



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview Module

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Functionality

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

4 Medical Condition Warnings

WELCOME TO DENBIGH ADMINISTRATION

You are logged in as "Mrs J Denbigh"

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

Today (Mon)

| |
|---|
| Elizabeth Dunstall (8.5) is 14 years old today. |
|---|

This Week

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

Staff Birthdays

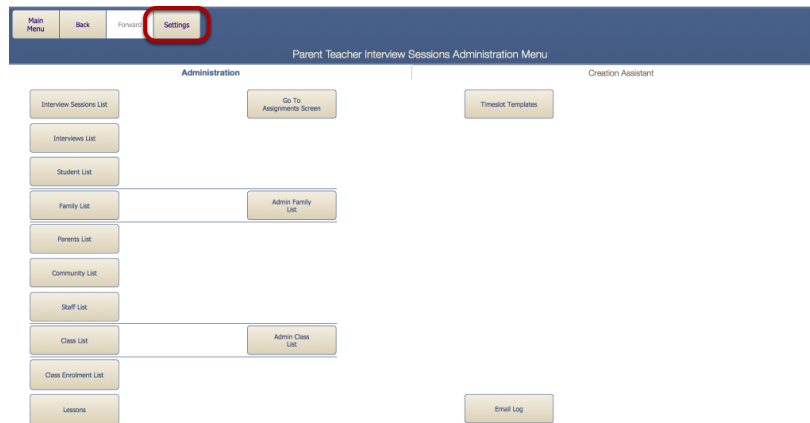
| | |
|-----|---------------|
| Mon | Tran Ms L |
| Mon | Kearsley Ms J |

Main Menu DENBIGH DEMONSTRATION SCHOOL

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

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

PTI Settings



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

Administration Settings

- 1 - Password Length when creating parent logins
- 2 - Set either to have local accounts for Directory Group Authentication
- 3 - Use either Community Id or Family Code to create the Usernames
- 4 - Maximum number of time slots that an individual staff member can block
- 5 - All staff to edit interviews (usually default is off)
- 6 - Use of Server Side Operations to create sessions and time slot (increase speed when set on server)
- 7 - Web Login Address to send to Parents for the sessions
- 8 - Set a website to sit in the background for the Login Screen. (Usually the school website)
- 9 - School Logo for display in booking sessions
- 10 - Email Server settings for sending session notifications and appointments (IT dept)

Parent Notification Settings

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

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

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

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

SMS Notification

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

Calendar Notification Email Text

The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. At the top, there are navigation buttons: 'PTI Menu', 'Back', and 'Forward'. Below this is the title 'Parent Teacher Interview Sessions Administration Settings'. The main content area is divided into 'Settings' and 'Default Settings For Parent Notifications'. Under 'Settings', there are checkboxes for 'Send Parent Notifications By': 'Email if it exists', 'Email if it exists, Correspondence if it doesn't', 'Correspondence', and 'SMS if mobile number exists'. The 'Default Settings For Parent Notifications' section includes 'Test Email Address' (test@denbigh.com.au) and 'Test SMS Number' (042291818222). Below this, there are tabs for 'Letters', 'Emails', 'SMSs', and 'Calendar Event Emails Text'. The 'Calendar Event Emails Text' tab is active, showing a 'Calendar Event Email Subject Line' dropdown menu with 'Parent Teacher Interview Calendar Appointments' selected. Below that is a text area for 'Calendar Event Email Text' containing the message: 'Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.'

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

Timeslot Templates

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' page. At the top, there are navigation buttons: 'Main Menu', 'Back', 'Forward', and 'Settings'. Below this is the title 'Parent Teacher Interview Sessions Administration Menu'. The page is divided into two main sections: 'Administration' and 'Creation Assistant'. The 'Administration' section contains a vertical list of buttons: 'Interview Sessions List', 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', 'Class Enrolment List', and 'Lessons'. There are also two buttons to the right of this list: 'Go To Assignments Screen' and 'Admin Family List'. The 'Creation Assistant' section contains a button for 'Timeslot Templates', which is highlighted with a red rectangle. At the bottom right, there is an 'Email Log' button.

Go to the Timeslot Templates to edit or create PTI timeslots

Timeslot Template List

The screenshot shows the 'Timeslot Template List' interface. At the top, there is a navigation bar with buttons for 'PTI Menu', 'Find', 'Back', 'Forward', and 'New Template'. The 'New Template' button is highlighted with a red box. Below the navigation bar, the title 'Timeslot Template List' is displayed. Underneath, there is a 'Description' section with a search bar containing the text '4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes'. Below the search bar, there is a list of existing templates, each with a description and a right-pointing arrow button. The templates listed are:

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

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

New Timeslot template

The screenshot shows the 'Timeslot Template List' interface. At the top, there is a navigation bar with buttons for 'PTI Menu', 'Find', 'Back', 'Forward', and 'New Template'. The 'New Template' button is highlighted. Below the navigation bar, the title 'Timeslot Template List' is displayed. Underneath, there is a 'Description' section with a search bar containing the text '4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes'. Below the search bar, there is a list of existing templates, each with a description and a right-pointing arrow button. The templates listed are:

- 4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes
- 4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes
- 6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes
- 3.30PM to 6.30PM 10 minute intervals with not Breaks
- 9pm to 10pm 10 minute intervals with no breaks
- 10pm to 11pm Minute intervals with breaks

A new template entry is being added at the bottom of the list. It consists of a text input field and a right-pointing arrow button. A red circle '1' is around the text input field, and a red circle '2' is around the right-pointing arrow button.

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

New Time slot Details

PTI Menu Find Back Forward

Timeslot Template List

Description

Start Time End Time Interval Break Start Time Break End Time

Start Time End Time

Populate Template

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

PTI Menu Back Forward

Timeslot Template List

Description

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

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

| Start Time | End Time | |
|------------|----------|----|
| 15:30:00 | 15:40:00 | 🗑️ |
| 15:40:00 | 15:50:00 | 🗑️ |
| 15:50:00 | 16:00:00 | 🗑️ |
| 16:00:00 | 16:10:00 | 🗑️ |
| 16:10:00 | 16:20:00 | 🗑️ |
| 16:20:00 | 16:30:00 | 🗑️ |
| 16:30:00 | 16:40:00 | 🗑️ |
| 16:40:00 | 16:50:00 | 🗑️ |
| 16:50:00 | 17:00:00 | 🗑️ |
| 17:00:00 | 17:10:00 | 🗑️ |
| 17:10:00 | 17:20:00 | 🗑️ |
| 17:20:00 | 17:30:00 | 🗑️ |
| 17:30:00 | 17:40:00 | 🗑️ |
| 17:40:00 | 17:50:00 | 🗑️ |
| 17:50:00 | 18:00:00 | 🗑️ |
| 18:00:00 | 18:10:00 | 🗑️ |
| 18:10:00 | 18:20:00 | 🗑️ |
| 18:20:00 | 18:30:00 | 🗑️ |

Populate Template

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

Creating a New PTI Session

Parent Teacher Interview Sessions Administration Menu

Administration **Creation Assistant**

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

Click the Creation Assistant Tab - Ensure that the "Include in PTI" check box is on for all classes to be included in the session. If they are not checked click "No", goes directly to the classes file for updating. Please note for any non teaching staff (Eg. HOY, Year 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 | Include in PTI |
|------|------------|------------------|---------------|--------------------------|-------------------------------------|
| 6 | 06DR1 | Drama | Creative Arts | Ms H Amponin Jr | <input checked="" type="checkbox"/> |
| 6 | 06IL1 | Italian | LOTE | Ms K Lee | <input checked="" type="checkbox"/> |
| 6 | 06IL2 | Italian | LOTE | Ms C Moran | <input checked="" type="checkbox"/> |
| 6 | 06IL3 | Italian | LOTE | Ms C Moran | <input checked="" type="checkbox"/> |
| 6 | 06IL4 | Italian | Junior School | Ms H Lee | <input checked="" type="checkbox"/> |
| 6 | 06LS1 | Learning Service | Special Needs | Ms R Patterson | <input checked="" type="checkbox"/> |
| 6 | 06LS2 | Learning Service | Special Needs | Mrs L Petersons-Rusmanis | <input checked="" type="checkbox"/> |
| 6 | 06LS3 | Learning Service | Special Needs | Mrs L Petersons-Rusmanis | <input checked="" type="checkbox"/> |
| 6 | 06LS4 | Learning Service | Special Needs | Mrs L Petersons-Rusmanis | <input checked="" type="checkbox"/> |
| 6 | 06MA2 | Mathematics | Mathematics | Mr D Adams | <input checked="" type="checkbox"/> |
| 6 | 06MU1 | Musict | | Mr C Hohnen | <input checked="" type="checkbox"/> |
| 6 | 06MU2 | Musict | | Ms B Morris | <input checked="" type="checkbox"/> |
| 6 | 06MU3 | Musict | | Mr J Kovats | <input checked="" type="checkbox"/> |
| 6 | 06ML4 | Musict | | Mrs A Harding | <input checked="" type="checkbox"/> |
| 6 | 06PE1 | PD/Health/PE | PDHPE | Mr G Bolton | <input checked="" type="checkbox"/> |
| 6 | 06PE2 | PD/Health/PE | PDHPE | Ms L Paterson | <input checked="" type="checkbox"/> |

