka	aren Dragnich	Class		Student	D			
Room	CL ST			Parent						

2 - Click Find



PTI Menu	Find Back	Forward					
	$\overline{}$		Interview	/s List			
Date	Description		Start	End	Interview ID	SessionID	Status
٩	٩		٩	٩	٩	٩	· · · · ·
Staff Cod	e DRAK (3) 9.	Class	٩	Student ID	٩		
Roor	n 🔍	Parent	٩	٩			
	Teacher Change we want to change to.		Current Int Before	erviews this paren	t has booked around this ti	me	
٩	Q	reassign to this one	After		(. (.		▼
			Anter Ω	[٩	[م [م		× v

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

PTI Menu	Find	Ba	ck F	orward									
						E.	nterview	s List					
ite	D	escription				Star	t	End		Intervie	w ID	SessionID	Status
/04/2015	Y	'ear 7 Sem	ester One			4:00	) pm	4:10 pm		Interview	w23884	Session96	Current
taff Code	DRAK		Ms Karen D	Dragnich	Class	07F	E2	Student ID	10	4415	Richard D	alkin	
Room	CL ST				Parent	104	379	Mrs Sharminie	Dall	kin			
otential Te affCode w ERP		ange change to.					Current Inte Before 4:00	erviews this parent I pm	t has	booked a	around this tin	ne	
4:00 pm		4:10 pm		reassign to t	his one 6	) 🔺							-
4:10 pm		4:20 pm		reassign to t	his one	Ĵ							•
4:20 pm		4:30 pm		reassign to t	his one	]	After 4:10 p	m					
4:30 pm		4:40 pm		reassign to t	his one								
4:40 pm		4:50 pm		reassign to t	his one								
4:50 pm		5:00 pm		reassign to t	his one	J ▼							•
/04/2015	Y	'ear 7 Sem	ester One			4:10	) pm	4:20 pm		Interview	w23885	Session96	Current
Staff Code	DRAK		Ms Karen D	Dragnich	Class	07F	E2	Student ID	10	1400	Macsen C	hen	6
Room	CL ST				Parent	MT	RAN13	Mrs Thi Bailey					
Potential Te	acher Ch	2000											
taffCode w							Current Inte	erviews this parent	thas	booked a	around this tin	ne	
							Before 4:10						

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



	Administration			Creation /	Assistant
terview Sessions List		Go To Assignments Screen			Timeslot Templates
Interviews List					Open Parent Interface
PTI_Student List					
PTI_Family List		Admin Family List	1		
PTI_Parents List			_		
PTI_Community List					
PTI_Staff List					
PTI_Class List		Admin Class List			
TI_Class_Enrolment List					
PTI_Lessons					Email Log

# Adding a Family or Parents to PTI

# 1 - Admin Family List

Menu	Find	Show All Records	Back	Forward					
				1	Admin Families I	_ist			
amily Code	Fa	umily Name		Family I	Notes				
EE34 Adults in the fi		elleher					Students in Family	Future Current F 0 0	Add Family 2 Add Family to PTI2
elationship ather	Title Mr	Preferred Nar Jimmy	ne Surr Kelle	ame eher	Parent Type Mother • Father	Non Resident O Other	PTI Allowed Yes	Add F	Parent to PTI
elationship lother	Title Mrs	Preferred Nar Fiona		ame eher	Parent Type     Mother Father	Non Resident Other	PTI Allowed Yes	Add F	Parent to PTI
		leyer					Students in Family	Future Current F 0 1	Former 0
Aduits in the fa		leyer Preferred Nar Michael	ne Surr Mey	iame er	Parent Type	Non Resident O Other	PTI Allowed		
Adults in the fi elationship ather elationship	amily Title	Preferred Nar	Mey ne Surr			Non Resident 🔿 Other	PTI Allowed Yes V PTI Allowed		
EE40 Adults in the fr alationship ather alationship tother	amily Title Mr Title	Preferred Nar Michael Preferred Nar	Mey ne Surr	er name	O Mother • Father O		PTI Allowed Yes V PTI Allowed		

- 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 Teach	er Interview Sessio	ons Administration Menu		
				Administr	ation		Creation /	Assistant	
			Interview Sessions L	ist		Go To Assignments Screen	]	Timeslot Templates	
			Interviews List					Open Parent Interface	
			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_Enrolmer List	nt					
			PTI_Lessons					Email Log	1
PTI Menu	Fin	d	Show All Records	Back	Forward				
						Email L	og		
Creation Tim	estamp	Cre	ation User	То		Subject			
2/06/2015 11	:47:57	der	nbigh	sally.hill@me.c	om	Parent 1	eacher Interview Schedule	Messa	age
2/06/2015 1:1	19:44	der	nbigh	panders@dent	ighdemo.com.au	Parent 1	eacher Interview Calendar	Messa	age

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

