

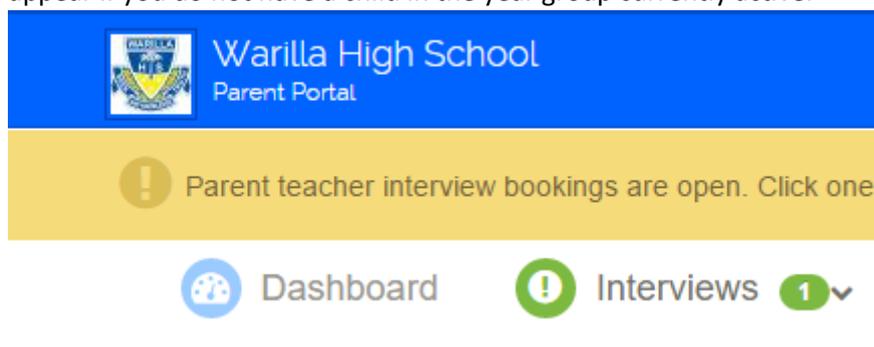


Guide to Parent/Teacher Interviews

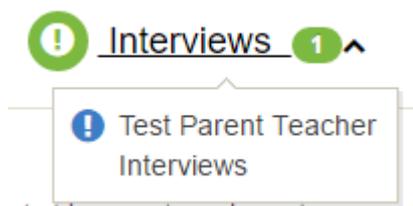
Instructions on using the Parent/Teacher Interviews in the Sentral Parent Portal

Interviews

1. Upon logging into your Parent Portal, a new tab will appear. **Interviews**, clicking on the arrow to the right of the tab will display which Parent Teacher interviews are currently open for registration. *Note:* This tab will not appear if you do not have a child in the year group currently active.



2. Click on the year group that you would like to make a booking for.



3. You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go.

Your session will timeout from inactivity in 9 minutes and 52 seconds.

Please ensure that you confirm all of your bookings within the above mentioned time period.

4. Scrolling down the page you will see a summary of how to select time slots and what to do after.

Parent Interview Bookings - Test Parent Teacher Interviews

Welcome to the **Test Parent Teacher Interviews** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue **"Request interview with teacher"** button.
5. Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
6. The reserved bookings you selected will now be **confirmed**.

5. After this you will see the children that are in the interview group. We will do our Parent Interviews by 7, 8 and 9 and then another session another afternoon for 10, 11 and 12. If you have 2 children or more between years 10 and 12 or 7 and 9 they will both appear on the screen.

6. Under the child’s name you will see all the subjects that your child is enrolled in, as well as the class and the teacher.

Community and Family Studies Yr11	11CAF01	Mrs ORTON
Construction (Vet) Yr11	11CON01	Mr Herman
Earth & Environmental Science Yr11	11EES01	Mrs Woollett
English Standard Yr11	11ENS01	Ms SPICER
Marine Studies Yr11	11MST01	Mr SMART

7. To the right of the screen you will see **Appointment Time** and the words **Select Timeslot**.

Mrs ORTON

8. Click on **Select Timeslot** and all the available times that teacher has available will appear. Simply click on the time that you would like to book. That time will replace **Select Timeslot**.

Timeslots

04/06/2016 Sat

3:00pm	3:10pm	3:20pm	3:30pm	3:40pm
3:50pm	4:00pm	4:10pm	4:20pm	4:30pm
4:40pm	4:50pm			

available

No appointments available

9. Repeat these steps to select all the teachers you would like to see. The order will change every time you select a time and will place them from the first timeslot to the last timeslot. Eg. 3pm – 4:50pm

English Standard Yr11	11ENS01	Ms SPICER	<input type="button" value="3:00pm"/>
Community and Family Studies Yr11	11CAF01	Mrs ORTON	<input type="button" value="3:20pm"/>
Construction (Vet) Yr11	11CON01	Mr Herman	<input type="button" value="3:40pm"/>
Earth & Environmental Science Yr11	11EES01	Mrs Woollett	<input type="button" value="4:20pm"/>
Marine Studies Yr11	11MST01	Mr SMART	<input type="button" value="4:30pm"/>
Biology Yr11	11BIO03	Mrs Nelson	<input type="button" value="4:50pm"/>

10. Once you have completed this click on **Confirm Appointments**.

[Confirm Appointments](#)

11. A summary of what you have chosen will appear on the screen and you will also receive an email with these details in the registered email address for your Parent Portal.

Interviews Summary - Test Parent Teacher Interviews

Subject	Class	Student	Teacher	Date	Time
English Standard Yr11	11ENS01	[REDACTED]	Ms SPICER	Sat 04/06/2016	3:00pm
Community and Family Studies Yr11	11CAF01	[REDACTED]	Mrs ORTON	Sat 04/06/2016	3:20pm
Construction (Vet) Yr11	11CON01	[REDACTED]	Mr Herman	Sat 04/06/2016	3:40pm
Earth & Environmental Science Yr11	11EES01	[REDACTED]	Mrs Woollett	Sat 04/06/2016	4:20pm
Marine Studies Yr11	11MST01	[REDACTED]	Mr SMART	Sat 04/06/2016	4:30pm
Biology Yr11	11BIO03	[REDACTED]	Mrs Nelson	Sat 04/06/2016	4:50pm

[Edit Bookings](#)

[Download iCal](#)

[Print](#)

12. You can always go back and edit your bookings if something comes up, but be aware that depending on how long you leave it all the other time slots may be taken. *Note:* You will only be allowed to edit your booking while the registration is active. After this time the **Interview** tab will disappear and you will have to make contact with the school.
13. As well as the summary you have the options to import them straight to your calendar with **Download iCal** or **Print** a copy for your records.

[Edit Bookings](#)

[Download iCal](#)

[Print](#)