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

Parent Teacher Interview Sessions Administration Menu

Administration **Creation Assistant**

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

Academic Year:

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

| Parent Teacher Interview Sessions Administration Menu | |
|--|--------------------|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? <input checked="" type="radio"/> Yes <input type="radio"/> No Clear | |
| Academic Year <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear | |
| Name for the new session? <input type="text"/> Clear | |

Name the Session.

| Parent Teacher Interview Sessions Administration Menu | |
|--|--------------------|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? <input checked="" type="radio"/> Yes <input type="radio"/> No Clear | |
| Academic Year <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear | |
| Name for the new session? <input type="text" value="Year 7 Term 1 Session"/> Clear | |
| Date for the new session? <input type="text"/> Clear | |

Enter the date of the Session.

| Parent Teacher Interview Sessions Administration Menu | |
|--|--------------------|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? <input checked="" type="radio"/> Yes <input type="radio"/> No Clear | |
| Academic Year <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear | |
| Name for the new session? <input type="text" value="Year 7 Term 1 Session"/> Clear | |
| Date for the new session? <input type="text" value="Monday, 30 March 2015"/> Clear | |
| Start Date for the Staff Login Period ? <input type="text"/> Clear | |

Enter the Start date that staff can login.

| Parent Teacher Interview Sessions Administration Menu | |
|--|--|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? | <input checked="" type="radio"/> Yes <input type="radio"/> No Clear |
| Academic Year | <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear |
| Name for the new session? | <input type="text" value="Year 7 Term 1 Session"/> Clear |
| Date for the new session? | <input type="text" value="Monday, 30 March 2015"/> Clear |
| Start Date for the Staff Login Period ? | <input type="text" value="Monday, 23 March 2015"/> Clear |
| End Date for the Staff Login Period ? | <input type="text"/> Clear |

Enter the End date for staff login.

| Parent Teacher Interview Sessions Administration Menu | |
|--|--|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? | <input checked="" type="radio"/> Yes <input type="radio"/> No Clear |
| Academic Year | <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear |
| Name for the new session? | <input type="text" value="Year 7 Term 1 Session"/> Clear |
| Date for the new session? | <input type="text" value="Monday, 30 March 2015"/> Clear |
| Start Date for the Staff Login Period ? | <input type="text" value="Monday, 23 March 2015"/> Clear |
| End Date for the Staff Login Period ? | <input type="text" value="Monday, 30 March 2015"/> Clear |
| Start Date for the Parent Login Period ? | <input type="text"/> Clear |

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

| Parent Teacher Interview Sessions Administration Menu | |
|--|--|
| Administration | Creation Assistant |
| Have you set the "Include in PTI" flag for all the class you want to bring in? | <input checked="" type="radio"/> Yes <input type="radio"/> No Clear |
| Academic Year | <input type="checkbox"/> -1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Clear |
| Name for the new session? | <input type="text" value="Year 7 Term 1 Session"/> Clear |
| Date for the new session? | <input type="text" value="Monday, 30 March 2015"/> Clear |
| Start Date for the Staff Login Period ? | <input type="text" value="Monday, 23 March 2015"/> Clear |
| End Date for the Staff Login Period ? | <input type="text" value="Monday, 30 March 2015"/> Clear |
| Start Date for the Parent Login Period ? | <input type="text" value="Wednesday, 25 March 2015"/> Clear |
| End Date for the Parent Login Period ? | <input type="text"/> Clear |

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

Parent Teacher Interview Sessions Administration Menu

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No [Clear](#)

Academic Year -1 0 1 2 3 4 5 6 7 8 9 10 11 12 [Clear](#)

Name for the new session? [Clear](#)

Date for the new session? [Clear](#)

Start Date for the Staff Login Period ? [Clear](#)

End Date for the Staff Login Period ? [Clear](#)

Start Date for the Parent Login Period ? [Clear](#)

End Date for the Parent Login Period ? [Clear](#)

Do you wish to have all the interviews in the room? If so which room? [Clear](#)

Session Times Template to use, when creating the Interviews [Clear](#)

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

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

Parent Teacher Interview Sessions Administration Menu

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No [Clear](#)

Academic Year -1 0 1 2 3 4 5 6 7 8 9 10 11 12 [Clear](#)

Name for the new session? [Clear](#)

Date for the new session? [Clear](#)

Start Date for the Staff Login Period ? [Clear](#)

End Date for the Staff Login Period ? [Clear](#)

Start Date for the Parent Login Period ? [Clear](#)

End Date for the Parent Login Period ? [Clear](#)

Do you wish to have all the interviews in the room? If so which room? [Clear](#)

Session Times Template to use, when creating the Interviews [Clear](#)

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

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

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

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

Choose a Session Times from the templates created.

Parent Teacher Interview Sessions Administration Menu

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? Yes No [Clear](#)

Academic Year -1 0 1 2 3 4 5 6 7 8 9 10 11 12 [Clear](#)

Name for the new session? [Clear](#)

Date for the new session? [Clear](#)

Start Date for the Staff Login Period? [Clear](#)

End Date for the Staff Login Period? [Clear](#)

Start Date for the Parent Login Period? [Clear](#)

End Date for the Parent Login Period? [Clear](#)

Do you wish to have all the interviews in the room? If so which room? [Clear](#)

Session Times Template to use, when creating the Interviews [Clear](#)

[Create Session](#)

Click Create Session.

New Session Creation Details

PTI Menu Find Back Forward

Interview Session 1

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

<-- Tue, 1 Dec 2015 year 10 term 1 session Fri, 18 Dec 2015 Thu, 31 Dec 2015 Fri, 11 Dec 2015 Tue, 15 Dec 2015

Future 4

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear

Classes In Session [Remove All](#) 3

Classes NOT In Session [Add All](#) 79 2

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

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

The screenshot shows a web application interface for 'Parent Teacher Interview Sessions Administration'. A modal dialog box titled 'Message' is centered on the screen, displaying the text 'Session created and populated.' and an 'OK' button. The background interface includes a navigation bar with 'PTI Menu', 'Find', 'Back', and 'Forward' buttons. Below this, there are date and description fields. The main content area is divided into several tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Lessons & Timeslots' tab is active, showing a table with columns for Class, Day, Period, and Staff Code. The table lists various classes like 09PE1, 09PE5, 09IT2, etc., with their respective days and periods. To the right of the table, there are filters for Start Time, End Time, and Room, along with a 'Create Interviews' button.

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

Interview Sessions

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu'. The interface is divided into two main sections: 'Administration' and 'Creation Assistant'. The 'Administration' section contains several buttons for navigating to different lists: 'Interview Sessions List' (with a red circle containing the number 1), 'Interviews List', 'Student List', 'Family List', 'Parents List', 'Community List', 'Staff List', 'Class List', and 'Class Enrolment List'. There are also buttons for 'Go To Assignments Screen', 'Admin Family List', and 'Admin Class List'. The 'Creation Assistant' section contains a 'Timeslot Templates' button and an 'Email Log' button. The top navigation bar includes 'Main Menu', 'Back', 'Forward', and 'Settings' buttons.

Click the Interview Sessions List

Interview Lists

| Session Date | Description | Parent Start Date | Parent End Date | Staff Start Date | Staff End Date | Status |
|--------------------|-------------------------------|-------------------|------------------|------------------|------------------|---------|
| → Fri, 17 Apr 2015 | Year 10 session | Tue, 5 May 2015 | Fri, 29 May 2015 | Tue, 5 May 2015 | Fri, 29 May 2015 | Current |
| → Fri, 5 Jun 2015 | Semester One Interviews Yr 12 | Fri, 22 May 2015 | Fri, 5 Jun 2015 | Fri, 22 May 2015 | Fri, 5 Jun 2015 | Current |
| → Fri, 18 Sep 2015 | Semester One Year 9 | Fri, 11 Sep 2015 | Fri, 18 Sep 2015 | Fri, 11 Sep 2015 | Fri, 18 Sep 2015 | Current |
| → Fri, 18 Mar 2016 | High School Term 1 Session | Wed, 2 Dec 2015 | Fri, 18 Dec 2015 | Wed, 2 Mar 2016 | Fri, 18 Mar 2016 | Current |
| → Tue, 15 Dec 2015 | Year term 1 session | Fri, 1 Jan 2016 | Fri, 8 Jan 2016 | Mon, 14 Dec 2015 | Thu, 31 Dec 2015 | Future |
| → Tue, 1 Dec 2015 | year 10 term 1 session | Fri, 18 Dec 2015 | Thu, 31 Dec 2015 | Fri, 11 Dec 2015 | Tue, 15 Dec 2015 | Current |
| → Wed, 9 Dec 2015 | Year 9 term 1 session | Wed, 30 Dec 2015 | Wed, 30 Dec 2015 | Fri, 11 Dec 2015 | Fri, 18 Dec 2015 | Future |

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

1 - Note Sessions are not visible to the Session Status is set to Current.

2 - Click the arrow to view the session details.

Check Session Details

Interview Session

| Date | Description | Parent Start Date | Parent End Date | Staff Start Date | Staff End Date |
|-------------------|-------------|-------------------|------------------|------------------|------------------|
| ← Mon, 2 May 2016 | Year 10 PTI | Wed, 2 Mar 2016 | Wed, 27 Apr 2016 | Wed, 2 Mar 2016 | Wed, 27 Apr 2016 |

Current

Classes: 79

| Class ID | Description |
|----------|---------------------|
| 10.1 | Tutor Group |
| 10.3 | Tutor Group |
| 10CM1 | Commerce |
| 10CM2 | Commerce |
| 10CM3 | Commerce |
| 10CM4 | Commerce |
| 10DA1 | Dance |
| 10DR1 | Drama |
| 10DT1 | Design & Technology |
| 10DT2 | Design & Technology |
| 10EN1 | English |
| 10EN2 | English |
| 10EN3 | English |
| 10EN4 | English |
| 10EN5 | English |
| 10EN6 | English |

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

PTI Menu Find Back Forward

Interview Session

Date: Mon, 2 May 2016 Description: Year 10 PTI Parent Start Date: Wed, 2 Mar 2016 Parent End Date: Wed, 27 Apr 2016 Staff Start Date: Wed, 2 Mar 2016 Staff End Date: Wed, 27 Apr 2016

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter: Clear = Boarder = Selected

Students in this session

| Preferred Name Surname | Year | Room | Show Boarders Only |
|------------------------|------|------|-------------------------------------|
| Georgia Bain-Smith | 10 | 10.2 | <input type="checkbox"/> |
| Michael Banjac | 10 | 10.3 | <input type="checkbox"/> |
| Claire Beckett | 10 | 10.2 | <input checked="" type="checkbox"/> |
| Nicholas Bliton | 10 | 10.3 | <input checked="" type="checkbox"/> |
| Sarah Bolton | 10 | 10.3 | <input type="checkbox"/> |
| Sunali Brice | 10 | 10.2 | <input type="checkbox"/> |
| Jay Campbell | 10 | 10.3 | <input type="checkbox"/> |
| Gray Carvalho | 10 | 10.3 | <input type="checkbox"/> |
| Tyna Chen | 10 | 10.2 | <input checked="" type="checkbox"/> |
| Harjwanjot Cooper | 10 | 10.1 | <input checked="" type="checkbox"/> |
| Belinda Crisp | 10 | 10.1 | <input checked="" type="checkbox"/> |
| Anne Day | 10 | 10.1 | <input checked="" type="checkbox"/> |
| Sonia Desmond | 10 | 10.2 | <input checked="" type="checkbox"/> |

Selected Student

2

2 - Check that the students have all been added.

PTI Menu Find Back Forward

Interview Session

Date: Mon, 2 May 2016 Description: Year 10 PTI Parent Start Date: Wed, 2 Mar 2016 Parent End Date: Wed, 27 Apr 2016 Staff Start Date: Wed, 2 Mar 2016 Staff End Date: Wed, 27 Apr 2016

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter: Set all staff to one room... Show Only Teachers With No Rooms

Staff who teach these classes but are NOT in this Session

| Staff Code | Room | 62 |
|------------|------------------------|--------------------------|
| ADAD | Mr Damien Adams | <input type="checkbox"/> |
| ANGC | Mrs Caroline Angel | <input type="checkbox"/> |
| ARCD | Mr Douglas Arcidiacono | <input type="checkbox"/> |
| BAIR | Mr Robert Bailey | <input type="checkbox"/> |
| BALG | Mrs Genevieve Balean | <input type="checkbox"/> |
| BERP | Rev Punam Berman | <input type="checkbox"/> |
| BERJ | Ms Julie Berzins | <input type="checkbox"/> |
| BOLG | Mr Gavin Bolton | <input type="checkbox"/> |
| BOWD | Mr Douglas Bowd | <input type="checkbox"/> |
| BROA | Ms Anne Brown | <input type="checkbox"/> |
| BURJ | Mr Jon Burdon | <input type="checkbox"/> |
| BURM | Dr Mark Burlinson | <input type="checkbox"/> |
| CAMK | Ms Katie Cameron | <input type="checkbox"/> |
| CROM | Ms Matoula Croker | <input type="checkbox"/> |
| DENJ | Mrs Jane Denbigh | <input type="checkbox"/> |
| DONJ | Miss Julia Donald | <input type="checkbox"/> |

| | | |
|-------------------------------------|------|-------------------|
| <input checked="" type="checkbox"/> | ALLT | Mr Trevor Allesch |
| <input checked="" type="checkbox"/> | AYRS | Ms Siobhan Ayre |
| <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"/> | | |

Add All 2

3

3 - Check that the correct teachers have been added.

PTI Menu Find Back Forward

Interview Session

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

<-- Mon, 2 May 2016 Year 10 PTI Wed, 2 Mar 2016 Wed, 27 Apr 2016 Wed, 2 Mar 2016 Wed, 27 Apr 2016

Current

Classes Students Teachers **Lessons & Timeslots** Notifications Families

Populate PTI Lessons (4)

Timeslot Template: 2:00 pm to 6:00pm 10 Minute Create Interviews (5)

| Class | Day | Period | Staff Code |
|-------|-----|--------|------------|
| 10CM2 | 1 | 3 | BROA |
| 10CM2 | 1 | 4 | BROA |
| 10.1 | 1 | 20 | BOLG |
| 10.1 | 2 | 20 | DENJ |
| 10VI1 | 3 | 3 | WILC |
| 10VI1 | 3 | 4 | WILC |
| 10.1 | 4 | 20 | BOLG |
| 10VI1 | 5 | 1 | WILC |
| 10VI1 | 5 | 2 | WILC |
| 10PE6 | 5 | 3 | BOLG |
| 10MN5 | 5 | 4 | MISJ |
| 10MN6 | 5 | 4 | ADAD |
| 10PE3 | 5 | 5 | BOLG |
| 10PE3 | 5 | 6 | BOLG |
| 10.1 | 5 | 20 | AYRS |
| 10MA5 | 6 | 1 | HODK |
| 10MA6 | 6 | 1 | BALG |

Filter

Start Time: 2:00 pm End Time: 2:00 pm Room: [Dropdown] Clear

DENJ Mrs Mrs Jane Denbigh

Class: [Dropdown] Student: [Dropdown] Parent: [Dropdown]

BOWD Mr Mr Douglas Bowd

Class: [Dropdown] Student: [Dropdown] Parent: [Dropdown]

- 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".

PTI Menu Find Back Forward New Session

Interview Sessions List

Session Date Description Parent Start Date Parent End Date Staff Start Date Staff End Date Status

--> Fri, 17 Apr 2015 Year 10 session Tue, 5 May 2015 Fri, 29 May 2015 Tue, 5 May 2015 Fri, 29 May 2015 Current (1)

--> Fri, 5 Jun 2015 Semester One Interviews Yr 12 Fri, 22 May 2015 Fri, 5 Jun 2015 Fri, 22 May 2015 Fri, 5 Jun 2015 Current

--> Fri, 18 Sep 2015 Semester One Year 9 Fri, 11 Sep 2015 Fri, 18 Sep 2015 Fri, 11 Sep 2015 Fri, 18 Sep 2015 Current

--> Fri, 18 Mar 2016 High School Term 1 Session Wed, 2 Dec 2015 Fri, 18 Dec 2015 Wed, 2 Mar 2016 Fri, 18 Mar 2016 Current

--> Tue, 15 Dec 2015 Year term 1 session Fri, 1 Jan 2016 Fri, 8 Jan 2016 Mon, 14 Dec 2015 Thu, 31 Dec 2015 Future

--> Tue, 1 Dec 2015 year 10 term 1 session Fri, 18 Dec 2015 Thu, 31 Dec 2015 Fri, 11 Dec 2015 Tue, 15 Dec 2015 Current

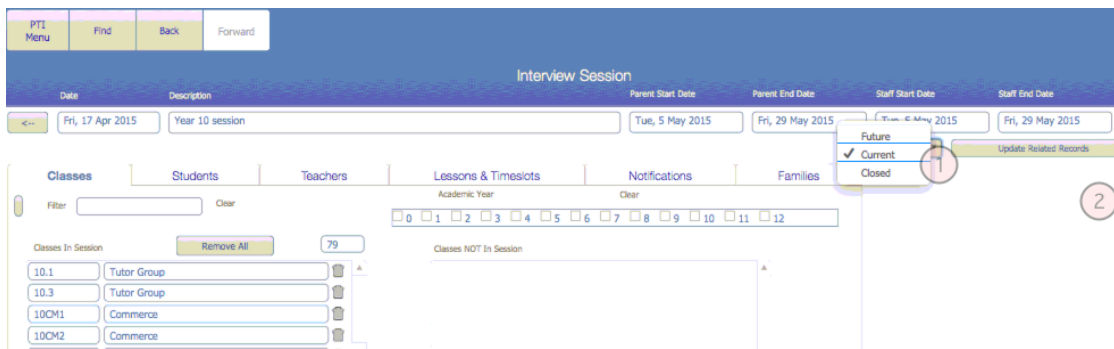
--> Wed, 9 Dec 2015 Year 9 term 1 session Wed, 30 Dec 2015 Wed, 30 Dec 2015 Fri, 11 Dec 2015 Fri, 18 Dec 2015 Future

(2)

