Denbigh Administration

Parent Teacher Interview (PTI)

Administrator's Manual

Table of Contents

Parent Teacher Interviews Administration Manual

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

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

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

PTI Settings

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

Administration Settings

1 - Password Length when creating parent logins

2 - Set either to have local accounts for Directory Group Authentication

3 - Use either Community Id or Family Code to create the Usernames

4 - Maximum number of time slots that an individual staff member can block

5 - All staff to edit interviews (usually default is off)

6 - Use of Server Side Operations to create sessions and time slot (increase speed when set on server)

7 - Web Login Address to send to Parents for the sessions

8 - Set a website to sit in the background for the Login Screen. (Usually the school website

9 - School Logo for display in booking sessions

10 - Email Server settings for sending session notifications and appointments (IT dept)

Parent Notification Settings

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

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

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

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

SMS Notification

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

Calendar Notification Email Text

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

Time slot Templates

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

Time slot Template List

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

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

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

3.30PM to 6.30PM 10 minute intervals with not Breaks

9pm to 10pm 10 minute intervals with no breaks

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

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

New Time slot template

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

New Time slot 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.

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

Creating a New PTI Session

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

Admin Class List

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

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

Main Menu   Settings

Administration   Creation Assistant

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

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

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

Main Menu   Settings

Administration   Creation Assistant

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

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

Name for the new session?   [_____]

Name the Session.

Enter the date of the Session.

Enter the Start date that staff can login.

Enter the End date for staff login.

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

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

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

Choose a Session Times from the templates created.

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

New Session Creation Details

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

DENBIGH
INTERNATIONAL

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

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

Interview Sessions

1 - Click the Interview Sessions List

Interview Lists

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

1 - Note Sessions are not visible till the session status is set to Current.
2 - Click the arrow to view the session details.

Check Session Details

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

2 - Check that the students have all been added.

3 - Check that the correct teachers have been added.

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

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

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)

Creating Families Accounts

Under the Families tab choose
1 - "Set Usernames and Passwords and create Accounts for all Parents in the session" button.
This will create the accounts for schools that use Local accounts only.   Families are not session specific so all current families will appear in the families tab. This button will be required for new families added to a session.
(Some schools use their Directory accounts so this is not required)
2 - Once accounts are set the check box will be selected.

Classes in Session

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

Adding a Class to a Session

Click the arrow to add a class to a session.

Viewing Class details

Click on a Class to view details
1 - List of students in the class
2 - Student not in the Class
3 - Teacher of the class
4 - Filter to search for a student in the class or in Student Not in this class

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

To change a teacher for a class
1 - Choose the teacher to replace the current teacher
2 - Click the "Change Teacher for these Class Enrolments and Lessons from ... to ..."

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

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

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

Teachers in Session

1 - Filter to find a teacher

2 - To change or set a room for teachers in a session

3 - List of teacher in the session

4 - List of teachers who teach these classes but are NOT in this session

5 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time

Click on any teacher to see the Staff Member Detail

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

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

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

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

DENBIGH INTERNATIONAL

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 - To Create all accounts for parents, usernames and passwords (local accounts)
8 - Delete Accounts for all parents in this session
9 - Checked if the parents in this session, accounts have been sent.
10 - Checked when after notifications has been sent to parents of this session
11 - Display of the Email Log to the parents in the family

Authentication Settings for Families

1 - Click the Authentication Settings to view and adjust if necessary (this can also be done in the Settings Menu).
Note if parents are unable to login it could be that the Accounts have not been set as in step 7 above.

Send Settings

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

Testing Sending Parent Notifications

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

Administration of Booking Time slots

If it is necessary administration can create a new session from here.
1 - Time slot can be change but the interview times would need to be set
2 - If creating new interviews
3 - Filter to search for a staff member
4 - Filter for times and rooms.

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

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

Administration of Sessions by Assistant

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

Administration Assistance making bookings for a teacher

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

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.

