



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview (PTI)

Administrator's Manual

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

PO Box 3166
Narellan NSW 2567
Australia

Table of Contents

PTI Settings.....	4
Administration Settings.....	4
Parent Notification Settings.....	5
SMS Notification.....	6
Calendar Notification Email Text.....	6
Time slot Templates.....	7
Time slot Template List.....	7
New Time slot template.....	8
New Time slot Details.....	8
Creating a New PTI Session.....	9
New Session Creation Details.....	14
Interview Sessions.....	15
Interview Lists.....	16
Check Session Details.....	16
Setting a Session to Current.....	18
Changing the Interview Session Dates.....	19
Creating Families Accounts.....	20
Classes in Session.....	21
Adding a Class to a Session.....	22
Viewing Class details.....	22
Changing the teacher for a class (before books have been made).....	23
Deleting Students from a Class for a Session.....	23
Adding Students to a Class for a Session.....	24
Students in Session.....	24
Adding a Sibling Student to a Session.....	25
Teachers in Session.....	26
Click on any teacher to see the Staff Member Detail.....	27
Setting or Changing rooms for interview.....	28
Changing a room for a whole Faculty.....	28
Families in Session.....	30
Authentication Settings for Families.....	31
Send Settings.....	31
Testing Sending Parent Notifications.....	32
Administration of Booking Time slots.....	32
Administration of Sessions by Assistant.....	33
Administration Assistance making bookings for a teacher.....	34
Administration Assistance Making bookings for a family**.....	37
Teacher Booking (Teacher interface).....	37
Teacher Booking - Request an interview.....	38
Teacher Booking - Block out times.....	39
Teacher Login on the Night of Interview Session.....	41
Parent Login and bookings (Parent Interface).....	42
Step 1 - Click on the student to see their classes for this session.....	44
Step 2 - Click on a Class to make a booking.....	44
Step 3 - Click the Book button to make the booking.....	45
Step 4 - Booking displayed with time, subject and teacher name.....	45
Step 5 - Click Next to view all bookings.....	46
Step 6 - Email the list to me.....	47
Administration Functions - Changing a teacher to a new teacher for a set of interviews.....	48
Adding a Family or Parents to PTI.....	50
Editing Parent Details after the session has been set up.....	51
Adding a non face to face teacher to a PTI session.....	52
Email Log.....	52
FAQ.....	53

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

Settings

Default Settings For Parent Notifications

Send Parent Notifications By

- Email if it exists
- Email if it exists, Correspondence if it doesn't
- Correspondence
- SMS if mobile number exists

Test Email Address

Test SMS Number

Letters

Text for Notification Letters

<CurrentDate>

<Mailing Title>

<Postal Address Property Name>

<Postal Address Street>

<Postal Address Suburb> <Postal Address State> <Postal Address PostCode>

Dear <Salutation>

As you would now be aware the School is moving to a system of online bookings for Parent/Student/Teacher interviews.

The scheduled evening for <session name> is <session date>. The online booking system will be available from <session start date> to <session end date>.

The booking procedure will be as follows:

Interview Request Text

In addition, the following teacher(s) have also requested interviews.

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

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

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

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

SMS Notification

The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. At the top, there are navigation icons for 'PTI Menu', 'Main Menu', and 'Back'. The page title is 'Parent Teacher Interview Sessions Administration Settings'. Below the title, there are two tabs: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes for 'Send Parent Notifications By': 'Email if it exists' (unchecked), 'Email if it exists, Correspondence if it doesn't' (checked), 'Correspondence' (unchecked), and 'SMS if mobile number exists' (checked). To the right, there are input fields for 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (0429856151). Below these are four tabs: 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'SMSs' tab is selected, showing a text area for 'Text for Notification SMS' with the following text: 'Dear <Salutation>, Parent/Student/Teacher interviews will be held on <session date>. Online booking at <School PTI_Web Address> will be enabled from <session start date> to <session end date>. Your username will be: <username>. Your password will be: <password>.' Below this is a text area for 'Interview Request Text for SMS' with the text: 'Some teachers have requested interviews.'

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

Calendar Notification Email Text

The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. At the top, there are navigation icons for 'PTI Menu', 'Main Menu', and 'Back'. The page title is 'Parent Teacher Interview Sessions Administration Settings'. Below the title, there are two tabs: 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes for 'Send Parent Notifications By': 'Email if it exists' (unchecked), 'Email if it exists, Correspondence if it doesn't' (checked), 'Correspondence' (unchecked), and 'SMS if mobile number exists' (checked). To the right, there are input fields for 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (0429856151). Below these are four tabs: 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'Calendar Event Emails Text' tab is selected, showing a text area for 'Calendar Event Email Subject Line' with the text: 'Parent Teacher Interview Calendar Appointments'. Below this is a text area for 'Calendar Event Email Text' with the text: 'Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.'

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

Time slot Templates

The screenshot shows the main navigation menu of the PTI Administrator's Manual. The menu is organized into a grid of buttons. The 'Timeslot Templates' button is highlighted with a red border. Other buttons include 'Administration', 'Creation Assistant', 'Interview Sessions List', 'Go To Assignments Screen', 'Interviews List', 'Student List', 'Family List', 'Admin Family List', 'Parents List', 'Community List', 'Admin Community List', 'Staff List', 'Class List', 'Admin Class List', 'Class Enrolment List', and 'Email Log'.

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

Time slot Template List

The screenshot shows the 'Timeslot Template List' screen. The top navigation bar includes 'PTI Menu', 'Back', 'Find', and a 'New Template' button highlighted with a red border. Below the navigation bar, there is a list of time slot templates, each with a search icon and a description:

- 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes
- 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
- 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
- 3.30PM to 6.30PM 10 minute intervals with not Breaks
- 9pm to 10pm 10 minute intervals with no breaks
- 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

The screenshot shows the 'Timeslot Template List' interface. At the top, there are navigation icons: PTI Menu, Back, Find, and New Template. Below the title bar, a list of templates is displayed, each with a left-pointing arrow icon and a description: '4pm to 7:30pm 10 Minute Intervals 5:30 PM break for 20 minutes', '4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes', '6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes', '3.30PM to 6.30PM 10 minute intervals with not Breaks', '9pm to 10pm 10 minute intervals with no breaks', and '2:00 pm to 6:00pm 10 Minute intervals with breaks'. Below the list is a search bar with a left-pointing arrow icon on the left and a right-pointing arrow icon on the right. Red circles with numbers '1' and '2' are placed over the right-pointing arrow and the search bar, respectively.

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

New Time slot Details

The screenshot shows the 'Timeslot Template List' interface with the details for a selected template. The title bar is the same as in the previous screenshot. Below the title bar, the description '5pm to 7pm with 10 minute intervals with breaks' is shown. Below the description are several input fields: 'Start Time', 'End Time', 'Interval', 'Break Start Time', and 'Break End Time'. Red circles with numbers '1' and '2' are placed over the 'Break Start Time' and 'Populate Template' buttons, respectively. Below the input fields is a large table with columns for 'Start Time' and 'End Time'. The table has 10 rows, each with a light yellow background. A trash icon is visible in the top right corner of the table. A 'Populate Template' button is located to the right of the table.

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

PTI Menu Back Find

Timeslot Template List

Description

5pm to 7pm with 10 minute intervals with breaks

Start Time: 5:00 pm End Time: 7:00 pm Interval: 0:10 Break Start Time: Break End Time:

Start Time	End Time	
5:00 pm	5:10 pm	🗑️
5:10 pm	5:20 pm	🗑️
5:20 pm	5:30 pm	🗑️
5:30 pm	5:40 pm	🗑️
5:40 pm	5:50 pm	🗑️
5:50 pm	6:00 pm	🗑️
6:00 pm	6:10 pm	🗑️
6:10 pm	6:20 pm	🗑️
6:20 pm	6:30 pm	🗑️
6:30 pm	6:40 pm	🗑️
6:40 pm	6:50 pm	🗑️
6:50 pm	7:00 pm	🗑️
		🗑️

Populate Template

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

Creating a New 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

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.

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

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

Home Main Menu Gear 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.

Home Main Menu Gear 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.

 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? Clear

Date for the new session? Clear

Enter the date of the 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 Clear

Name for the new session? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

Enter the Start date that staff can login.

 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? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Enter the End date for staff login.

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTT" 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? Clear



Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

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

 Main Menu
  Settings

Administration Creation Assistant

Have you set the "Include in PTT" 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? Clear

Date for the new session? Clear



Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

End Date for the Parent Login Period ? Clear

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

 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? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear



End Date for the Parent Login Period ? Clear

Do you wish to have all the interviews in the room? If so which room?

Session Times Template to use, when creating the Interviews

CL ST
 D0.1
 D0.2
 D0.3
 D0.4
 D1.1
 D1.2
 D1.3
 D1.3A
 D1.4

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

 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? Clear

Date for the new session? Clear

Start Date for the Staff Login Period ? Clear

End Date for the Staff Login Period ? Clear

Start Date for the Parent Login Period ? Clear

End Date for the Parent Login Period ? Clear

Do you wish to have all the interviews in the room? If so which room? Clear

Session Times Template to use, when creating the Interviews

2:00 pm to 6:00pm 10 Minute intervals with breaks
 3.30PM to 6.30PM 10 minute intervals with not Breaks
 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes
 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
 5pm to 7pm with 10 minute intervals with breaks
 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
 9pm to 10pm 10 minute intervals with no breaks

Choose a Session Times from the templates created.

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? Clear

Date for the new session? Clear

Start Date for the Staff Login Period? Clear

End Date for the Staff Login Period? Clear

Start Date for the Parent Login Period? Clear

End Date for the Parent Login Period? Clear

Do you wish to have all the interviews in the room? If so which room? Clear

Session Times Template to use, when creating the Interviews Clear

Create Session

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

New Session Creation Details

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Mon., 5 Dec. 2016	Year 7 Term 1 session	Mon., 5 Dec. 2016	Mon., 5 Dec. 2016	Sun., 4 Dec. 2016	Tue., 6 Dec. 2016

Future 4

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																																																																	
Filter <input type="text"/> Clear			Academic Year <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12																																																																																			
Classes In Session <input type="button" value="Remove All"/> 2			Classes NOT In Session <input type="button" value="Add All"/> 47																																																																																			
<table border="1"> <tr><td>07DT1</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>07DT2</td><td>Design and Technology</td><td><input checked="" type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	07DT1	Design and Technology	<input type="checkbox"/>	07DT2	Design and Technology	<input checked="" type="checkbox"/>																														<table border="1"> <tr><td>+ 07DT3</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DT4</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DT5</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DT6</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DT7</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DTB</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07DTE</td><td>Design and Technology</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07EN1</td><td>English</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07EN2</td><td>English</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07EN3</td><td>English</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07EN4</td><td>English</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07EN5</td><td>English</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07FR1</td><td>French</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07FR2</td><td>French</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07FR3</td><td>French</td><td><input type="checkbox"/></td></tr> <tr><td>+ 07GM1</td><td>German</td><td><input type="checkbox"/></td></tr> </table>	+ 07DT3	Design and Technology	<input type="checkbox"/>	+ 07DT4	Design and Technology	<input type="checkbox"/>	+ 07DT5	Design and Technology	<input type="checkbox"/>	+ 07DT6	Design and Technology	<input type="checkbox"/>	+ 07DT7	Design and Technology	<input type="checkbox"/>	+ 07DTB	Design and Technology	<input type="checkbox"/>	+ 07DTE	Design and Technology	<input type="checkbox"/>	+ 07EN1	English	<input type="checkbox"/>	+ 07EN2	English	<input type="checkbox"/>	+ 07EN3	English	<input type="checkbox"/>	+ 07EN4	English	<input type="checkbox"/>	+ 07EN5	English	<input type="checkbox"/>	+ 07FR1	French	<input type="checkbox"/>	+ 07FR2	French	<input type="checkbox"/>	+ 07FR3	French	<input type="checkbox"/>	+ 07GM1	German	<input type="checkbox"/>		
07DT1	Design and Technology	<input type="checkbox"/>																																																																																				
07DT2	Design and Technology	<input checked="" type="checkbox"/>																																																																																				
+ 07DT3	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DT4	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DT5	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DT6	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DT7	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DTB	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07DTE	Design and Technology	<input type="checkbox"/>																																																																																				
+ 07EN1	English	<input type="checkbox"/>																																																																																				
+ 07EN2	English	<input type="checkbox"/>																																																																																				
+ 07EN3	English	<input type="checkbox"/>																																																																																				
+ 07EN4	English	<input type="checkbox"/>																																																																																				
+ 07EN5	English	<input type="checkbox"/>																																																																																				
+ 07FR1	French	<input type="checkbox"/>																																																																																				
+ 07FR2	French	<input type="checkbox"/>																																																																																				
+ 07FR3	French	<input type="checkbox"/>																																																																																				
+ 07GM1	German	<input type="checkbox"/>																																																																																				

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

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

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

Session Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date	Status
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Current 1
Wed., 16 Mar. 2016	Year 6 PTI	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Current
Fri., 6 May 2016	Year 10 PTI	Thu., 5 May 2016	Thu., 5 May 2016	Mon., 2 May 2016	Thu., 5 May 2016	Current
Thu., 5 May 2016	Year 8 Term 1 Thursday Night	Fri., 6 May 2016	Thu., 5 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current
Wed., 4 May 2016	Year 8 Term 1 Wednesday Night	Fri., 6 May 2016	Fri., 6 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current
Wed., 24 Aug. 2016	Year 12 Final	Sun., 21 Aug. 2016	Wed., 24 Aug. 2016	Mon., 1 Aug. 2016	Wed., 24 Aug. 2016	Future
Wed., 5 Dec. 2016 2	Year 7 Term 1 session	Mon., 5 Dec. 2016	Mon., 5 Dec. 2016	Sun., 4 Dec. 2016	Tue., 6 Dec. 2016	Future

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

1 - Note Sessions are not visible till the session status is set to Current.

2 - Click the arrow to view the session details.

Check Session Details

PTI Menu Back Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																																																																
Filter <input type="text"/> Clear																																																																																					
Academic Year Clear <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12																																																																																					
Classes In Session Remove All 25 1	Classes NOT In Session Add All 49																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>02aMAT</td><td>Mathematics</td><td>🗑</td></tr> <tr><td>02bMAT</td><td>Mathematics</td><td>🗑</td></tr> <tr><td>02CCOMP</td><td>Computer Studies</td><td>🗑</td></tr> <tr><td>02CCST</td><td>Christian Studies</td><td>🗑</td></tr> <tr><td>02CENG</td><td>English</td><td>🗑</td></tr> <tr><td>02CFRE</td><td>French</td><td>🗑</td></tr> <tr><td>02CHSIE</td><td>Human Society and its Environment</td><td>🗑</td></tr> <tr><td>02CLIB</td><td>Library</td><td>🗑</td></tr> <tr><td>02cMAT</td><td>Mathematics</td><td>🗑</td></tr> <tr><td>02CMUS</td><td>Music</td><td>🗑</td></tr> <tr><td>02CPDH</td><td>Personal Development and Health</td><td>🗑</td></tr> <tr><td>02CPE</td><td>Physical Education</td><td>🗑</td></tr> <tr><td>02CSAT</td><td>Science and Technology</td><td>🗑</td></tr> <tr><td>02CVIS</td><td>Visual Arts</td><td>🗑</td></tr> <tr><td>02MCOMP</td><td>Computer Studies</td><td>🗑</td></tr> <tr><td>02MCST</td><td>Christian Studies</td><td>🗑</td></tr> </table>	02aMAT	Mathematics	🗑	02bMAT	Mathematics	🗑	02CCOMP	Computer Studies	🗑	02CCST	Christian Studies	🗑	02CENG	English	🗑	02CFRE	French	🗑	02CHSIE	Human Society and its Environment	🗑	02CLIB	Library	🗑	02cMAT	Mathematics	🗑	02CMUS	Music	🗑	02CPDH	Personal Development and Health	🗑	02CPE	Physical Education	🗑	02CSAT	Science and Technology	🗑	02CVIS	Visual Arts	🗑	02MCOMP	Computer Studies	🗑	02MCST	Christian Studies	🗑	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>+ 07DT1</td><td>Design and Technology</td></tr> <tr><td>+ 07DT2</td><td>Design and Technology</td></tr> <tr><td>+ 07DT3</td><td>Design and Technology</td></tr> <tr><td>+ 07DT4</td><td>Design and Technology</td></tr> <tr><td>+ 07DT5</td><td>Design and Technology</td></tr> <tr><td>+ 07DT6</td><td>Design and Technology</td></tr> <tr><td>+ 07DT7</td><td>Design and Technology</td></tr> <tr><td>+ 07DTB</td><td>Design and Technology</td></tr> <tr><td>+ 07DTE</td><td>Design and Technology</td></tr> <tr><td>+ 07EN1</td><td>English</td></tr> <tr><td>+ 07EN2</td><td>English</td></tr> <tr><td>+ 07EN3</td><td>English</td></tr> <tr><td>+ 07EN4</td><td>English</td></tr> <tr><td>+ 07EN5</td><td>English</td></tr> <tr><td>+ 07FR1</td><td>French</td></tr> <tr><td>+ 07FR2</td><td>French</td></tr> </table>					+ 07DT1	Design and Technology	+ 07DT2	Design and Technology	+ 07DT3	Design and Technology	+ 07DT4	Design and Technology	+ 07DT5	Design and Technology	+ 07DT6	Design and Technology	+ 07DT7	Design and Technology	+ 07DTB	Design and Technology	+ 07DTE	Design and Technology	+ 07EN1	English	+ 07EN2	English	+ 07EN3	English	+ 07EN4	English	+ 07EN5	English	+ 07FR1	French	+ 07FR2	French
02aMAT	Mathematics	🗑																																																																																			
02bMAT	Mathematics	🗑																																																																																			
02CCOMP	Computer Studies	🗑																																																																																			
02CCST	Christian Studies	🗑																																																																																			
02CENG	English	🗑																																																																																			
02CFRE	French	🗑																																																																																			
02CHSIE	Human Society and its Environment	🗑																																																																																			
02CLIB	Library	🗑																																																																																			
02cMAT	Mathematics	🗑																																																																																			
02CMUS	Music	🗑																																																																																			
02CPDH	Personal Development and Health	🗑																																																																																			
02CPE	Physical Education	🗑																																																																																			
02CSAT	Science and Technology	🗑																																																																																			
02CVIS	Visual Arts	🗑																																																																																			
02MCOMP	Computer Studies	🗑																																																																																			
02MCST	Christian Studies	🗑																																																																																			
+ 07DT1	Design and Technology																																																																																				
+ 07DT2	Design and Technology																																																																																				
+ 07DT3	Design and Technology																																																																																				
+ 07DT4	Design and Technology																																																																																				
+ 07DT5	Design and Technology																																																																																				
+ 07DT6	Design and Technology																																																																																				
+ 07DT7	Design and Technology																																																																																				
+ 07DTB	Design and Technology																																																																																				
+ 07DTE	Design and Technology																																																																																				
+ 07EN1	English																																																																																				
+ 07EN2	English																																																																																				
+ 07EN3	English																																																																																				
+ 07EN4	English																																																																																				
+ 07EN5	English																																																																																				
+ 07FR1	French																																																																																				
+ 07FR2	French																																																																																				