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

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

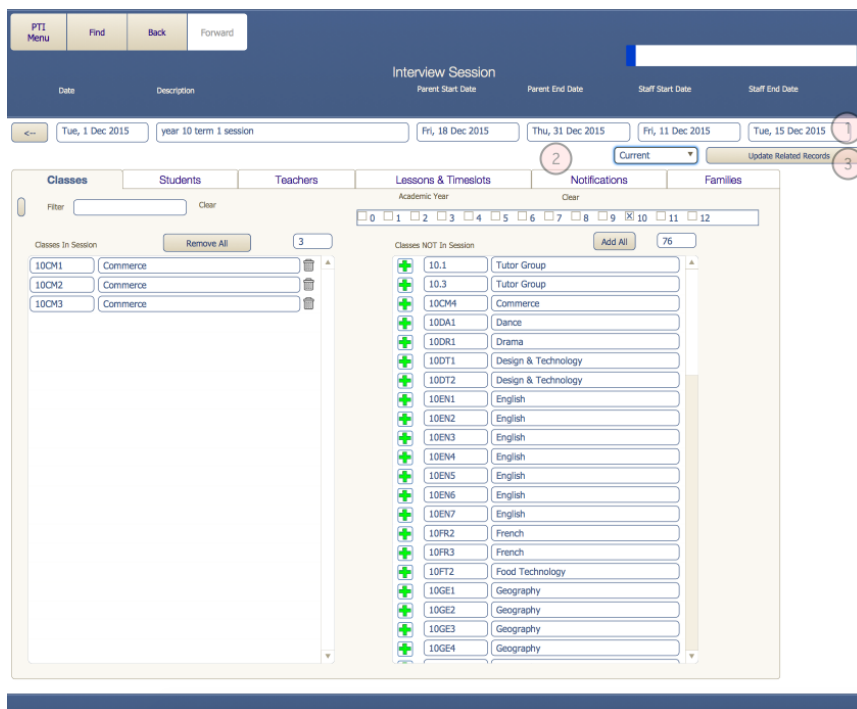
Setting a Session to Current



If dates change, edit them and then set the session to Current.

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

Changing the Interview Session Dates



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

Creating Families Accounts

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header for 'Interview Session' with fields for 'Date', 'Description', 'Parent Start Date', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. A 'Current' dropdown menu is visible. The main content area has tabs for '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 a family on the right. The detailed view includes fields for 'Relationship', 'Title', 'First Name', 'Preferred Name', and 'Surname', along with buttons for 'Username', 'Password', 'Reset Account', 'Notify Parent', and 'Make Booking for Parent'. A checkbox labeled 'Accounts are set' is checked, and a 'Send Settings...' button is visible at the bottom.

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.

2 - Once accounts are set the check box will be selected.

Note: Some schools use their Directory accounts so this is not required.

Classes in Session

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: PTI Menu, Find, Back, and Forward. Below this is a header for 'Interview Session' with fields for Date, Description, Parent Start Date, Parent End Date, Staff Start Date, and Staff End Date. A 'Current' dropdown menu is also present. The main area is divided into tabs: Classes, Students, Teachers, Lessons & Timeslots, Notifications, and Families. Under the 'Classes' tab, there is a 'Filter' field (circled 1) and a 'Remove All' button. A counter shows 'Classes In Session' as 79 (circled 2). Below this is a list of classes (circled 3) including Tutor Group, Commerce, Dance, Drama, Design & Technology, English, etc. To the right, there is a 'Classes NOT In Session' area (circled 4) which is currently empty.

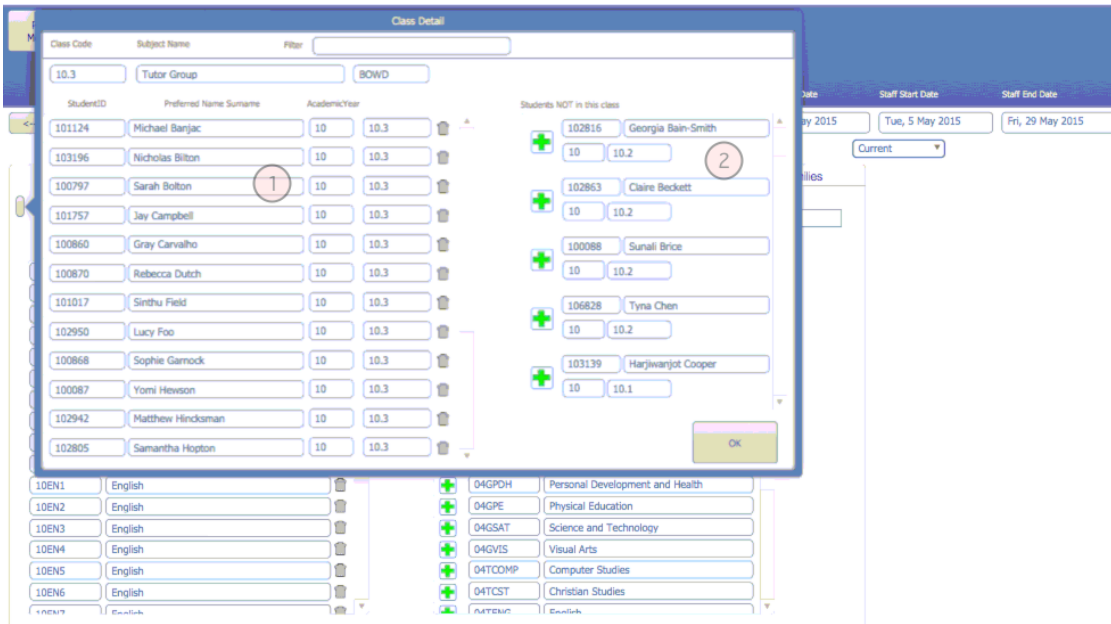
- 1 - Field to filter the view of classes in session
- 2 - Number of classes in the session
- 3 - List of classes in the session
- 4 - Will display any classes that have the PTI flagged check that are not in the current session

Adding a Class to a Session

This screenshot shows the same 'Interview Session' interface, but with the 'Classes NOT In Session' area populated. A red circle highlights a green plus icon next to the first class in the list, '04aMAT Mathematics', indicating that this class can be added to the current session. The 'Add All' button is visible at the top right of the 'Classes NOT In Session' area, and the count is 25.

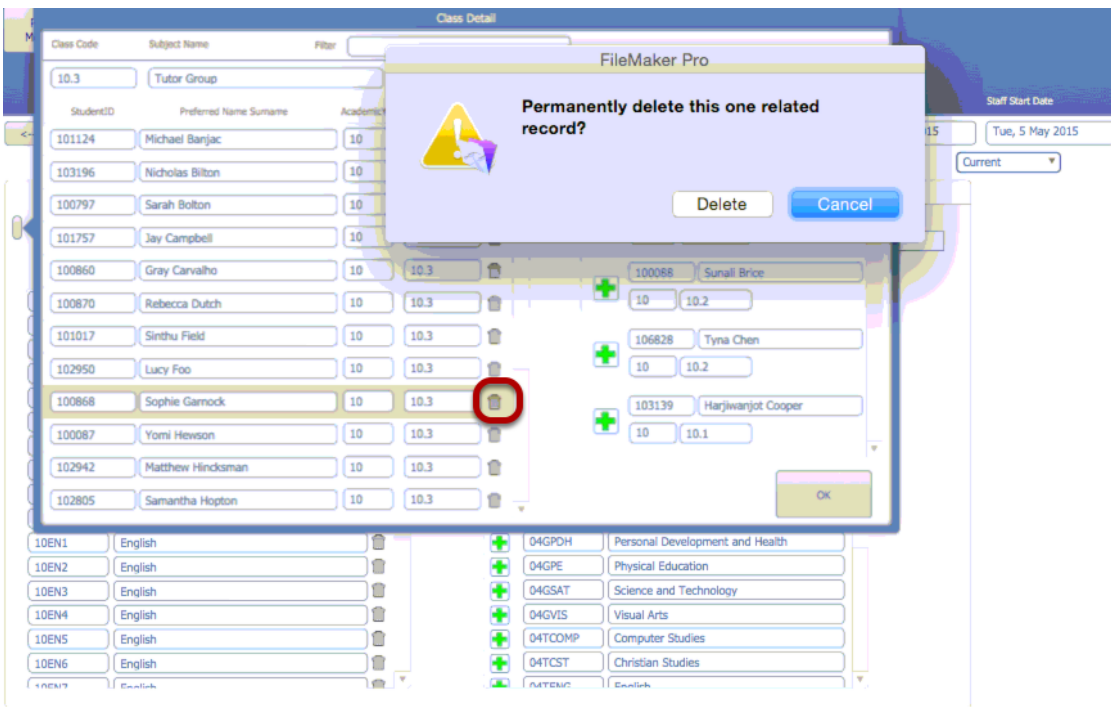
Click the arrow to add a class to a session.

Viewing Class details



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

Deleting Students from a Class for a Session



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

Adding Students to a Class for a Session

The screenshot shows the 'Class Detail' window. At the top, there are fields for 'Class Code' (10CM1), 'Subject Name' (Commerce), and 'Filter' (LEEK). Below this is a table of students currently in the class, with columns for StudentID, Preferred Name Surname, and AcademicYear. To the right, there is a section titled 'Students NOT in this class' containing a list of potential students. A green plus sign (+) is highlighted with a red circle next to the first student in this list: Georgia Bain-Smith (StudentID 102816, AcademicYear 10.2). Other students listed include Michael Banjac, Claire Beckett, Nicholas Bilton, and Sarah Bolton. An 'OK' button is visible at the bottom right of the window.