6 - Interview booking will be highlighted in yellow

7 - Click to Clear the Interview Assignment

8 - Click to Notify the Parent

9 - Click to Print the sessions for the teacher

Friday, 17 April 2015

Interviews List for Ms Karen Dragnich

16:00:00 - 16:10:00	CL ST	No Booking in this timeslot

Student : Richard Dalkin for PD/Health/PE
Parents in Student's Family

Father	Mr Arulkumar Dalkin
Mother	**Mrs Sharminie Dalkin**

16:10:00 - 16:20:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

16:20:00 - 16:30:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

16:30:00 - 16:40:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

16:40:00 - 16:50:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

16:50:00 - 17:00:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

17:00:00 - 17:10:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

17:10:00 - 17:20:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

17:20:00 - 17:30:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

17:30:00 - 17:40:00	CL ST	No Booking in this timeslot

Student : for
Parents in Student's Family

Printer: ⊘ Canon M

Presets: Default Set

Copies: 1

Pages: ● All
　　　　○ From: 1

　　　　FileMaker

Number pages from: 1

Print: ● Records being browsed
　　　　○ Current record
　　　　○ Blank record, showing fie

? | PDF ⌄ | Hide Details | ⚠

- 4:10 pm

alth/PE
kin
e Dalkin

- 4:20 pm

10 - Click Print to Print the Interview list.

DENBIGH
INTERNATIONAL

Administration Assistance Making bookings for a family**

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)

1 - Select a session

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

Teacher Booking - Request an interview

1 - Click the Request Interview box
2 - Click Save

Teacher Booking - Block out times

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)

