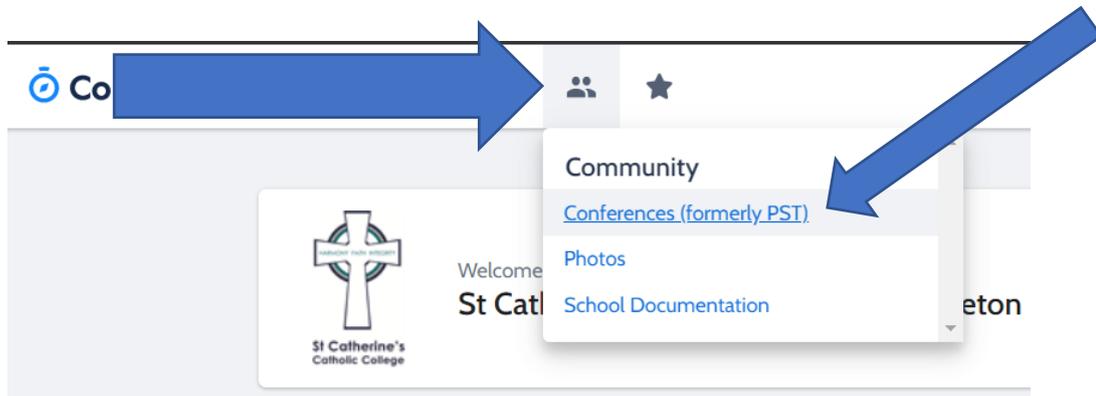
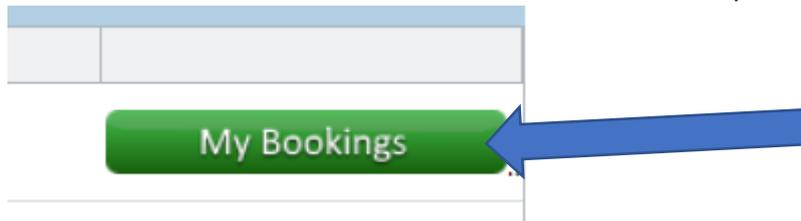


*This reference guide is how to
Book parent teacher interviews*

1. From the dashboard select the community menu, then click conferences (formally PST)



2. From the conferences window select the interview session by clicking “My bookings”



3. Select the teacher, by clicking, that you wish to book an interview with to view the available timeslots. These will be not greyed out.

12:30 PM	12:45 PM	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #ADD8E6; margin: 0;">English</p> <p>Helen Feeney Interview Welcome</p> <hr/> <p>Click on a time slot at the left of the screen to make a booking.</p> <p>[Back]</p> </div>
01:30 PM	01:45 PM	
02:30 PM	02:45 PM	
03:30 PM	03:45 PM	

4. Confirm the booking by selecting OK on the dialogue box that pops up
5. You are able to print or email your bookings when completed by clicking “email my bookings” or “print preview”.
6. You are able to manage your booking and make changes by re-clicking the teacher and selecting a new available time

If you are unsure of how to book these meetings please contact the College Office