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 navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this, there are fields for 'Date', 'Description', 'Parent Start Date', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The 'Students' tab is selected, showing a list of students in the session. The list includes columns for 'Preferred Name Surname', 'Year', and 'AcademicYear'. A legend indicates that blue shading represents 'Boarder' and yellow shading represents 'Selected'. A filter field is present at the top left of the student list. A 'Show Boarders Only' checkbox is also visible. A 'Selected Student' field is at the bottom left. A '3' in a circle is placed next to the student list, and a '4' in a circle is placed next to the filter field.

- 1 - Filter to search for a student
- 2 - Colour code for Boarder or Selected Student
- 3 - List of Students in the session

Adding a Sibling Student to a Session

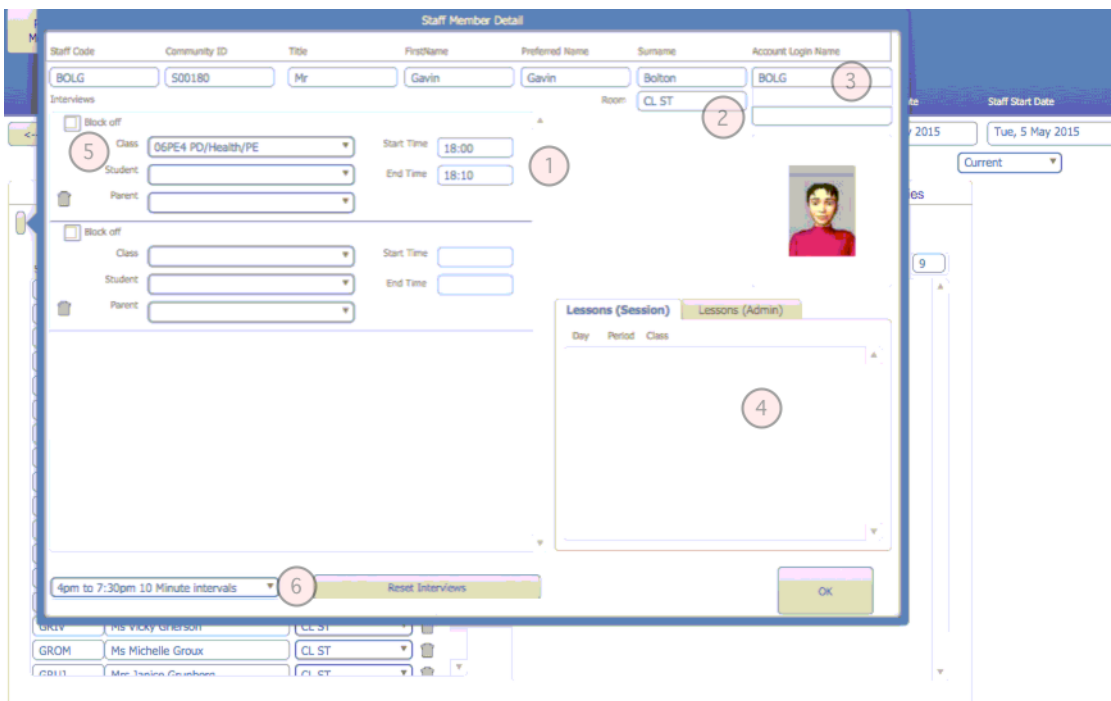
The screenshot shows the 'Students' tab in the software. The session is 'Year 12 Semester One' on 'Fri, 13 Mar 2015'. A list of students is displayed, with 'Shreshta Willsallen' selected. The 'Siblings' section shows 'Caitlin Anderson' and 'Shreshta Willsallen'. Below that, a list of classes for the selected student is shown, including 'English Advanced', 'English Extension 2', 'Business Studies', 'Ancient History', and 'Dance'.

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

Teachers in Session

The screenshot shows the 'Teachers' tab in the software. The session is 'Year 10 session' on 'Fri, 17 Apr 2015'. A list of teachers is displayed, with 'Mr Gavin Bolton' selected. The 'Lessons & Timeslots' section shows a list of teachers that are not in this session, including 'Mr Damien Adams', 'Mr Trevor Allesch', 'Mrs Caroline Angel', 'Mr Douglas Arcidiacono', 'Ms Siobhan Ayre', 'Mr Robert Bailey', 'Mrs Genevieve Balean', 'Rev Punam Berman', and 'Ms Julie Berzins'.

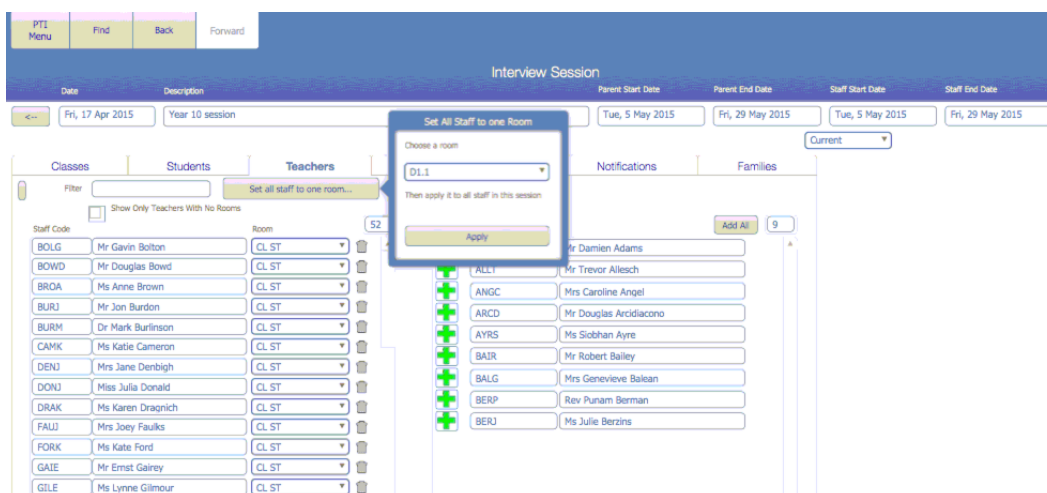
- 1 - Filter to find a teacher
- 2 - To change or set a room for all teachers in a session
- 3 - List of teacher in the session
- 4 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time



Display of Teachers Interviews sessions

- 1 - Session times (either with a booking or not)
- 2 - Room that the session will be held
- 3 - The staff login details
- 4 - Teachers classes (green highlight shows classes in a session)
- 5- Teachers can block off session times (maximum number is in the setup)
- 6 - If this teacher needs to change the timeslot intervals, this can be done here.

Setting or Changing rooms for interview



Click to set all staff to one room, choose the room and then click Apply. Click out of the box to cancel.

Or individually change the room as required.

Changing a room for a whole Faculty

The screenshot shows the 'Interview Session' interface. At the top, there are navigation buttons: 'PTI Menu', 'Find', 'Back', and 'Forward'. Below this is a header bar with the title 'Interview Session'. Underneath the header, there are fields for 'Date', 'Description', 'Parent Start Date', 'Parent End Date', and 'Staff Start Date'. The 'Date' field is set to 'Fri, 17 Apr 2015' and the 'Description' field is 'Year 10 session'. The 'Parent Start Date' is 'Tue, 5 May 2015', 'Parent End Date' is 'Fri, 29 May 2015', and 'Staff Start Date' is 'Tue, 5 May 2015'. There is a 'Current' dropdown menu on the right.

Below the header, there are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Teachers' tab is selected. A filter box contains the text 'maths'. To the right of the filter box is a button that says 'Set all staff to one room...'. Below the filter box is a checkbox labeled 'Show Only Teachers With No Rooms'. The main area displays a list of teachers with columns for 'Staff Code', 'Name', and 'Room'. The 'Room' column shows 'CL ST' for all teachers. An 'Add All' button is visible on the right side of the list.

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

This screenshot shows the same interface as the previous one, but with a dialog box open. The dialog box is titled 'Set All Staff to one Room'. It contains a 'Choose a room' dropdown menu with 'D1.1' selected. Below the dropdown is the text 'Then apply it to all staff in this session'. At the bottom of the dialog box is an 'Apply' button. The 'Set all staff to one room...' button from the previous screenshot is now highlighted with a red circle and the number '3'. The 'Apply' button in the dialog box is also highlighted with a red circle and the number '5'. The 'D1.1' dropdown is highlighted with a red circle and the number '4'.