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

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

1 - 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

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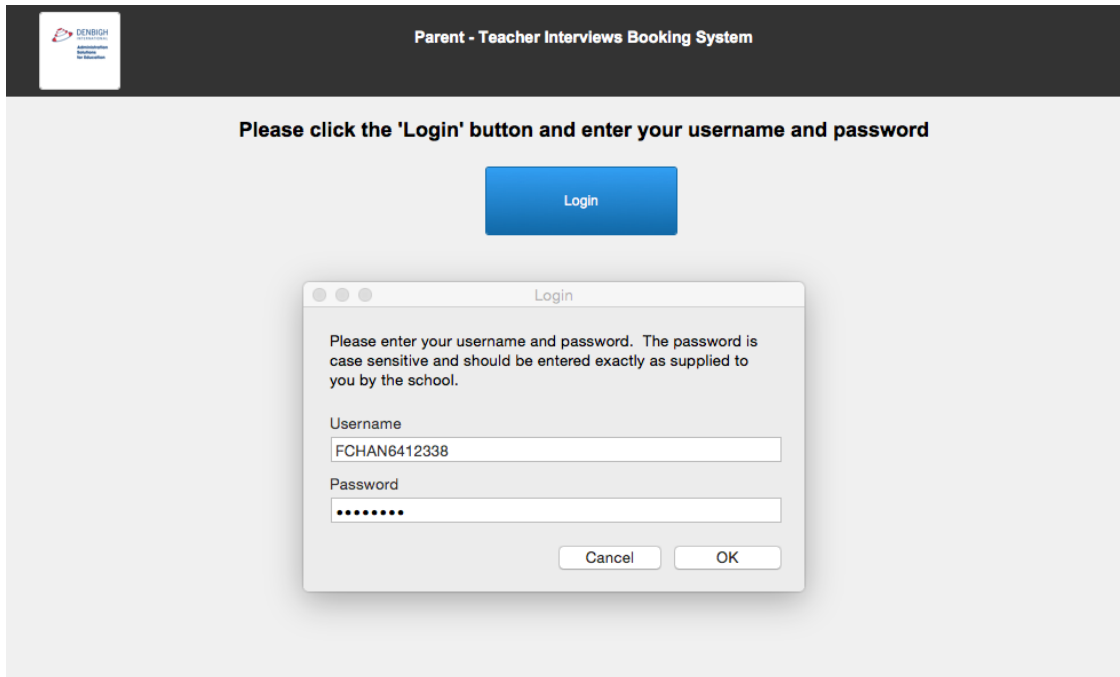
1 - Displays the parents in the family
2 - Click Timetable to see timetabled lessons
3 - Enter the notes regarding the interview
4 - Check once the interview is completed
5 - Click to Email the notes to themselves
6 - Click to Save the details
7 - Click to view List
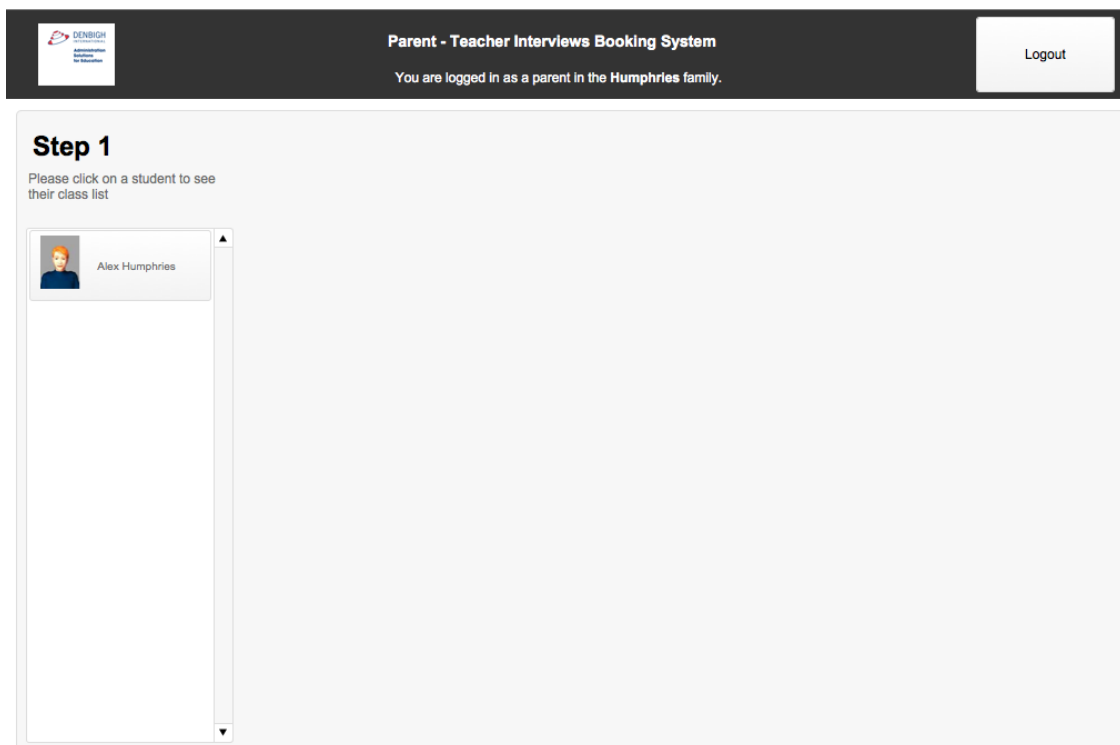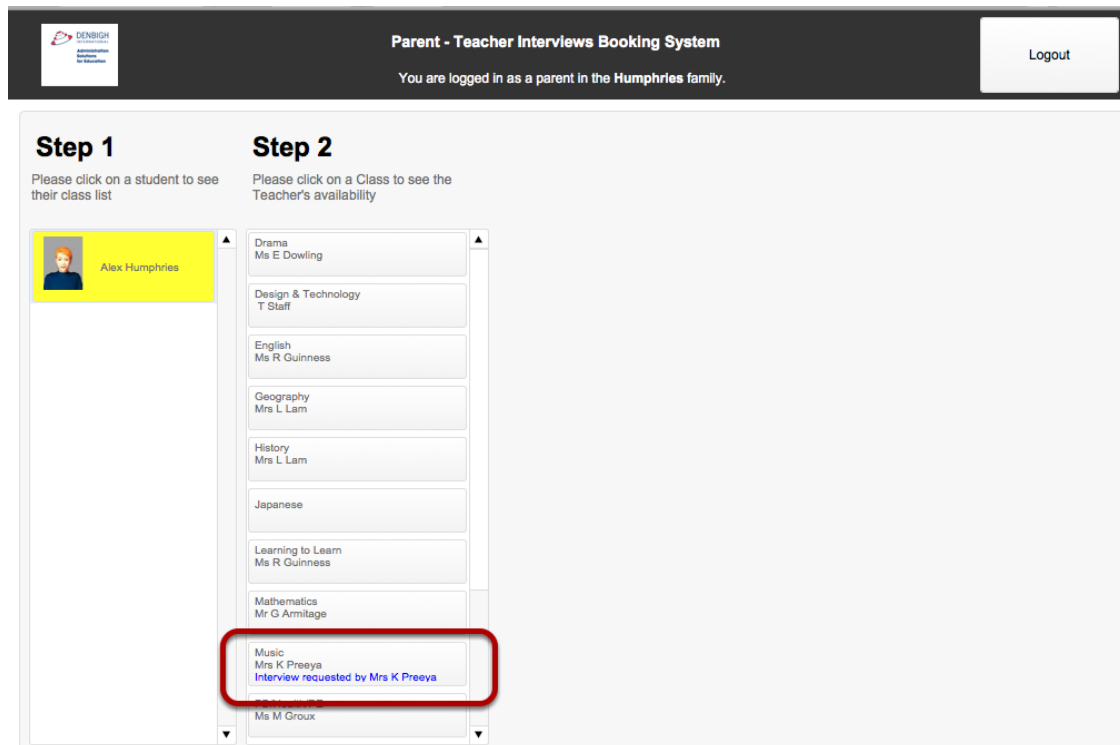
Parent Login and bookings (Parent Interface)