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

PTI Menu Back Find

Interview Session

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

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear = Boarder

Students in this session

Preferred Name Surname Year Show Boarders Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Other Students

Preferred Name Surname	Year		
<input type="checkbox"/> Aleksandra Ash	9	9.3	<input type="checkbox"/>
<input type="checkbox"/> Alexander Backhouse	2	2F	<input type="checkbox"/>
<input type="checkbox"/> Aidan Balmaks	2	2F	<input type="checkbox"/>
<input type="checkbox"/> Paul Bushell	2	2F	<input type="checkbox"/>
<input type="checkbox"/> Charlotte Carrington	9	9.5	<input type="checkbox"/>
<input type="checkbox"/> Stephanie Chandler	2	2F	<input type="checkbox"/>
<input type="checkbox"/> Serena Clark	9	9.2	<input type="checkbox"/>
<input type="checkbox"/> James Condoleon	9	9.2	<input type="checkbox"/>
<input type="checkbox"/> Peter Connors	9	9.5	<input type="checkbox"/>
<input type="checkbox"/> Carissa Coppin	2	2S	<input type="checkbox"/>
<input type="checkbox"/> Tom Cowan	9	9.4	<input type="checkbox"/>
<input type="checkbox"/> Anooshka Dalkin	9	9.4	<input type="checkbox"/>
<input type="checkbox"/> Georgina Deme	9	9.1	<input type="checkbox"/>

Selected Student

2 - Check that the students have all been added.

PTI Menu Back Find

Interview Session

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

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Set all staff to one room...

Show Only Teachers With No Rooms

Staff Code Room 46

Staff Code	Room	
ALLT	Mr Trevor Allesch	D2.3
ANGC	Mrs Caroline Angel	D2.3
ARCD	Mr Douglas Arcidiacono	D2.3
ARMG	Mr Greg Armitage	D2.3
BAIR	Mr Robert Bailey	D2.3
BERJ	Ms Julie Berzins	D2.3
BOLG	Mr Gavin Bolton	D2.3
BREA	Mr Andrew Brettell	D2.3
BROA	Ms Anne Brown	D2.3
BURJ	Mr Jon Burdon	D2.3
CAMK	Ms Katie Cameron	D2.3
CROM	Ms Matoula Croker	D2.3
DENJ	Mrs Jane Denbigh	D2.3
FAUJ	Mrs Joey Faulks	D2.3
FRIJ	Ms Jo Fricker	D2.3
GILE	Ms Lynne Gilmour	D2.3

Staff who teach these classes but are NOT in this Session

All Staff NOT in this Session

<input type="checkbox"/>	ADAD	Mr Damien Adams
<input type="checkbox"/>	TADD	Test Address
<input type="checkbox"/>	TADMIN	Test Administrator
<input type="checkbox"/>	AMPH	Ms Hilary Amponin Jr
<input type="checkbox"/>	TASSET	Test Assets
<input type="checkbox"/>	TATTEND	Test Attendance
<input type="checkbox"/>	TATTENDS	Test AttendanceStaff

3 - Check that the correct teachers have been added.

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons for 'PTI Menu', 'Back', and 'Find'. Below this is a header with the title 'Interview Session' and a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The table contains one row: Thu., 10 Mar. 2016, YEAR 9 PTI, Wed., 2 Mar. 2016, Wed., 9 Mar. 2016, Wed., 2 Mar. 2016, Wed., 9 Mar. 2016. Below the table is a 'Current' dropdown menu.

The main area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Lessons & Timeslots' tab is active. It features a 'Populate PTI Lessons' button (marked with a red circle 4) and a 'Timeslot Template' dropdown set to '3.30PM to 6.30PM 10 minute intervals'. To the right is a 'Create Interviews' button (marked with a red circle 5). Below these are filter options for Start Time, End Time, and Room, each with a 'Clear' button. A list of staff members is shown, including ALLT Mr, 09MU1, 103162, and FROBINSON0.

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 click to "Create Interviews".

Setting a Session to Current

This screenshot shows the 'Interview Session' interface with the session status dropdown menu open. The dropdown menu has three options: 'Future', 'Current' (which is selected and marked with a red circle 1), and 'Closed'. Below the dropdown is an 'Update Related Records' button (marked with a red circle 2). The background shows the same table and tabs as the previous screenshot.

1 - Choose Current from the list

2 - Click to Update Related Records

Changing the Interview Session Dates

The screenshot shows the 'Interview Session' interface. At the top, there is a header with navigation icons (PTI Menu, Back, Find) and a search bar. Below this is a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The first row shows: Thu., 10 Mar. 2016, YEAR 9 PTI, Wed., 2 Mar. 2016, Wed., 9 Mar. 2016, Wed., 2 Mar. 2016, Wed., 9 Mar. 2016. A red circle '1' is placed over the date fields.

Below the table is a status dropdown menu set to 'Current' and a button labeled 'Update Related Records'. A red circle '2' is placed over the status dropdown, and a red circle '3' is placed over the 'Update Related Records' button.

The main content area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Classes' tab is active. It shows a filter field, a 'Clear' button, and an 'Academic Year' section with checkboxes for years 0-12, where year 7 is selected. Below this are two lists of classes:

- Classes In Session:** 25 classes listed, including 02aMAT (Mathematics), 02bMAT (Mathematics), 02CCOMP (Computer Studies), 02CCST (Christian Studies), 02CENG (English), 02CFRE (French), 02CHSIE (Human Society and its Environment), 02CLIB (Library), 02cMAT (Mathematics), 02CMUS (Music), 02CPDH (Personal Development and Health), 02CPE (Physical Education), 02CSAT (Science and Technology), 02CVIS (Visual Arts), 02MCOMP (Computer Studies), and 02MCST (Christian Studies).
- Classes NOT In Session:** 49 classes listed, including 07DT1-07DT7 (Design and Technology), 07DTB (Design and Technology), 07DTE (Design and Technology), 07EN1-07EN5 (English), and 07FR1-07FR2 (French).

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

The screenshot shows the PTI Interview Session interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below this is a header for 'Interview Session' with fields for Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The main content area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The Families tab is active, showing a list of families on the left and a central area for account management. The central area includes buttons for 'Authentication Settings...', 'Set Usernames and Passwords and create Accounts for all Parents in this session' (marked with a red '1'), and 'Delete Accounts for all Parents in this session'. Below these buttons is a table with columns for Relationship, Title, First Name, Preferred Name, and Surname. A checkbox labeled 'Accounts are set' (marked with a red '2') is visible. At the bottom, there are buttons for 'Send Settings...' and 'Send Usernames and Passwords to all Parents'.

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																		
					<p>Filter</p> <table border="1"><thead><tr><th>YU04</th><th>Al Ghardaqa</th></tr></thead><tbody><tr><td>CHIU03</td><td>Al-Nahedh</td></tr><tr><td>BATTENO</td><td>Al-Suweidi</td></tr><tr><td>RIDDELLO</td><td>Allnutt</td></tr><tr><td>BARKERO</td><td>Anderson</td></tr><tr><td>BULL01</td><td>Anderson</td></tr><tr><td>DESILVA0</td><td>Anderson</td></tr><tr><td>MACOUR</td><td>Anorov</td></tr><tr><td>STARKEY</td><td>Archinal</td></tr><tr><td>100917</td><td>Armstrong</td></tr><tr><td>101252</td><td>Ash</td></tr><tr><td>CASALE0</td><td>Atkin</td></tr><tr><td>SHUM02</td><td>Backhouse</td></tr><tr><td>WEST03</td><td>Bain-Smith</td></tr><tr><td>100468</td><td>Baird</td></tr><tr><td>KEANE01</td><td>Baker</td></tr><tr><td>100371</td><td>Balmaks</td></tr></tbody></table>	YU04	Al Ghardaqa	CHIU03	Al-Nahedh	BATTENO	Al-Suweidi	RIDDELLO	Allnutt	BARKERO	Anderson	BULL01	Anderson	DESILVA0	Anderson	MACOUR	Anorov	STARKEY	Archinal	100917	Armstrong	101252	Ash	CASALE0	Atkin	SHUM02	Backhouse	WEST03	Bain-Smith	100468	Baird	KEANE01	Baker	100371	Balmaks
YU04	Al Ghardaqa																																						
CHIU03	Al-Nahedh																																						
BATTENO	Al-Suweidi																																						
RIDDELLO	Allnutt																																						
BARKERO	Anderson																																						
BULL01	Anderson																																						
DESILVA0	Anderson																																						
MACOUR	Anorov																																						
STARKEY	Archinal																																						
100917	Armstrong																																						
101252	Ash																																						
CASALE0	Atkin																																						
SHUM02	Backhouse																																						
WEST03	Bain-Smith																																						
100468	Baird																																						
KEANE01	Baker																																						
100371	Balmaks																																						

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

The screenshot displays the 'Interview Session' interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' buttons. Below this is a header for 'Interview Session' with columns for Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. A table shows dates for 'Thu., 10 Mar. 2016', 'YEAR 9 PTI', 'Wed., 2 Mar. 2016', 'Wed., 9 Mar. 2016', 'Wed., 2 Mar. 2016', and 'Wed., 9 Mar. 2016'. A 'Current' dropdown menu is set to 'Current'. Below the header are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Classes' tab is active, showing a filter field (1), a 'Clear' button, and a 'Filter' input. A 'Classes In Session' section shows a 'Remove All' button, a count of 25 (2), and a list of classes (3). A 'Classes NOT In Session' section shows an 'Add All' button, a count of 49, and a list of classes (4). The list of classes includes various subjects like Mathematics, Computer Studies, Christian Studies, English, French, Human Society and its Environment, Library, Music, Personal Development and Health, Physical Education, Science and Technology, Visual Arts, and French.