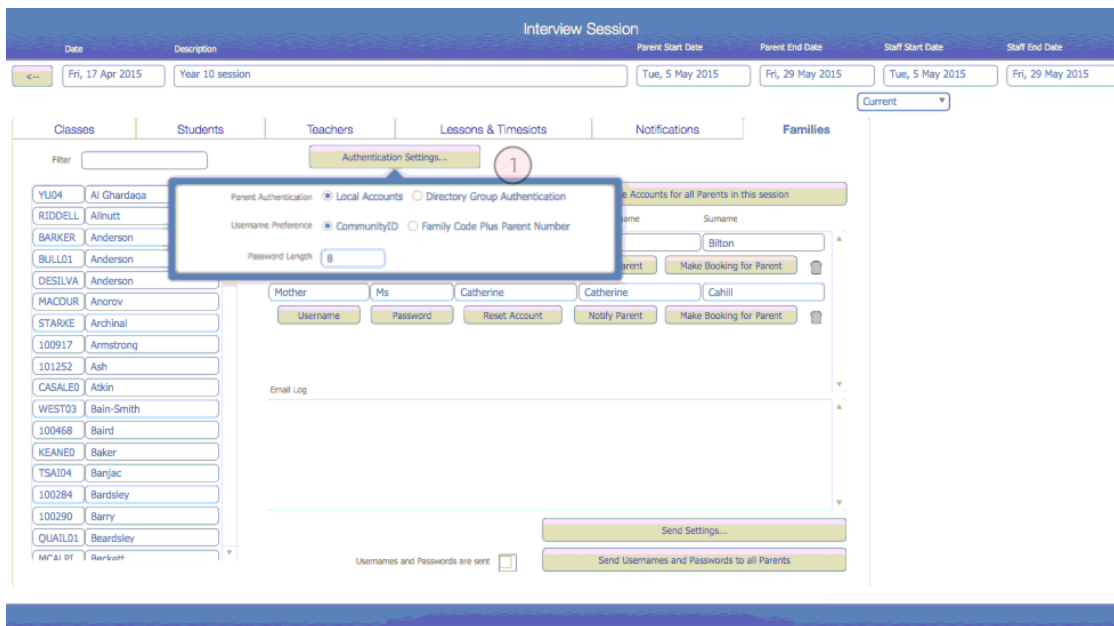
- 3 - Click "Set all staff to the one room"
- 4 - Enter the room
- 5 - Click "Apply"

Families in Session

The screenshot shows the 'Interview Session' interface. At the top, there is a navigation bar with fields for Date, Description, Parent Start Date, Parent End Date, Staff Start Date, and Staff End Date. Below this is a 'Current' dropdown menu. The main interface is divided into several 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 a family on the right. The detailed view includes fields for Relationship, Title, First Name, Preferred Name, and Surname, along with buttons for Username, Password, Reset Account, Notify Parent, and Make Booking for Parent. There is also an 'Email Log' section and a 'Send Settings...' button. Numbered callouts (1-11) point to various elements: 1. Filter box; 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; 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. This will be checked when notifications has been sent to parents of this session; 11. Display of the Email log to the parents in the family.

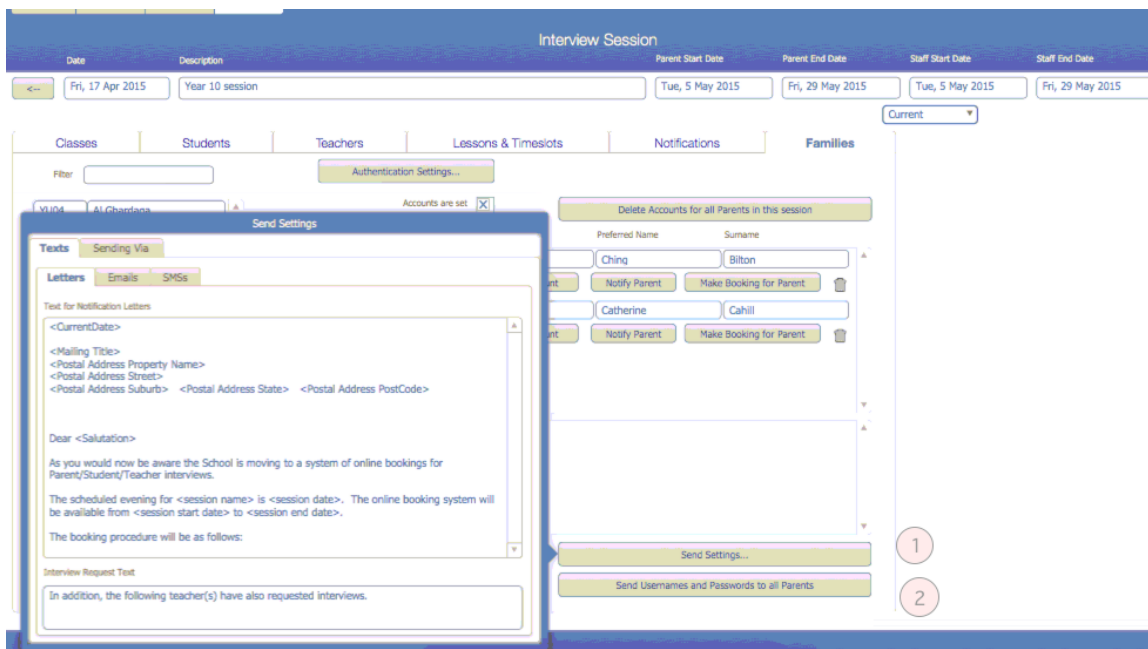
- 1 - Filter to find a family
- 2 - Family list
- 3 - Parents in Family - Usernames and passwords
- 4 - Click to reset the Account for passwords and usernames
- 5 - Notify Parent individually after changing the account details (sent as per settings see below)
- 6 - Make Booking for Parent
- 7 - To Create 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 - This will be checked when notifications has been sent to parents of this session
- 11 - Display of the Email log to the parents in the family

Authentication Settings for Families



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

Send Settings



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

Testing Sending Parent Notifications

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

Administration of Booking Time slots

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

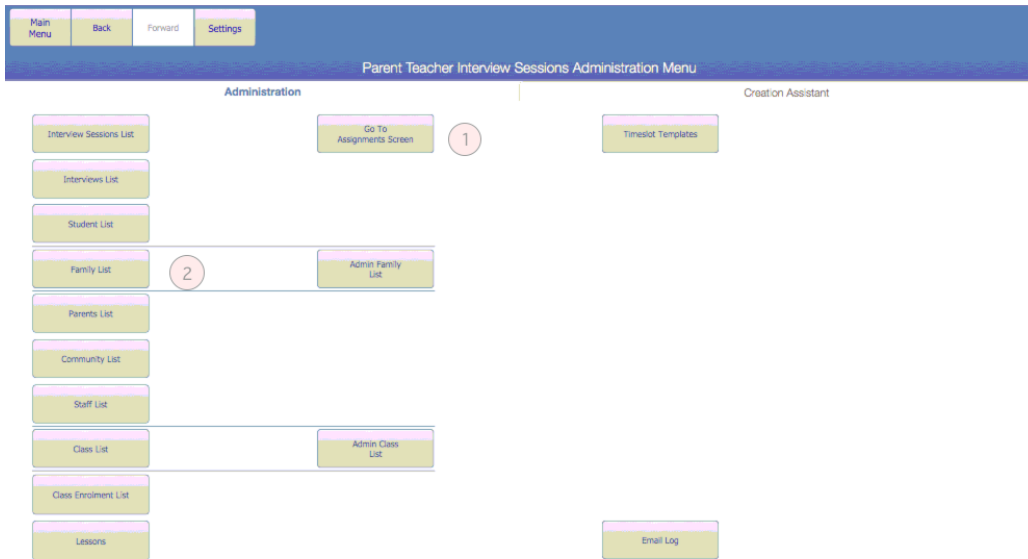
4 - Filter for times and rooms.

The screenshot shows the 'Interview Session' interface. At the top, there are date filters for 'Date', 'Parent Start Date', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. Below these are tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Lessons & Timeslots' tab is active, showing a 'Populate P11 Lessons' button and a 'Timeslot Template' dropdown set to '4pm to 7:30pm 10 Minute Intervals'. A 'Create Interviews' button is also present. A 'Filter' section includes a text input field and three dropdown menus: 'Start Time' (set to 18:00), 'End Time' (set to), and 'Room' (set to CL ST). Below the filter section, there are several dropdown menus for selection: '18:00', '18:10', 'CL ST', 'DRAK Ms', 'Ms Karen Dragnich', '07PE2', 'PD/Healthy/PE', 'Student', and 'Parent'. A red circle with the number '1' is placed over the 'Parent' dropdown menu.