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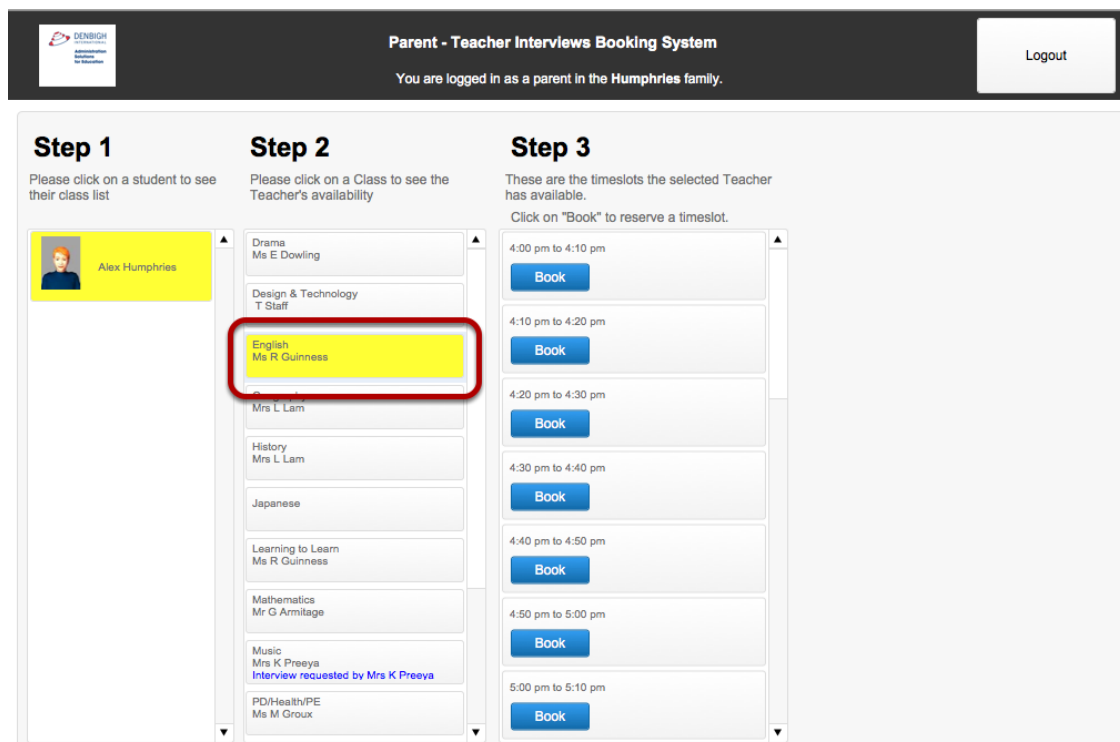
Note if a teacher has requested an interview there will be a message on that class "Interview requested by ...."

Step 2 - Click on a Class to make a booking

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

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

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.

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

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.