- 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

The screenshot shows the 'Interview Session' interface. At the top, there are navigation options: PTI Menu, Back, and Find. Below this, the session details are displayed: Date (Thu., 10 Mar. 2016), Description (YEAR 9 PTI), Parent Start (Wed., 2 Mar. 2016), Parent End Date (Wed., 9 Mar. 2016), Staff Start Date (Wed., 2 Mar. 2016), and Staff End Date (Wed., 9 Mar. 2016). A 'Current' dropdown menu is also present.

The main area is divided into several tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Classes' tab is active, showing a list of classes in the session (25 total) and a list of classes not in the session (49 total). The 'Classes NOT In Session' list includes various subjects like Design and Technology, English, and French. A red circle highlights the plus sign next to the first class in this list, indicating where to click to add it to the session.

Click the arrow to add a class to a session.

Viewing Class details

The screenshot shows the 'Class Detail' interface for class 10CM1 (Commerce). At the top, there are fields for Class Code (10CM1), Subject Name (Commerce), and a Filter field (BREA). A 'Change Teacher to:' field is also present. Below these are two lists of students:

- Students in this class:** A list of students with their StudentID, Preferred Name Surname, Academic Year, and a trash icon. A red circle 1 highlights the first student, Sunali Brice.
- Students NOT in this class:** A list of students with their StudentID, Preferred Name Surname, Academic Year, and a plus sign icon. A red circle 2 highlights the first student, Georgia Bain-Smith.

Additional red circles highlight the 'Change Teacher to:' field (3) and the Filter field (4).

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)

Class Detail

Class Code: 10CM1 Subject Name: Commerce Filter: BREA

Change Teacher to: ADAD Mr Damien Adams

Change Teacher for these Class Enrolments and Lessons from Mr Damien Adams to Mr Damien Adams

StudentID	Preferred Name Surname	AcademicYear	Session
100088	Sunali Brice	10	10.2
101017	Sinthu Field	10	10.3
100868	Sophie Garnock	10	10.3
102805	Samantha Hopton	10	10.3
102826	Aarhi Hu	10	10.3
102446	Timothy Madin	10	10.2
101865	Alexander Mansfield	10	10.2
103129	Paul Pham	10	10.3
103148	ShanShan Preston	10	10.3
102920	Neil Semmens	10	10.3
102654	Rebecca Thorne	10	10.2
101016	Saumiya Venkataraman	10	10.3

Students NOT in this class

102816	Georgia Bain-Smith	10	10.2
101124	Michael Banjac	10	10.3
102863	Claire Beckett	10	10.2
103196	Nicholas Bilton	10	10.3
100797	Sarah Bolton	10	10.3

OK

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

Class Detail

Class Code: 02CCST Subject Name: Christian Studies Filter: MORB

StudentID Preferred Name Surname AcademicYear

104988 Anoushka Howarth 2 2S

103133 Hamish Wyatt 2 2S

Students NOT in this class

108141	Aleksandra Ash	9	9.3
104914	Aidan Balmaks	2	2F
100891	Sarah Bryan	7	7.1
107571	Paul Bushell	2	2F
104099	Charlotte Carrington	9	9.5

OK

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

Adding Students to a Class for a Session

The screenshot shows the 'Class Detail' interface for 'Computer Studies' (Class Code: 02CCOMP, Subject Name: Computer Studies, Filter: MORB). The main table lists students with columns for StudentID, Preferred Name Surname, Academic Year, and Session. A 'Set Class Enrolments' button is visible. To the right, a 'Students NOT in this class' section lists potential students with a green plus sign next to the first entry, Aleksandra Ash (StudentID: 108141, Year: 9, Session: 9.3). Below the main table, a list of other classes is shown, including 02CPDH, 02CPE, 02CSAT, 02CVIS, 02MCOMP, 02MCST, 07EN3, 07EN4, 07EN5, 07FR1, 07FR2, and 07FR3.

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

Students in Session

The screenshot shows the 'Interview Session' interface. At the top, there are fields for Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. Below this, there are tabs for Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. The 'Students' tab is active, showing a list of students in the session. A filter field (1) is present, and a 'Boarder' checkbox (2) is checked. The student list (3) includes Aleksandra Ash, Alexander Backhouse, Aidan Balmaks, Sarah Bryan, Paul Bushell, Charlotte Carrington, Stephanie Chandler, Macsen Chen, Serena Clark, James Condoleon, Peter Connors, Carissa Coppin, and Tom Cowan. A 'Selected Student' field shows '108141 Aleksandra Ash 9.3'. There are also checkboxes for selecting students by session number (0-12).

- 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

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current v

Classes

Students

Filter Clear = Boarder

Students in this session

Preferred Name Surname	Year	GPA	
Aleksandra Ash	9	9.3	<input type="checkbox"/>
Alexander Backhouse	2	2F	<input type="checkbox"/>
Aidan Balmaks	2	2F	<input type="checkbox"/>
Sarah Bryan	7	7.1	<input type="checkbox"/>
Paul Bushell	2	2F	<input type="checkbox"/>
Charlotte Carrington	9	9.5	<input type="checkbox"/>
Stephanie Chandler	2	2F	<input type="checkbox"/>
Macsen Chen	7	7.2	<input type="checkbox"/>
Serena Clark	9	9.2	<input type="checkbox"/>
James Condoleon	9	9.2	<input type="checkbox"/>
Peter Connors	9	9.5	<input type="checkbox"/>
Carissa Coppin	2	2S	<input type="checkbox"/>
Tom Cowan	9	9.4	<input type="checkbox"/>

Selected Student:

Teachers

Lessons & Timeslots

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

Notifications

Families

Add Other Students

Siblings of students which share the same teacher in this session

+	12	nancy_alghardaqa	12.1
	12AH1	Ancient History	Ms V Grierson
+	12	nancy_alghardaqa	12.1
	12EC2	Economics	Mrs L Saeck
+	12	nancy_alghardaqa	12.1
	12PH1	Physics	Mrs P McConchie
+	12	andrea_allnutt	12.3
	12B11	Biology	Mr N Sun
+	12	andrea_allnutt	12.3
	12BS2	Business Studies	Mr J Stankovich
+	12	andrea_allnutt	12.3
	12EA5	English Advanced	Ms J Harry
+	12	andrea_allnutt	12.3
	12PE2	PD/Health/PE	Mr W Gorringe

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

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons for 'PTI Menu', 'Back', and 'Find'. Below this is a header for 'Interview Session' with date filters for 'Date', 'Description', 'Parent Start', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. A dropdown menu is set to 'Current'. The main area is divided into tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Teachers' tab is active, showing a list of teachers with columns for 'Staff Code', 'Name', and 'Room'. A filter box (1) and a 'Set all staff to one room...' button (2) are at the top of the list. The list includes teachers like Mr Damien Adams, Mrs Caroline Angel, etc. A 'Show Only Teachers With No Rooms' checkbox is also present. To the right, there are two sections: 'Staff who teach these classes but are NOT in this Session' (4) and 'All Staff NOT in this Session' (5). The first section lists 'Mr Trevor Allesch' (4), and the second lists 'Test Administrator' (5).

- 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

Staff Member Detail

Staff Code: ADAD | Community ID: S00011 | Title: Mr | First Name: Damien | Preferred Name: Damien | Surname: Adams | Account Login Name: ADAD

Room: GYM1

Interviews

Block off	Class	Start Time	End Time
<input type="checkbox"/>		2:00 pm	2:10 pm
<input type="checkbox"/>		2:10 pm	2:20 pm
<input type="checkbox"/>		2:20 pm	2:30 pm
<input type="checkbox"/>		2:30 pm	2:40 pm

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

Lessons (Session)

Day	Period	Class
3	3	CH1H1
Chemistry Higher		
3	3	CH1H1
Chemistry Higher		
3	3	CH1H1
Chemistry Higher		
3	3	CH1H1
Chemistry Higher		

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

Lessons (Admin)

Classes taught by this teacher
(Green background indicates that this class is already in this session)

Filter:

Day	Period	Subject Name
+	1	06VA1 Visual Arts
	1	10MAB Mathematics
+	1	12DNT Design & Technology

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

Setting or Changing rooms for interview

The screenshot shows the 'Interview Session' interface. A modal box titled 'Set All Staff to one Room' is open, displaying a dropdown menu with 'D0.3' selected. Below the dropdown, it says 'Then apply it to all staff in this session' and has an 'Apply' button. The background interface shows a table of teachers with columns for Staff Code, Name, and Room. A 'Set all staff to one room...' button is visible above the table.

Click to Set all staff to one room, choose the room and then Click Apply. Click out of the box to cancel.
Or individually change the room as required.

Changing a room for a whole Faculty

The screenshot shows the 'Interview Session' interface with a search filter 'mat' entered in the 'Filter' field. A red circle with the number '1' highlights the filter field. The 'Teachers' table shows three results: CROM (Ms Matoula Croker), MORB (Ms Bronwyn Morris), and TOOJ (Ms Jenny Toohy). The 'Room' column for all three is set to 'D2.3'. A red circle with the number '2' highlights the 'D2.3' room value in the first row. The 'Add All' button is visible to the right of the table.