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

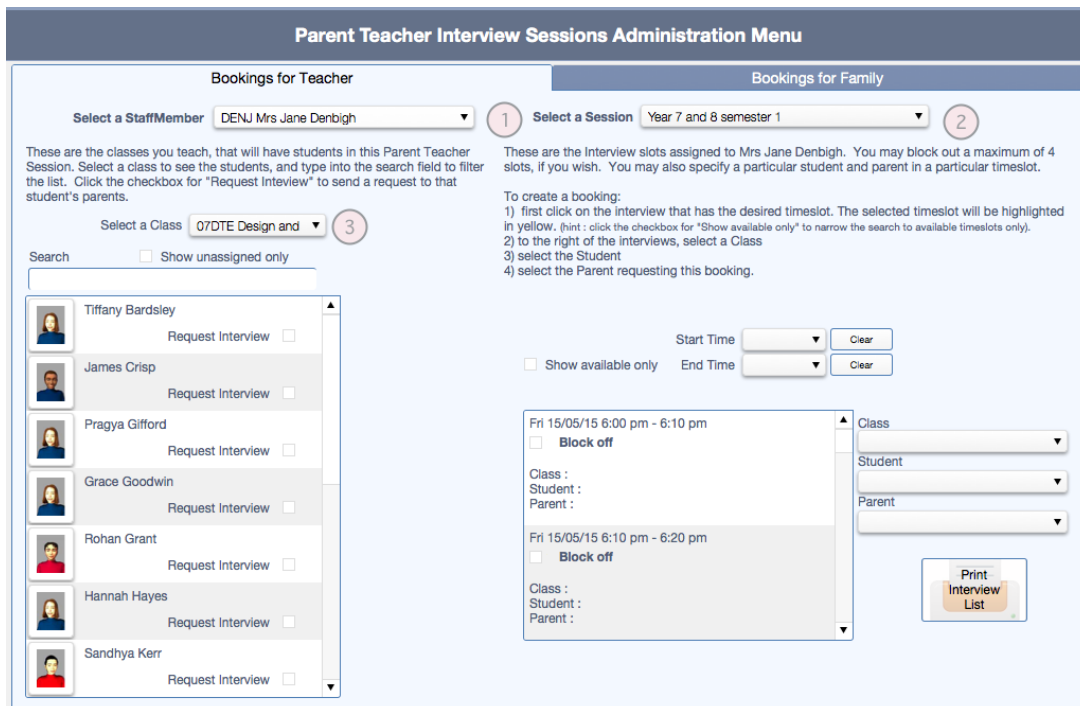
The following functions can only be completed by the Assisting Staff for the PTI sessions.

Administration of Sessions by Assistant



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

Administration Assistance making bookings for a teacher



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

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: DRAK Ms Karen Dragnich

Select a Session: Year 7 Semester One

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

Select a Class: 07PE2

Search: Show unassigned only

Students listed: Macsen Chen, Richard Dalkin, Hannah Hayes, Stewart Hunt, Christopher Mansfield, Andrew Merriman, Oakey Sachs. Each has a "Request Interview" checkbox.

Interview slots listed: Fri 17/04/15 4:00 pm - 4:10 pm (highlighted in yellow), Fri 17/04/15 4:10 pm - 4:20 pm. Each has a "Block off" checkbox.

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

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

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: DRAK Ms Karen Dragnich

Select a Session: Year 7 Semester One

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: 07PE2

Search: Show unassigned only

Students listed: Macsen Chen, Richard Dalkin, Hannah Hayes, Stewart Hunt, Christopher Mansfield, Andrew Merriman, Oakey Sachs. Each has a "Request Interview" checkbox.

Interview slots listed: Fri 17/04/15 4:00 pm - 4:10 pm (highlighted in yellow), Fri 17/04/15 4:10 pm - 4:20 pm. Each has a "Block off" checkbox.

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

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

Friday, 17 April 2015

Interviews List for Ms Karen Dragnich

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

Printer:

Presets:

Copies:

Pages: All
 From:

Number pages from:

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

10 - Click Print to Print the Interview list.

Administration Assistance making bookings for a family

The screenshot shows the 'Parent Teacher Interview Sessions Administration Menu' with two tabs: 'Bookings for Teacher' and 'Bookings for Family'. The 'Bookings for Family' tab is active. On the left, a list of families is shown with columns for 'Family Code' and 'Family Name'. The family 'BULL01 Anderson' is highlighted in yellow, with a circled '1' next to it. On the right, a detailed view of the Anderson family is shown. It includes a 'Parent Type' section for 'Father' and 'Mother'. The 'Father' section has fields for 'Title' (Mr), 'First Name' (Paul), 'Preferred Name' (Paul), and 'Surname' (Anderson), with a 'Make booking for Parent' button circled in red and labeled '3'. The 'Mother' section has fields for 'Title' (Mrs), 'First Name' (Toula), 'Preferred Name' (Toula), and 'Surname' (Anderson), with a 'Make booking for Parent' button circled in red and labeled '3'. A circled '2' is next to the 'BULL01 Anderson' entry in the family list.

- 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 three buttons: 'Main Menu', 'Back', and 'Forward'. Below these, the title 'Parent Teacher Interview Sessions Teacher Data' is displayed. A dropdown menu labeled 'Select a Session' is shown with a circled '1' next to it.

- 1 - Select a session

Parent Teacher Interview Sessions Teacher Data

Select a Session Year 7 Semester One

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

Select a Class
 07DTE Design and Technology

Search Show unassigned only

Tiffany Bardsley Request Interview

James Crisp Request Interview

Pragya Gifford Request Interview

Grace Goodwin Request Interview

Rohan Grant Request Interview

Hannah Hayes Request Interview

Sandhya Kerr 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

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

Class :
 Student :
 Parent :

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

Class :
 Student :
 Parent :

Fri 17/04/15 4:20 pm - 4:30 pm
 Block off

Class :
 Student :
 Parent :

Fri 17/04/15 4:30 pm - 4:40 pm
 Block off

Class :
 Student :
 Parent :

- 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 Year 7 Semester One

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

Select a Class
 07DTE Design and Technology

Search Show unassigned only

Tiffany Bardsley Request Interview

James Crisp Request Interview

Pragya Gifford Request Interview

Grace Goodwin Request Interview

Rohan Grant Request Interview

Hannah Hayes Request Interview

Sandhya Kerr 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

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

Class :
 Student :
 Parent :

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

Class :
 Student :
 Parent :

Fri 17/04/15 4:20 pm - 4:30 pm
 Block off

Class :
 Student :
 Parent :

Fri 17/04/15 4:30 pm - 4:40 pm
 Block off

Class :
 Student :
 Parent :

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

Teacher Booking - Block out times

Parent Teacher Interview Sessions Teacher Data

Select a Session: Year 7 Semester One

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

Select a Class: 07DTE Design and Technology

Search: Show unassigned only

- Tiffany Bardsley Request Interview
- James Crisp Request Interview
- Pragya Gifford Request Interview
- Grace Goodwin Request Interview
- Rohan Grant Request Interview
- Hannah Hayes Request Interview
- Sandhya Kerr 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: 1 (2)

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

Fri 17/04/15 4:10 pm - 4:20 pm
 Block off
Class :
Student :
Parent :

Fri 17/04/15 4:20 pm - 4:30 pm
 Block off
Class :
Student :
Parent :

Fri 17/04/15 4:30 pm - 4:40 pm
 Block off
Class :
Student :
Parent :

[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
- Casplan 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
Class :
Student :
Parent :

6:10 pm - 6:15 pm
 Block off
Class :
Student :
Parent :

Message
Maximum number of blocked timeslots has been reached.
OK

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

Parent Teacher Interview Sessions Teacher Data

Select a Session Year 7 Semester One

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

Select a Class
● 07DTE Design and Technology

Search Show unassigned only

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

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

Show available only Start Time Clear
End Time Clear

Number of interviews blocked off : 1

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

Class ▼ 2

Student ▼

Parent ▼

3

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 Hurr**

Parents in this family

| | | |
|-------------------------|--------|---|
| Mrs Christina Humphries | Mother | 1 |
| Dr Felix Humphries | Father | |

Completed X Email Notes To Me 4 5

Timetable

| Day | Period |
|-----|--------|
| 8 | 3 |


Save 6

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

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

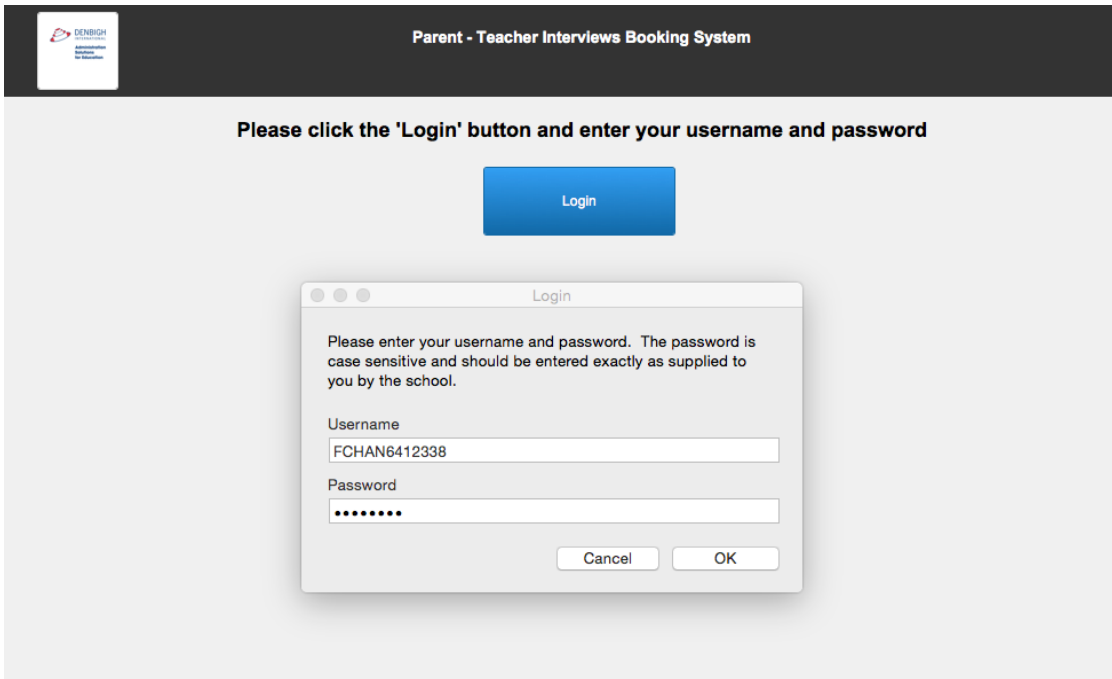
Parent Login and bookings (Parent Interface)

