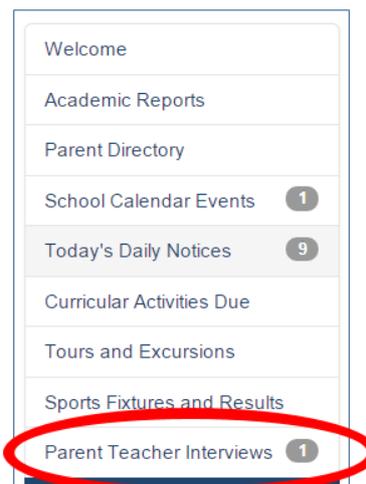


Parent Teacher Interview – Book Appointment through Parent lounge

- From the menu, 'Click' Parent Teacher Interviews.



- From the Parent Teacher Interview section in parent Lounge click the 'Book Now' button .



- This will display a list of your students who may require an interview. Click on the 'Book' link

Students							
Code	Name	Yr	Hse	Form	PCGrp	DOB	Action
CLAR002	Clark, Andy	11	AC	1	C1YR1	02/09/1994	Book
BROC003	Clark, David	5	AC	A	A1	19/06/1999	Book

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- If the PTI night is for a Middle/Senior School student then the display will look like the following. If the PTI is for a Junior School student there will only be one option available.

Click on the 'Book an appointment' link

Teachers Available - David Clark				
Teacher	Subject	Teacher Request	Appts. Free	Action
Mr Bill Wilcox	Unit of Inquiry		16	Book an appointment
Mr Bill Wilcox	English		16	Book an appointment
Mr Bill Wilcox	Geography		16	Book an appointment
Mr Bill Wilcox	Study of Society & Environment		16	Book an appointment
Mr Bill Wilcox	General Mathematics		16	Book an appointment
Mr Bill Wilcox	Art		16	Book an appointment

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- From the 'Choose Appointment' drop down list select the appointment time required and click the 'Confirm' button.

NOTE: A list of any appointment you have already made are displayed on the bottom of this screen.

Book an Appointment - David Clark

English

Mr Bill Wilcox

Interview Room

Library [More...](#)

Appointment Times Available

Choose Appointment: 4:52pm - 5:04pm

Attending Parent Details

Parent Attending/Name: Mr & Mrs E Clark

Contact Email: clarks@somewhere.com.au Mobile Phone: 0488102991

Parent Comment (0 of 200)

Appointments Already Booked

Thu 4 Apr 4:24pm - 4:36pm	Clark, Andrea	Mr S King	Ancient History
Thu 4 Apr 4:38pm - 4:50pm	Clark, Andrea	Mr A Johnstone	Geography

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- The following will be displayed.

Teachers Available - David Clark

Teacher	Subject	Teacher Request	Appts. Free	Action
Mr Bill Wilcox	Unit of Inquiry		15	Book an appointment
Mr Bill Wilcox	Geography		15	Book an appointment
Mr Bill Wilcox	Study of Society & Environment		15	Book an appointment
Mr Bill Wilcox	General Mathematics		15	Book an appointment
Mr Bill Wilcox	Art		15	Book an appointment

Confirmed Appointments - David Clark

Teacher	Subject	Date / Time	Action
Mr Bill Wilcox	English	Thu 4 Apr 6:56pm - 7:00pm	Cancel appointment

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- labelling an Appointment.

From the screen above click on the 'Cancel appointment' link which will display the following

Cancel Appointment - David Clark

English

Mr Bill Wilcox

Thursday, 4 April 2013 6:56pm

Duration: 4mins Room: Library [More...](#)

Attending Parent Details

Parent Attending/Name: Mr & Mrs E Clark

Contact Email: clarks@somewhere.com.au Mobile Phone: 0488102991

Parent Comment (0 of 200)

Back Confirm

Click the 'Confirm' button and the appointment will be cancelled.