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

The screenshot shows the PTI Interview Session interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below this is a header for 'Interview Session' with columns for 'Date', 'Description', 'Parent Start', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The main content area is divided into 'Classes', 'Students', and 'Teachers' tabs. The 'Teachers' tab is active, showing a table with columns for 'Staff Code', 'Name', and 'Room'. A filter 'mat' is applied. A button 'Set all staff to one room.' is highlighted with a red circle 3. A dialog box titled 'Set All Staff to one Room' is open, with a dropdown menu showing 'D0.3' (marked with a red circle 4) and an 'Apply' button (marked with a red circle 5). Below the dialog, there is a section for 'All Staff NOT in this Session' with a plus sign and a search box containing 'MATM' and 'Mr Manuel Matthews'.

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

Families in Session

The screenshot shows the 'Interview Session' interface. At the top, there are navigation icons for 'PTI Menu', 'Back', and 'Find'. Below this is a header for 'Interview Session' with a table of sessions. The table has columns for Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The first row shows a session on 'Thu., 10 Mar. 2016' for 'YEAR 9 PTI' with parent dates from 'Wed., 2 Mar. 2016' to 'Wed., 9 Mar. 2016' and staff dates from 'Wed., 2 Mar. 2016' to 'Wed., 9 Mar. 2016'. Below the table is a 'Current' dropdown menu.

The main content area is divided into tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Families' tab is active, showing a list of families on the left and a detailed view of the 'Allnutt' family on the right. The family list includes columns for ID, Name, and other details. The detailed view shows the family's name, relationship (Father/Mother), title (Mr/Mrs), first name, preferred name, and surname. Below this are fields for 'Username' and 'Password' for each parent, along with buttons for 'Reset Account', 'Notify Parent', and 'Make Booking for Parent'. There are also buttons for 'Authentication Settings...', 'Set Usernames and Passwords and create Accounts for all Parents in this session', and 'Delete Accounts for all Parents in this session'. An 'Email Log' section is visible at the bottom, and a 'Send Settings...' button is at the very bottom.

Red circles 1-11 highlight the following elements:

- 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

- 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

The screenshot shows the 'Interview Session' configuration page. At the top, there are navigation buttons for 'PTI Menu', 'Back', and 'Find'. Below this is a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The current session is 'YEAR 9 PTI' starting on 'Wed., 2 Mar. 2016' and ending on 'Wed., 9 Mar. 2016'. A 'Current' dropdown menu is visible. Below the table, there are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Families' tab is active, showing a list of families. A red circle '1' points to the 'Authentication Settings...' button. A modal window is open over the families list, showing the following settings:

- Parent Authentication: Local Accounts, Directory Group Authentication
- Username Preference: CommunityID, Family Code Plus Parent Number
- Password Length: 8

The modal also shows a list of families with columns for 'Mother', 'Mrs', 'Barbara', and 'Allnutt'. There are buttons for 'Username', 'Password', 'Reset Account', 'Notify Parent', and 'Make Booking for Parent' for each family. At the bottom of the modal, there is a 'Send Settings...' button and a checkbox for 'Usernames and Passwords are sent'.

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

The screenshot shows the 'Send Settings' dialog box. At the top, there are tabs for 'Texts' and 'Sending Via'. The 'Texts' tab is active, showing a text editor with the following content:

Text for Notification Letters

<CurrentDate>

<Mailing Title>

<Postal Address Property Name>

<Postal Address Street>

<Postal Address Suburb> <Postal Address State> <Postal Address PostCode>

Dear <Salutation>

As you would now be aware the School is moving to a system of online bookings for Parent/Student/Teacher interviews.

The scheduled evening for <session name> is <session date>. The online booking system will be available from <session start date> to <session end date>.

The booking procedure will be as follows:

Interview Request Text

In addition, the following teacher(s) have also requested interviews.

At the bottom of the dialog box, there is an 'OK' button and a 'Send Settings...' button. A red circle '1' points to the 'Send Settings...' button. Below the dialog box, there is a 'Send Usernames and Passwords to all Parents' button, with a red circle '2' pointing to it.

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.

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																																																							
Populate PTI Lessons			Timeslot Template 3.30PM to 6.30PM 10 minute intervals with not	Create Interviews																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Day</th> <th>Period</th> <th>Staff Code</th> </tr> </thead> <tbody> <tr><td>02aMAT</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CCOMP</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CCST</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CENG</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02CFRE</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CHSIE</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CLIB</td><td></td><td></td><td>MORB</td></tr> <tr><td>02CMUS</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02CPDH</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02CPE</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02CSAT</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02CVIS</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02MCOMP</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02MCST</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02MENG</td><td></td><td></td><td>MORB</td></tr> <tr><td>02MFRE</td><td></td><td></td><td>TOOJ</td></tr> <tr><td>02MHSIE</td><td></td><td></td><td>TOOJ</td></tr> </tbody> </table>	Class	Day	Period	Staff Code	02aMAT			MORB	02CCOMP			MORB	02CCST			MORB	02CENG			TOOJ	02CFRE			MORB	02CHSIE			MORB	02CLIB			MORB	02CMUS			TOOJ	02CPDH			TOOJ	02CPE			TOOJ	02CSAT			TOOJ	02CVIS			TOOJ	02MCOMP			TOOJ	02MCST			TOOJ	02MENG			MORB	02MFRE			TOOJ	02MHSIE			TOOJ	Filter	Start Time End Time Room	D2.3 ALLT Mr 09MU1 103162 FROBINSONO	Mr Trevor Allesch Music Renaia Gallagher Mr David Gallagher
Class	Day	Period	Staff Code																																																																									
02aMAT			MORB																																																																									
02CCOMP			MORB																																																																									
02CCST			MORB																																																																									
02CENG			TOOJ																																																																									
02CFRE			MORB																																																																									
02CHSIE			MORB																																																																									
02CLIB			MORB																																																																									
02CMUS			TOOJ																																																																									
02CPDH			TOOJ																																																																									
02CPE			TOOJ																																																																									
02CSAT			TOOJ																																																																									
02CVIS			TOOJ																																																																									
02MCOMP			TOOJ																																																																									
02MCST			TOOJ																																																																									
02MENG			MORB																																																																									
02MFRE			TOOJ																																																																									
02MHSIE			TOOJ																																																																									

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

Main Menu
Settings

Administration

Interview Sessions List

Interviews List

Student List

Family List

Parents List

Community List

Staff List

Class List

Class Enrolment List

Lessons

Creation Assistant

Go To Assignments Screen

Admin Family List

Admin Class List

Email Log

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

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | **Bookings for Family**

Select a StaffMember: ALLT Mr Trevor Allesch (1) | Select a Session: High School Term 1 Session (2)

Select a Class: CH1H1 Chemistry (3)

Search: Show unassigned only

Request Interview checkboxes for: Geoffrey Choudhury, Rohith Gilmour, James Hume, Ethan Murrell, Hudson Thearle, Rushita Woolcott.

Start Time: Clear | End Time: Clear

Number of interviews blocked off: 2

Interview slots: Fri. 18/03/16 9:00 pm - 9:10 pm, Fri. 18/03/16 9:10 pm - 9:20 pm.

Class, Student, Parent dropdowns.

Print Interview List

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

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | **Bookings for Family**

Select a StaffMember: ALLT Mr Trevor Allesch | Select a Session: High School Term 1 Session

Select a Class: CH1H1 Chemistry (1)

Search: Show unassigned only

Request Interview checkboxes for: Geoffrey Choudhury, Rohith Gilmour, James Hume, Ethan Murrell, Hudson Thearle, Rushita Woolcott.

Start Time: Clear | End Time: Clear (4)

Number of interviews blocked off: 2

Interview slots: Fri. 18/03/16 9:00 pm - 9:10 pm, Fri. 18/03/16 9:10 pm - 9:20 pm.

Class, Student, Parent dropdowns.

Print Interview List (3)

Show available only (5)

- 1 - Selected Class
- 2 - Displays the students in the Class
- 3 - Instructions on how to make bookings
- 4 - Filter by times
- 5 - Click to only display available time slots.

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: ECOM Ms Moira Economopoulos

Select a Class: 12PE1

Search: Show unassigned only

James Atkin Request Interview

Aflisa Do Request Interview

Stephen Tridgell Request Interview

Bookings for Family

Select a Session: High School Term 1 Session

Start Time: 9:10 pm Clear

End Time: Clear

Number of interviews blocked off : 2

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

Block off 8 Notify Parent

Class :
Student :
Parent :

Fri. 18/03/16 9:10 pm - 9:20 pm Clear Interview Assignment

Block off Notify Parent

Class :
Student :
Parent :

Class:

Student:

Parent:

Print Interview List 9

Save

- 6 - Interview booking will be highlighted in yellow
- 7 - Click to Clear the Interview Assignment
- 8 - Click to Notify the Parent
- 9 - Click to Print the sessions for the teacher

Friday, 17 April 2015

Interviews List for Ms Karen Dragnich

16:00:00 - 16:10:00	CL ST	No Booking in this timeslot
Student : Richard Dalkin for PD/Health/PE		
<i>Parents in Student's Family</i>		
Father	Mr Arulkumar Dalkin	
Mother	Mrs Sharminie Dalkin	
16:10:00 - 16:20:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:20:00 - 16:30:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:30:00 - 16:40:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:40:00 - 16:50:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
16:50:00 - 17:00:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:00:00 - 17:10:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:10:00 - 17:20:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:20:00 - 17:30:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		
17:30:00 - 17:40:00	CL ST	No Booking in this timeslot
Student : for		
<i>Parents in Student's Family</i>		

Printer: Canon M

Presets: Default Set

Copies:

Pages: All
 From: 1

Number pages from:

Print: Records being browsed
 Current record
 Blank record, showing file

[?](#) PDF

10 - Click Print to Print the Interview list.

Administration Assistance Making bookings for a family**

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu'. At the top, there are navigation icons for 'PTI Menu', 'Main Menu', and 'Back'. The main title is 'Parent Teacher Interview Sessions Administration Menu'. Below this, there are two tabs: 'Bookings for Teacher' and 'Bookings for Family'. The 'Bookings for Teacher' tab is active. It features a search bar and a list of families. The family 'RIDDELL01 Allnutt' is selected and highlighted in yellow. To the right of the list, the details for the selected family are displayed, including the parent's name, title, first name, preferred name, and surname. There are buttons for 'Make booking for Parent' for both the father and mother.

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

Teacher Booking (Teacher interface)

The screenshot shows the 'Parent Teacher Interview Sessions Teacher Data' interface. At the top, there are navigation icons for 'Main Menu' and 'Back'. The main title is 'Parent Teacher Interview Sessions Teacher Data'. Below this, there is a 'Select a Session' dropdown menu set to 'High School Term 1 Session'. Below that, there is a 'Select a Class' dropdown menu set to '12PE1'. A search bar is present, and a list of students is displayed. On the right, there is a section for 'Number of interviews blocked off: 2', showing a grid of interview slots with dates, times, and class information. There are buttons for 'Enter Booking...', 'Make Calendar Entries', and 'Print Interview List'.

- 1 - Select a session

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

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

Select a Class: 12PE1

Search: [] Show unassigned only [x]

- James Atkin
- Alissa Do
- Stephen Tridgell

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

Show available only

Start Time: [] Clear

End Time: [] Clear

Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries

Print Interview List

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

Teacher Booking - Request an interview

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

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

Select a Class: 12PE1

Search: [] Show unassigned only [x]

- James Atkin Request Interview
- Alissa Do Request Interview
- Stephen Tridgell Request Interview

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

Show available only

Start Time: [] Clear

End Time: [] Clear

Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries

Print Interview List

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

Teacher Booking - Block out times

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

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

Select a Class: 12PE1

Search: Show unassigned only

James Atkin
Alisa Do
Stephen Triggell

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

Show available only Start Time: Clear
End Time: Clear Enter Booking...

Number of interviews blocked off : 2

<input type="checkbox"/> Block off	Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
<input checked="" type="checkbox"/> Block off	Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
<input checked="" type="checkbox"/> Block off	Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
<input type="checkbox"/> Block off	Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries Print Interview List

1 - Click the Block off box

2 - Number of interviews block off with display

(maximum number of times allowable to be block off is set by the administrator)

Parent Teacher Interview Sessions Teacher Data

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

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

Select a Class: 07EN1 English

Search: Show unassigned only

Sitina Sellwood Request Interview
Turki Maskell-Knight Request Interview
Marie Sherwin Request Interview
Caspian Hatton Request Interview
Tiffany Bardsley Request Interview
Fiona Williams Request Interview
James MacLellan Request Interview

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

Show available only Start Time: Clear
End Time: Clear

Number of interviews blocked off : 4



5:55 pm - 6:00 pm
 Block off

6:05 pm - 6:10 pm
 Block off

6:10 pm - 6:15 pm
 Block off

Message
Maximum number of blocked timeslots has been reached.
OK

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

 Main Menu
  Back

Parent Teacher Interview Sessions Teacher Data

Select a Session:

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

Select a Class:

Show available only
 Start Time:
 End Time:

Number of interviews blocked off : 5

Fri. 18/03/16 9:00 pm - 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	<input type="button" value="Interview Notes..."/>
Fri. 18/03/16 9:10 pm - 9:20 pm		<input type="button" value="Interview Notes..."/>
Fri. 18/03/16 9:20 pm - 9:30 pm		<input type="button" value="Interview Notes..."/>
Fri. 18/03/16 9:30 pm - 9:40 pm		<input type="button" value="Interview Notes..."/>

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

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

Message Size: 8 KB

Monday 09 March 2015.ics file




Monday 09 March
2015.ics
2 KB

Example of attachment for .ics file to update calendars.

Teacher Login on the Night of Interview Session

Year 8 Session Term 1 Logout

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

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


Parents in this family

Mrs Hung (Jennifer) Barry	Mother
Mr Max Barry	Father

Timetable Save

View As List View As Form

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

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


Parents in this family

Mrs Mathi Margerison	Mother
Mr Selvarajah Margerison	Father

Timetable Save

View As List View As Form

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

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

Parents in this family

Mr Gao Risby	Father
Mrs Li Yan	Mother

Timetable Save

View As List View As Form

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

Year 8 Session Term 1 Logout

16:10:00 - 16:20:00

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

Parents in this family

Mrs Christina Humphries	Mother	1
Dr Felix Humphries	Father	

Completed Email Notes To Me 5

Timetable	
Day	Period
8	3

Timetable 2


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

Save 6

View As List 7 View As Form

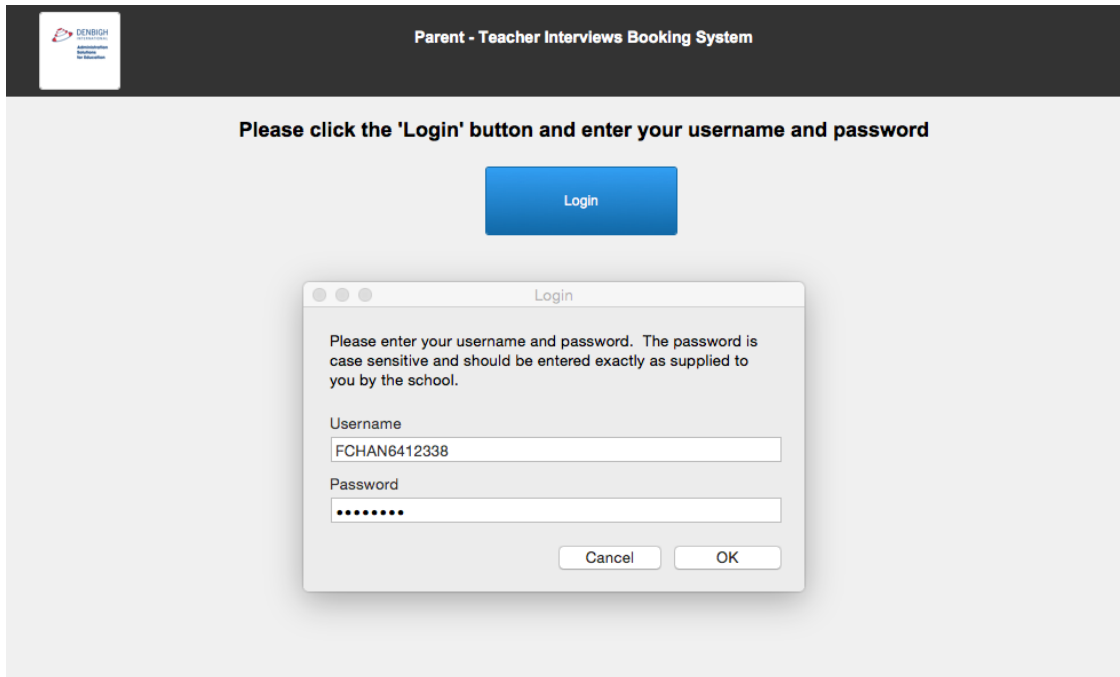
- 1 - Displays the parents in the family
- 2 - Click Timetable to see timetabled lessons
- 3 - Enter the notes regarding the interview
- 4 - Check once the interview is completed
- 5 - Click to Email the notes to themselves
- 6 - Click to Save the details
- 7 - Click to view List

Parent Login and bookings (Parent Interface)

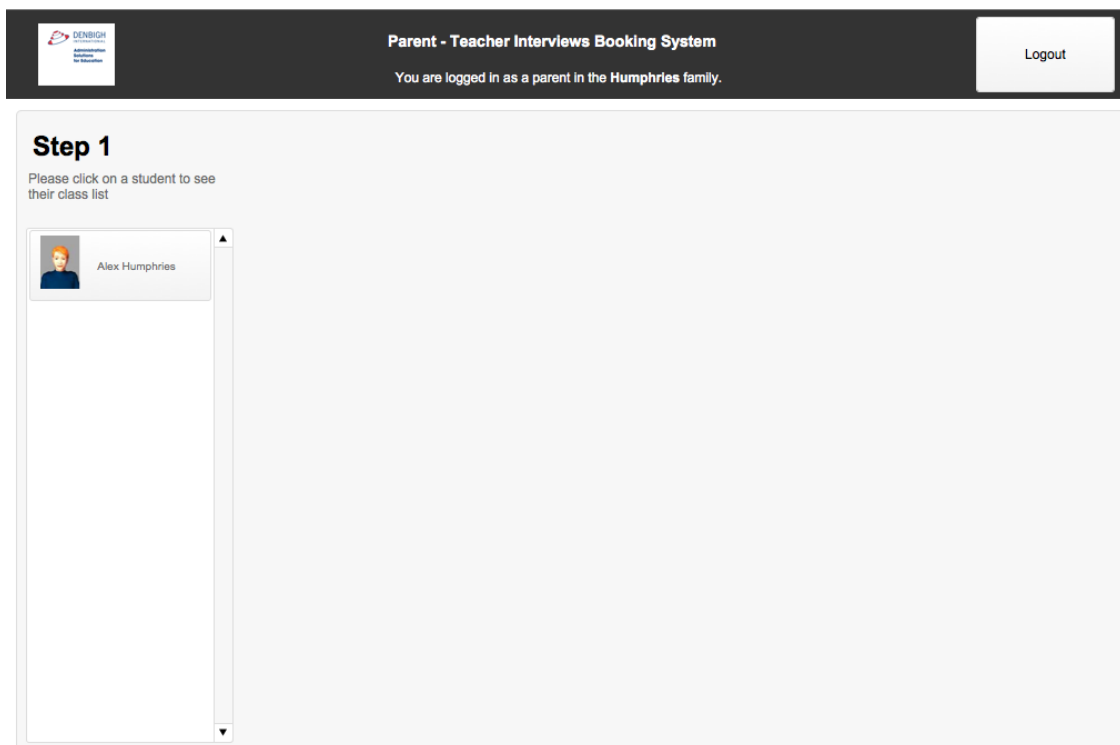

Parent - Teacher Interviews Booking System

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

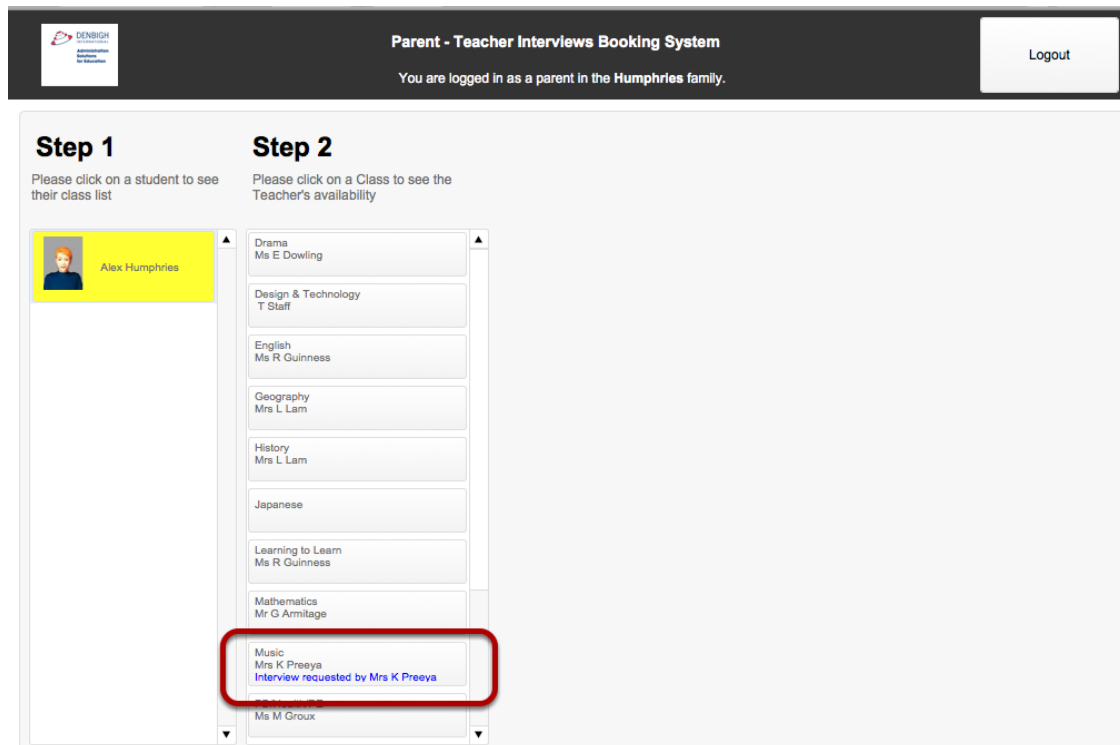
Click to Login



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



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



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

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

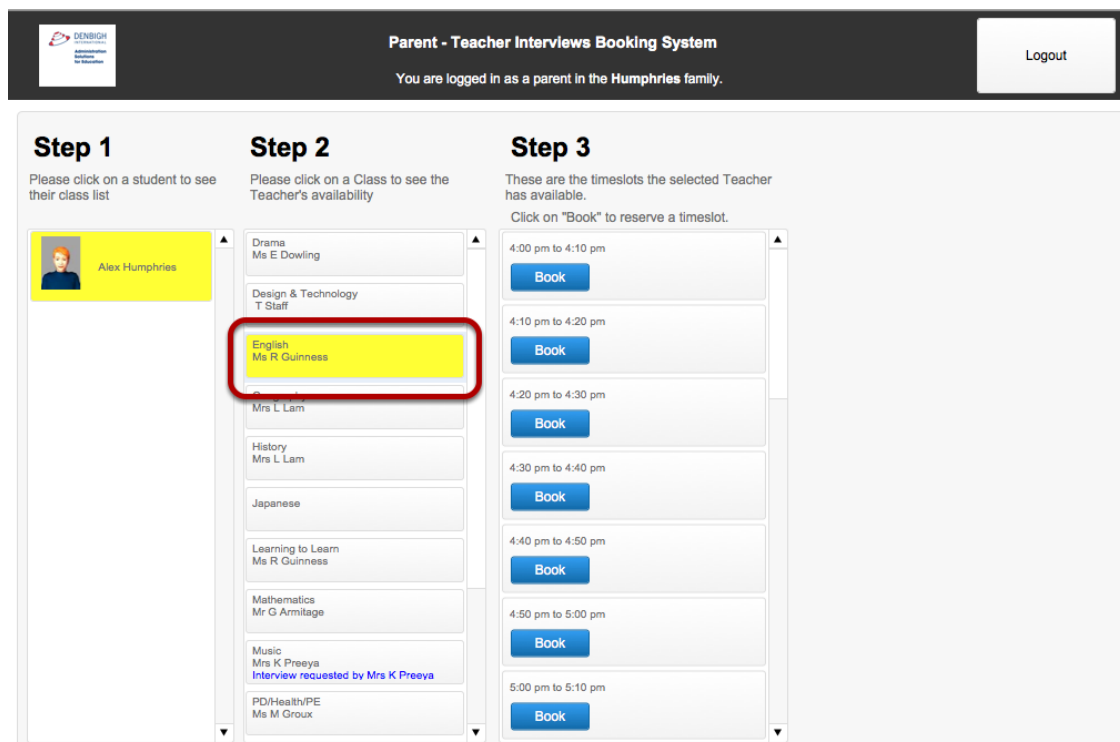
Step 2
Please click on a Class to see the Teacher's availability

Alex Humphries

- Drama
Ms E Dowling
- Design & Technology
T Staff
- English
Ms R Guinness
- Geography
Mrs L Lam
- History
Mrs L Lam
- Japanese
- Learning to Learn
Ms R Guinness
- Mathematics
Mr G Armitage
- Music
Mrs K Preeya
Interview requested by Mrs K Preeya**
- Ms M Groux

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

Step 2 - Click on a Class to make a booking



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

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

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

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

Alex Humphries

- Drama
Ms E Dowling
- Design & Technology
T Staff
- English
Ms R Guinness**
- Geography
Mrs L Lam
- History
Mrs L Lam
- Japanese
- Learning to Learn
Ms R Guinness
- Mathematics
Mr G Armitage
- Music
Mrs K Preeya
Interview requested by Mrs K Preeya
- PD/Health/PE
Ms M Groux

4:00 pm to 4:10 pm [Book](#)

4:10 pm to 4:20 pm [Book](#)

4:20 pm to 4:30 pm [Book](#)

4:30 pm to 4:40 pm [Book](#)

4:40 pm to 4:50 pm [Book](#)

4:50 pm to 5:00 pm [Book](#)

5:00 pm to 5:10 pm [Book](#)

Only available times will be displayed to book. Click the Book button to make the relevant booking.

Step 3 - Click the Book button to make the booking

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

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

Alex Humphries

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

- Drama Ms E Dowling
- Design & Technology T Staff
- English Ms R Guinness**
- Geography Mrs L Lam
- History Mrs L Lam
- Japanese
- Learning to Learn Ms R Guinness
- Mathematics Mr G Armitage
- Music Mrs K Preeya [Interview requested by Mrs K Preeya](#)
- PD/Health/PE Ms M Groux

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

- 4:00 pm to 4:10 pm **Book**
- 4:10 pm to 4:20 pm **Book**
- 4:20 pm to 4:30 pm **Book**
- 4:30 pm to 4:40 pm **Book**
- 4:40 pm to 4:50 pm **Book**
- 4:50 pm to 5:00 pm **Book**
- 5:00 pm to 5:10 pm **Book**

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

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

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

Alex Humphries

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

- Drama Ms E Dowling
- Design & Technology T Staff
- English Ms R Guinness**
- Geography Mrs L Lam
- History Mrs L Lam
- Japanese
- Learning to Learn Ms R Guinness
- Mathematics Mr G Armitage
- Music Mrs K Preeya [Interview requested by Mrs K Preeya](#)
- PD/Health/PE Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.

- 4:10 pm to 4:20 pm
- 4:20 pm to 4:30 pm
- 4:30 pm to 4:40 pm
- 4:40 pm to 4:50 pm
- 4:50 pm to 5:00 pm
- 5:00 pm to 5:10 pm
- 5:10 pm to 5:20 pm

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

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness [Clear](#)

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

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

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

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

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

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

[Next ->](#)

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

Step 5 - Click Next to view all bookings

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

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

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

Step 3
These are the timeslots the selected Teacher has available.

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

[Next ->](#)

Step 6 - Email the list to me

Parent - Teacher Interviews Booking System - Summary

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

Logout

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

(6) Email them to me

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeya
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily Dowling
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography with Mrs Lynne Lam
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, 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.

Parent - Teacher Interviews Booking System - Summary

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

Logout

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

(6) Email them to me

Message

An email has been sent to your recorded email address, with a Calendar file containing your bookings. Would you like to logout, or return to the previous screen?

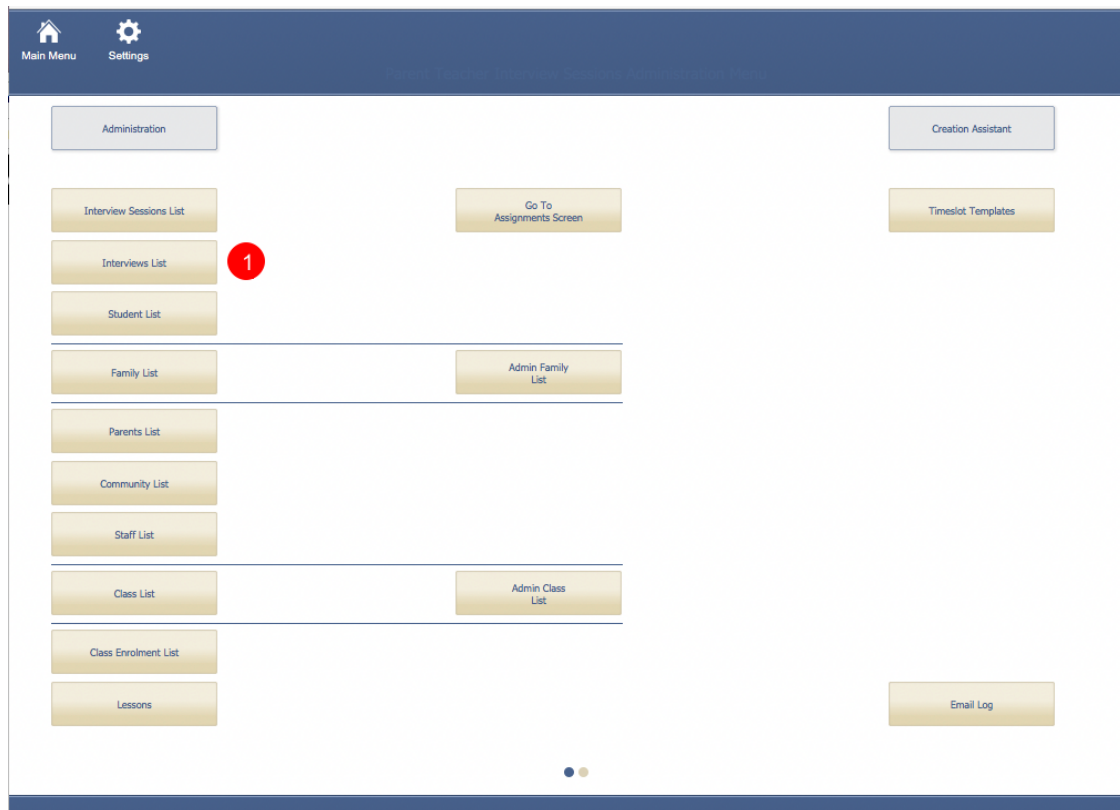
Cancel Return Logout

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Te
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with M
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with I
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography v
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, 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

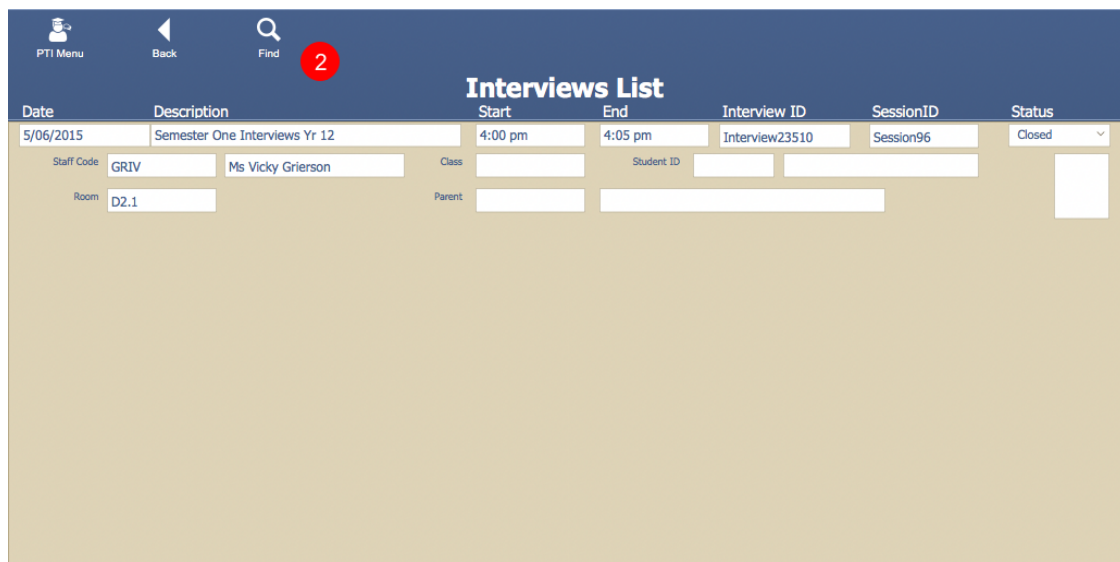
<- Previous

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

The screenshot shows the PTI Administration menu. At the top, there are icons for 'Main Menu' and 'Settings'. Below this, there are several categories of buttons: 'Administration' (grey), 'Creation Assistant' (grey), 'Interview Sessions List', 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', 'Class Enrolment List', 'Lessons', 'Go To Assignments Screen', 'Timeslot Templates', 'Admin Family List' (highlighted with a red circle '1'), 'Admin Class List', and 'Email Log'.

1 - Admin Family List

The screenshot shows the 'Admin Families List' page. At the top, there are navigation icons: 'PTI Menu', 'Back', 'Find', and 'Show All Records'. The page title is 'Admin Families List'. Below the title, there are columns for 'Family Code', 'Family Name', and 'Family Notes'. The first family entry is '100167 Taylor'. To the right of this entry, there are columns for 'Future', 'Current', and 'Former' students, with values '1', '0', and '0' respectively. A red circle '2' highlights the 'Add Family to PTI' button. Below the family entry, there is a table of parents. The first parent entry is 'Father Mr Ted Taylor'. A red circle '3' highlights the 'Add Parent to PTI' button for this parent. The table has columns for 'Relationship', 'Title', 'Preferred Name', 'Surname', 'Parent Type', and 'PTI Allowed'.

Relationship	Title	Preferred Name	Surname	Parent Type	PTI Allowed
Father	Mr	Ted	Taylor	<input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes
Mother	Ms	Katia	Fowler	<input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other	Yes

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

Community ID	Title	First Name	Preferred Name	Surname	Mailing Title	Record Modification Count	Tracker	Email Address	Mobile
S00001	Mr	Michael	Michael	Phillips	Mr Michael Phillipsson	1852	1852	support@denbigh.com.au	0414 123 456
MABEDNEGO	Mrs	Lucy	Lucy	Paloni	Mrs L A Paloni	1539	1539	support@denbigh.com.au	0409872400
FABEDNEGO	Mr	Tom	Tom	Paloni	Mr T Paloni	1530	1530	support@denbigh.com.au	
1029653	Mr	Indra	Indra	Thompson	Mr I Thompson	1533	1533	support@denbigh.com.au	0414 123 456
1029654	Dr	Thamarasa	Thamarasa	Newman	Dr T Newman	1534	1534	support@denbigh.com.au	0414 123 456
MABOUZEID01	Mrs	Amelia	Amelia	Brearley	Mrs A Brearley	1589	1589	gdunn@denbigh.com.au	
101406		Richard	Richard	Brearley	R Brearley	1589	1589		

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





The screenshot shows the 'Class Details' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right, there are icons for Current Outcomes, Current Students, Change Class Code, Outcome Bank, and MarkBook Menu. Below the navigation bar, the 'Class Details' section includes fields for Class Code (08VA7), Subject Name (Visual Arts), Subject Abbreviation (Vis Art), Course (08VA), Year (8), Unit (7), Order (7), Teacher Code (DENJ), and Teacher (Mrs J Denbigh). An 'Update' button is located next to the Teacher field. Below this, there are tabs for Students, Lessons, Outcomes, and Description for Reports. The 'Lessons' tab is active, showing a table of Lesson Timeslots. The table has columns for Day, Period, Room, Code, Name, Code, and Name. There are three rows of lesson timeslots, each with a trash icon. A '+1' button is located above the table, and an 'Update Lessons' button is in the top right corner of the table area. The text 'No of Lessons = 3 (Second Teacher for Lesson)' is displayed above the table. A 'TTable Line' dropdown is set to '1'.

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

The screenshot shows the 'Email Log' interface. At the top, there is a navigation bar with icons for Main Menu and Settings. Below the navigation bar, there is a grid of buttons for various administrative functions. The buttons are: Administration, Creation Assistant, Interview Sessions List, Go To Assignments Screen, Interviews List, Timeslot Templates, Student List, Family List, Admin Family List, Parents List, Community List, Staff List, Class List, Admin Class List, Class Enrolment List, Lessons, and Email Log. The 'Email Log' button is highlighted with a red circle containing the number '1'.

1 - To view the email log file

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

View of email log

FAQ

How do I create a new Interview Session?	9
How do I create a new time slot template?	7
If the dates have changed, how do I make the change?	19
Staff login but has no session available - Session must be Current	16
Teacher or teachers need to be in a different room for their meetings	28
Teacher needs to change the time slot intervals	27
How to change a teacher for a session	23
How to change a teacher for a session after bookings made	48
Adding a non face to face teacher to a session	52
How do I add a Student to a session?	26
How do I send out notifications to parents?	34
How do I change Time slots for a teacher?	31
Updating a Parents email address after session created	51
When logging in Parents getting error "The account name and password you entered does not match those for any FileMaker account"	31