 **Parent - Teacher Interviews Booking System**

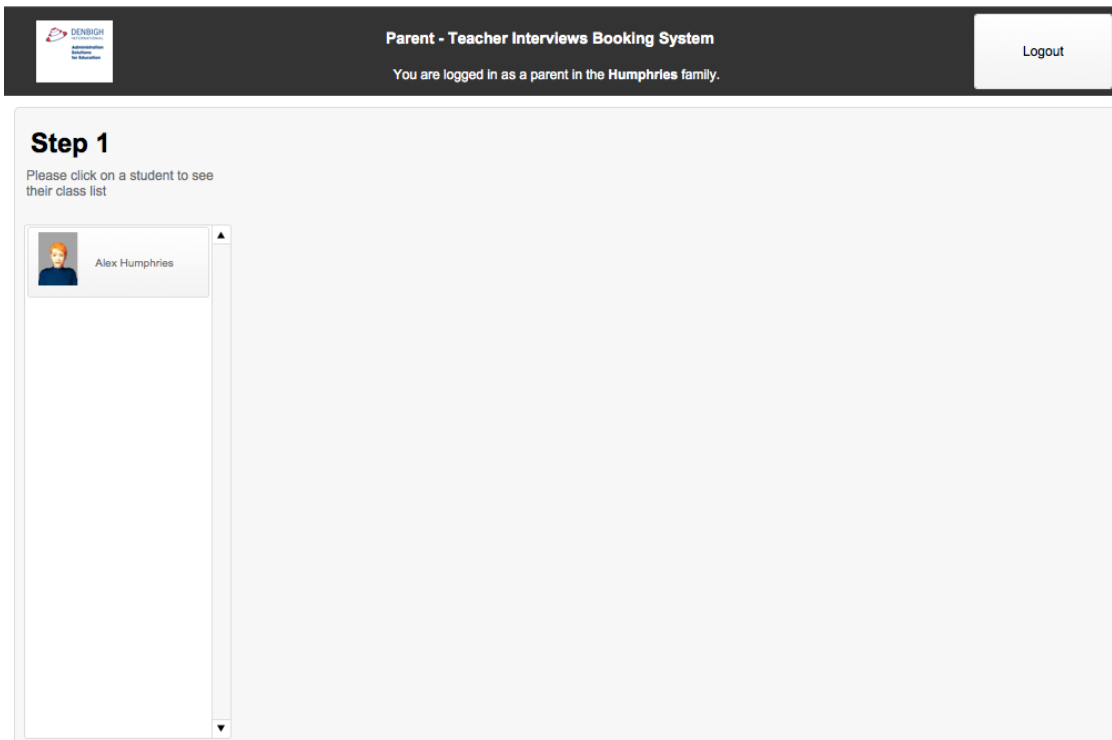
Please click the 'Login' button and enter your username and password

[Login](#)

Click to Login



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



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

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

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

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
Logout

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

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

Next ->

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

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

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

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

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

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

[Next ->](#)

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

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.

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

(6) [Email them to me](#)

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

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

(6) [Email them to me](#)

Message

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

Cancel Return **Logout**

| |
|--|
| Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with |
| Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Te |
| Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with M |
| Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with f |
| Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography v |
| Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam |
| Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with |
| Wednesday 01 April 2015 5:10 PM to 5:20 PM, PDI/Health/PE with Ms Michelle Groux |
| Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage |
| Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam |
| Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness |
| Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer |
| Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks |
| Wednesday 01 April 2015 6:30 PM to 6:40 PM, 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

Parent Teacher Interview Sessions Administration Menu

Administration | Creation Assistant

Buttons in Administration:

- Interview Sessions List
- Interviews List (1)
- PTI_Student List
- PTI_Family List
- PTI_Parents List
- PTI_Community List
- PTI_Staff List
- PTI_Class List
- PTI_Class_Enrolment List
- PTI_Lessons

Buttons in Creation Assistant:

- Go To Assignments Screen
- Admin Family List
- Admin Class List
- Timeslot Templates
- Open Parent Interface
- Email Log

1 - Click Interview List

Interviews List

Buttons: PTI Menu, Find (2), Back, Forward

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

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

Room: CL ST | Parent: 104379 | Mrs Sharmine Dalkin

Potential Teacher Change

StaffCode we want to change to.

Input field:

2 - Click Find

PTI Menu Find Back Forward

Interviews List

Date Description Start End Interview ID SessionID Status

Staff Code **DRAK** Class Student ID Room Parent

Potential Teacher Change
StaffCode we want to change to.

Current Interviews this parent has booked around this time
Before
After

reassign to this one

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

PTI Menu Find Back Forward

Interviews List

Date Description Start End Interview ID SessionID Status

17/04/2015 Year 7 Semester One 4:00 pm 4:10 pm Interview23884 Session96 Current

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

Room CL ST Parent 104379 Mrs Sharminie Dalkin

Potential Teacher Change
StaffCode we want to change to.

Current Interviews this parent has booked around this time
Before 4:00 pm
After 4:10 pm

4:00 pm 4:10 pm reassign to this one

4:10 pm 4:20 pm reassign to this one

4:20 pm 4:30 pm reassign to this one

4:30 pm 4:40 pm reassign to this one

4:40 pm 4:50 pm reassign to this one

4:50 pm 5:00 pm reassign to this one

17/04/2015 Year 7 Semester One 4:10 pm 4:20 pm Interview23885 Session96 Current

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

Room CL ST Parent MTRAN13 Mrs Thi Bailey

Potential Teacher Change
StaffCode we want to change to.

Current Interviews this parent has booked around this time
Before 4:10 pm

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

Adding a Family or Parents to PTI

Parent Teacher Interview Sessions Administration Menu

Administration | Creation Assistant

Buttons in Administration:

- Interview Sessions List
- Interviews List
- PTI_Student List
- PTI_Family List
- PTI_Parents List
- PTI_Community List
- PTI_Staff List
- PTI_Class List
- PTI_Class_Enrolment List
- PTI_Lessons

Buttons in Creation Assistant:

- Go To Assignments Screen
- Timeslot Templates
- Open Parent Interface
- Admin Family List (1)
- Admin Class List
- Email Log

1 - Admin Family List

PTI Menu | Find | Show All Records | Back | Forward

Admin Families List

| Family Code | Family Name | Family Notes |
|-------------|-------------|--------------|
| LEE34 | Kelleher | |
| LEE40 | Meyer | |

Students in Family: Future 0, Current 0, Former 2

2 Adults in the family

| Relationship | Title | Preferred Name | Surname | Parent Type | PTI Allowed |
|--------------|-------|----------------|-----------|---|-------------|
| Father | Mr | Jimmy | Kelleher | <input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other | Yes |
| Mother | Mrs | Fiona | Kelleher | <input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other | Yes |
| Father | Mr | Michael | Meyer | <input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other | Yes |
| Mother | Ms | Yuk | Rustowski | <input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other | Yes |

Buttons: Add Family to PTI (2), Add Parent to PTI (3)

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.

Adding a non face to face teacher to a PTI session

The screenshot shows the 'Class Details' interface. At the top, there are fields for Class Code (10.3), Subject Name (Tutor Group), Subject Abbreviation (House Grps), Course (10PC), Year (10), Unit (12), Teacher Code (BOWD), and Teacher (Mr D Bowd). Below this is a 'Menu' on the left with options like Students, Lessons, Outcomes, etc. The main area is titled 'Lesson Timeslots' and shows 'No of Lessons = 1 (Second Teacher for Lesson)'. There is a table with columns for Day, Period, Room, Code, Name, Code, Name, and an 'All' button. The first row is populated with '1' in the Day and Period columns.

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 'Parent Teacher Interview Sessions Administration Menu'. It is divided into two tabs: 'Administration' and 'Creation Assistant'. Under 'Administration', there are buttons for Interview Sessions List, Interviews List, PTL_Student List, PTL_Family List, PTL_Parents List, PTL_Community List, PTL_Staff List, PTL_Class List, PTL_Class_Enrolment List, and PTL_Lessons. Under 'Creation Assistant', there are buttons for Timeslot Templates and Open Parent Interface. There are also buttons for 'Go To Assignments Screen' and 'Admin Family List'. At the bottom right, there is an 'Email Log' button with a notification icon (1).

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

View of email log

FAQ

How do I Create a new Interview Session – Page 10

How do I Create a new Timeslot template - Page 7

If the dates have changed, how do I make the change – Page 18

Staff login but has no session available - Session must be Current - Page 18

Teacher/s need to be in a different room for their meetings - Page 24

Teacher needs to change the timeslot intervals - Page 24

Adding a non face to face teacher to a session – Page 46

How do I send out notifications to parents – Pages 6 and 27

When logging in Parents getting error "The account name and password you entered does not match those for any FileMaker account" – Page 26