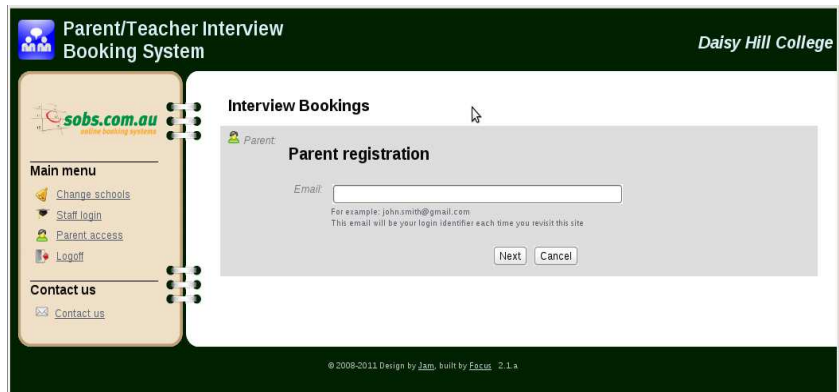


How to book your Parent/Teacher interviews

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 at dalbyshs.eq.edu.au and click on the link for 'Parent/Teacher interviews' under Quicklinks.

2. Type in your **email address**



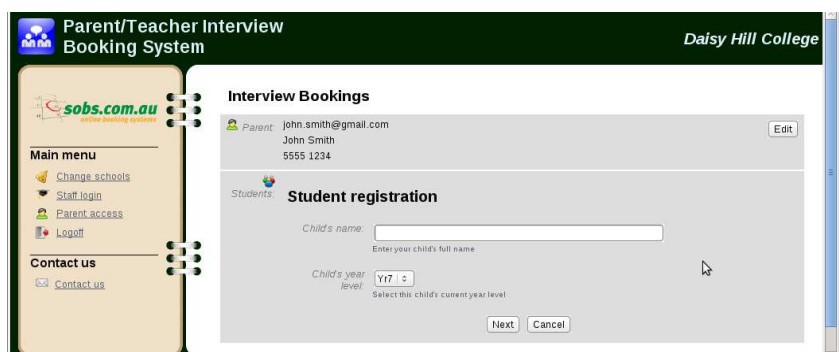
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. On the left is a 'Main menu' with links: 'Change schools', 'Staff login', 'Parent access', 'Logout', and 'Contact us'. The main area is titled 'Interview Bookings' and shows 'Parent registration'. It has an 'Email:' input 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'. There are 'Next' and 'Cancel' buttons at the bottom right.

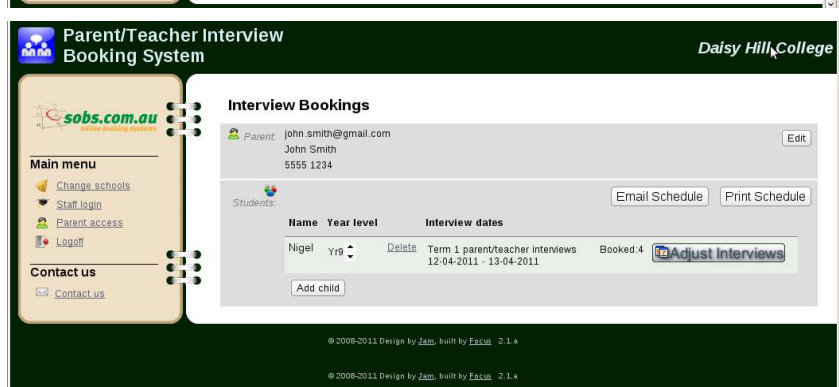
4. Enter your **child's full name** and select **year level** from the drop down menu



This screenshot shows the 'Student registration' form. The 'Child's name:' field is filled with 'John Smith' and the 'Child's year level:' dropdown menu is set to 'Yr7'. There are 'Next' and 'Cancel' buttons at the bottom right.

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews



This screenshot shows the 'Interview Bookings' page with a list of booked interviews. The table has columns: 'Name', 'Year level', 'Interview dates', and 'Booked'. The first row shows 'Nigel Yr7' with 'Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011' and 'Booked: 4'. There are 'Delete', 'Add child', 'Email Schedule', and 'Print Schedule' buttons. An 'Adjust Interviews' button is also visible.

6. Select all teachers you require interviews with by **ticking the boxes**

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

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7. Scroll and select available slots with each staff member. The green slots are available. Grey slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. 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** Save

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	16:30	16:30	16:30
16:30	16:30	16:30	16:30
16:50	16:50	16:50	16:50

Save

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	16:30	16:30	16:30
16:30	16:30	16:30	16:30 Nigel
16:50	16:50	16:50 Nigel	16:50

Save

If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot

8. Once saved you will 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