Message to say that an email has been sent to your recorded email address, with a Calendar file containing your bookings. Click Logout once complete.
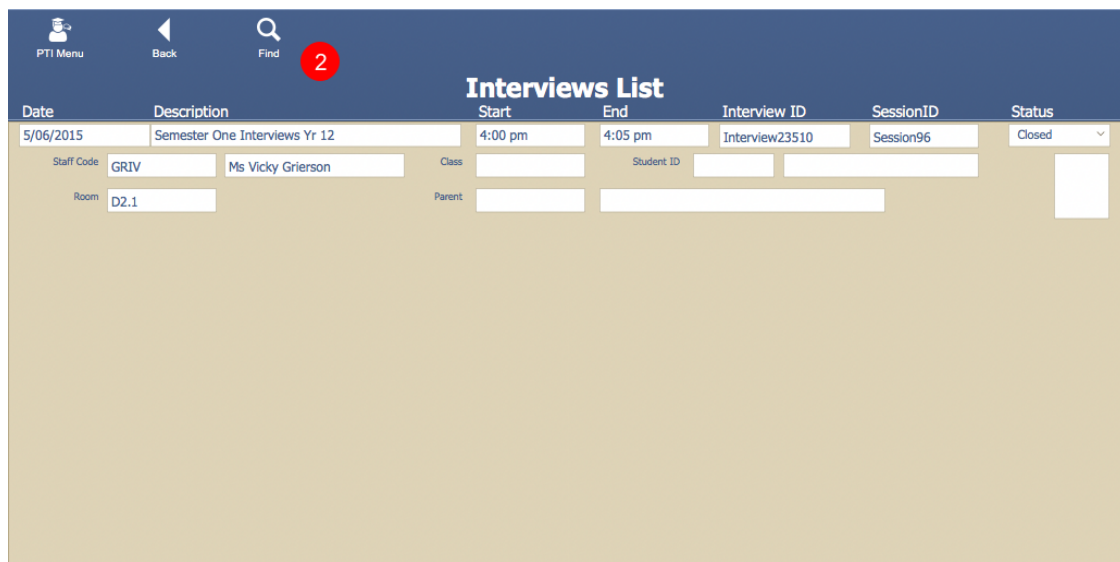
Administration Functions - Changing a teacher to a new teacher for a set of interviews
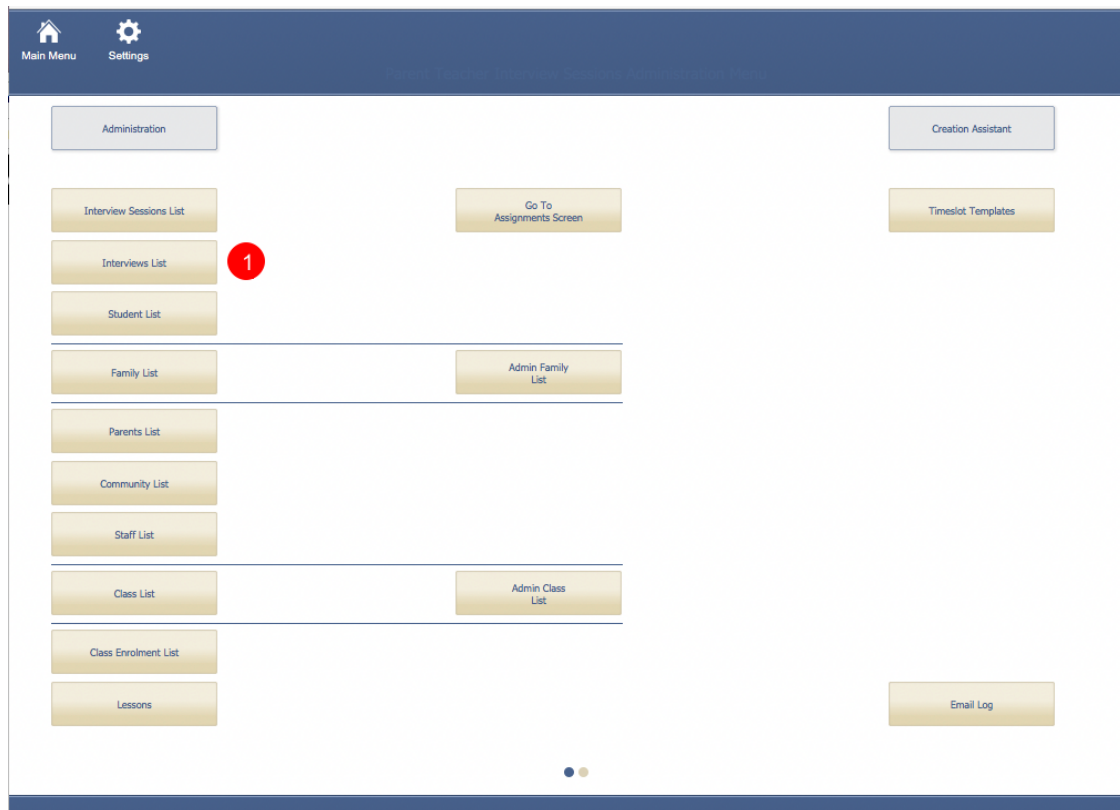
1 - Click Interview List

2 - Click Find

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

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

1 - Admin Family List

2 - Click to Add Family
3 - Click to Add Parents individually
Adding parents or families to PTI does not rely on a session being current.

Editing Parent Details after the session has been set up

1 - Go to the Admin Community List

2 - Find the parent to change
3 - Edit details as required (eg different email address)

Adding a non face to face teacher to a PTI session

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

Email Log

1 - To view the email log file

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

Email Log

View of email log

FAQ