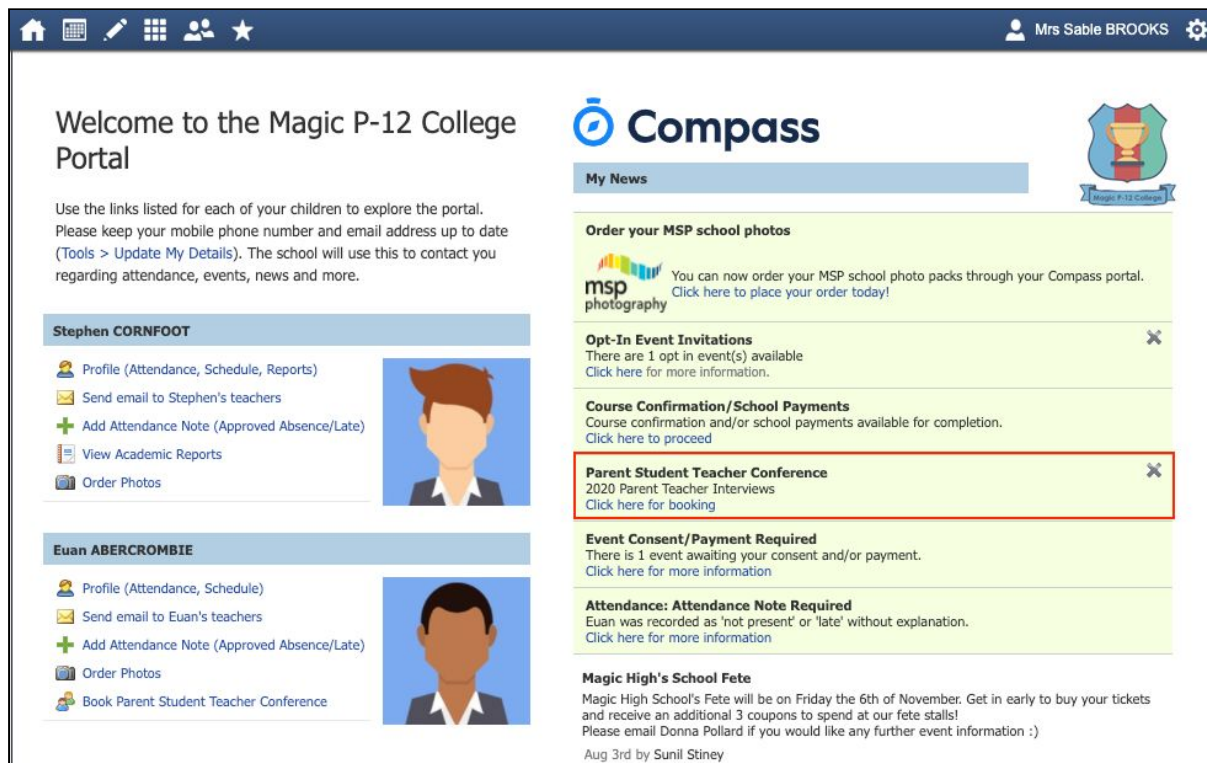


How To: Book a Teacher Conference

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard.

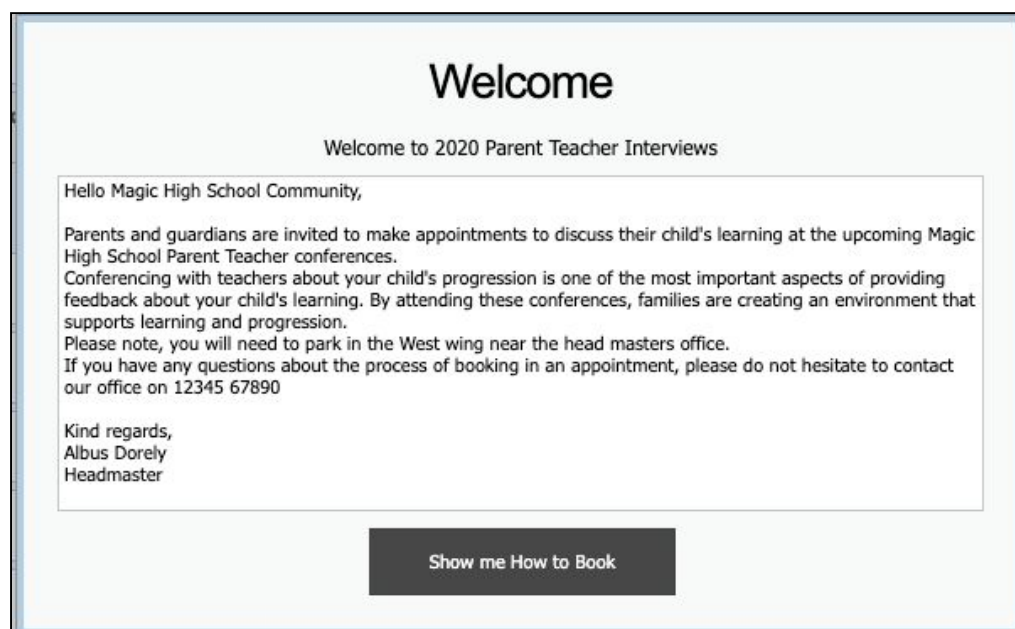
Click the alert.



The screenshot shows the Compass dashboard for Mrs Sable BROOKS. On the left, there are sections for two children: Stephen CORNFOOT and Euan ABERCROMBIE. Each section includes links for Profile, Send email to teachers, Add Attendance Note, View Academic Reports, and Order Photos. For Euan, there is an additional link: 'Book Parent Student Teacher Conference'. On the right, the 'My News' section contains several alerts. The 'Parent Student Teacher Conference' alert is highlighted with a red border and contains the text: '2020 Parent Teacher Interviews' and 'Click here for booking'. Other alerts include 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom right, there is a 'Magic High's School Fete' announcement.

This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.



The screenshot shows a 'Welcome' message titled 'Welcome to 2020 Parent Teacher Interviews'. The message is addressed to the Magic High School Community and invites parents and guardians to make appointments to discuss their child's learning at the upcoming Magic High School Parent Teacher conferences. It emphasizes the importance of conferencing with teachers for providing feedback and supporting learning and progression. It also provides practical information: 'Please note, you will need to park in the West wing near the head masters office.' and 'If you have any questions about the process of booking in an appointment, please do not hesitate to contact our office on 12345 67890'. The message is signed 'Kind regards, Albus Dorely, Headmaster'. At the bottom, there is a dark button labeled 'Show me How to Book'.