

Making Bookings for Parent/Teacher Interviews on Compass

Parents can make bookings online based on the settings configured within the PST Conference. To make a booking parents can select 'Book Parent/Student/Teacher Interviews' from the Actions button on the Compass home page.



The staff that parents are able to make bookings with is listed under the 'Available Staff'. To view the staff member's availability click on the staff member's name. This will display their schedule including free slots and already booked slots.

To make a booking select the time that you wish to make the booking, a list of the staff members available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking.