

# How to book your Parent/Teacher interviews

**NOTE:** Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the school website and click on the link for 'Parent/Teacher interviews'
2. Type in your **email address**

The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. On the left is a sidebar with a 'Main menu' containing links for 'Change schools', 'Staff login', 'Parent access', and 'Logout', and a 'Contact us' section with a 'Contact us' link. The main content area is titled 'Interview Bookings' and shows the 'Parent registration' form. The form has an 'Email' field with a placeholder 'john.smith@gmail.com' and a note: 'For example: john.smith@gmail.com. This email will be your login identifier each time you revisit this site'. There are 'Next' and 'Cancel' buttons at the bottom right of the form.

3. Enter your **name** and **contact details**

This screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields filled in. The 'Name' field contains 'John Smith' and the 'Contact' field contains '5555 1234'. The form also includes the same sidebar and 'Next'/'Cancel' buttons as the previous screenshot.

4. Enter your **child's full name** and select **year level** from the drop down menu

This screenshot shows the 'Student registration' form. The 'Parent' information is now populated: 'john.smith@gmail.com', 'John Smith', and '5555 1234'. The 'Student' form has a 'Child's name' field and a 'Child's year level' dropdown menu set to 'Yr7'. There are 'Next' and 'Cancel' buttons at the bottom right.

5. Click on the **'Book Interviews'** box to book your interviews

This screenshot shows the final booking confirmation screen. The 'Parent' information is still at the top. Below it, a table lists the booked interview for 'Nigel' in 'Yr7', with 'Delete' and 'Book Interviews' buttons. The 'Book Interviews' button is highlighted. The sidebar and footer are also visible.

Name	Year level	Interview dates
Nigel	Yr7	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011

- Select all teachers you require interviews with by ticking the box

Parent: john.smith@gmail.com  
John Smith  
5555 1234

Students: Nigel  
Term 1 parent/teacher interviews

Interviews: **Select Yr9 Teachers for Interviews**

ANGELO, Michael ☐ GEOGRAPHY, George ☐ MUSIC, Mozart ☐ SCIENTIST, Steven ☐  
BROWN, Barry ☐ GRAFIX, Gary ☐ PEECEE, Peter ☐  
ENGLISH, John ☐ LANGUAGES, Laura ☐ SCIENCE, Sally ☐

Next Cancel

- Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.

Interviews: **Select interview slots for Nigel**

ENGLISH, John GRAFIX, Gary PEECEE, Peter ANGELO, Michael

Tuesday, 12 Apr 11

15:30 15:30 15:30 15:30  
15:50 15:50 15:50 15:50  
16:10 16:10 16:10 16:10  
16:30 16:30 16:30 16:30  
16:50 16:50 16:50 16:50

Save

Interviews: **Select interview slots for Nigel**

ENGLISH, John GRAFIX, Gary PEECEE, Peter ANGELO, Michael

Tuesday, 12 Apr 11

15:30 15:30 15:30 15:30  
15:50 15:50 Nigel 15:50 15:50  
16:10 Nigel 16:10 16:10 16:10  
16:30 16:30 16:30 16:30 Nigel 16:30  
16:50 16:50 Nigel 16:50

Save

- Once selected you have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered

Parent/Teacher Interview Booking System Daisy Hill College

Parent: john.smith@gmail.com  
John Smith  
5555 1234

Students: Nigel  
Term 1 parent/teacher interviews  
12-04-2011 - 13-04-2011

Interview Bookings

Name Year level Interview dates  
Nigel Yr9 Delete Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011 Booked: 4

Add child

Email Schedule Print Schedule Adjust Interviews