Parent Teacher Interviews- Parent View

1. When a PTI run is available for booking, a Parent Teacher Interviews link will appear in the top left of the PAM interface. Bookings are open from Wednesday (afternoon) 9/9 for Tuesday 15/9 (4-7pm) and Thursday 17/9 (2-8pm).

simon Parent Access Module		Logged HOME	in as : Mr & Mrs My settings	Test Account
You are here: Home				
Parent Teacher Interviews	Students Click on student to view further information.			
	Rebecca Adams			
Daily Messages	Year Level: 7	Homeroom: 7C	House: Rice (MA)	
	Sarah Adan	ns		

2. Select the student for which interviews are to be made.

simon	Logged in as: Mr & Mrs Test Account		
Parent Access Module	HOME MY SETTINGS LOGOUT		
You are here: Home > Parent Teacher Interviews			
Parent Teacher Interview Boo	king		
Select Student			

3. Click on the class and available times will appear on the right hand side.



Parent Teacher Interview Booking ~

Rebecca Adams

Rebecca's Classes for Interview

Test Interview Run (7)	
In the month of May.	Teacher: Julia Clancey
At the School There are no limits on how many bookings a parent account can make.	12:36pm, 28th August 2014 1:12pm, 28th August 2014 2:24pm, 28th August 2014
7 French	3:00pm, 28th August 2014 3:18pm, 28th August 2014 3:36pm, 28th August 2014
7 Homeroom	3:54pm, 28th August 2014 4:12pm, 28th August 2014 4:30pm, 28th August 2014
7 Information Technology	5:06pm, 28th August 2014 5:24pm, 28th August 2014
7 Religion	Book Interview
7 Science	
7 Textiles	

4. Select the time and click on book interview.

SIMON *will link the interviews to a virtual meeting space*. This will be online via Teams. Parents can use their child's ipad or laptop device for this meeting. A link is generated on the day for the time and teacher. Parents will be in the virtual lobby room with teachers allowing access to the meeting, at the scheduled time.

	Logged in as: Mr & Mrs Test Account
SIMON Parent Access Module	HOME MY SETTINGS LOGOUT
You are here: Home > Parent Teacher Interviews	
Parent Teacher Interv	iew Booking
Test Interview Run (7)	-
In the month of May.	Teacher: Julia Clancey
At the School There are no limits on how many bookings a parent	account can make.
At the School There are no limits on how many bookings a parent 7 French	account can make.
At the School There are no limits on how many bookings a parent 7 French 7 Homeroom	account can make. 12:36pm, 28th August 2014 1:12pm, 28th August 2014 3:00pm, 28th August 2014 3:13pm, 28th August 2014 3:36pm, 28th August 2014 3:54pm, 28th August 2014 4:32pm, 28th August 2014 4:12pm, 28th August 2014
At the School There are no limits on how many bookings a parent 7 French 7 Homeroom 7 Humanities	account can make. 12:36pm, 28th August 2014 11:27pm, 28th August 2014 2:24pm, 28th August 2014 3:00pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 4:30pm, 28th August 2014 5:30pm, 28th August 201
At the School There are no limits on how many bookings a parent 7 French 7 Homeroom 7 Humanities 7 Information Technology	account can make. 12:36pm, 28th August 2014 1:12pm, 28th August 2014 2:24pm, 28th August 2014 3:00pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 4:12pm, 28th August 2014 4:12pm, 28th August 2014 4:30pm, 28th August 2014 4:30pm, 28th August 2014 4:30pm, 28th August 2014 4:30pm, 28th August 2014 4:42pm, 28th August 2014 5:24pm, 28th August 2014
At the School There are no limits on how many bookings a parent 7 French 7 Homeroom 7 Humanities 7 Information Technology 7 Religion	account can make. 12:36pm, 28th August 2014 1:12pm, 28th August 2014 3:00pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 4:32pm, 28th August 2014 4:30pm, 28th August 2014 5:30pm, 28th August 2014
At the School There are no limits on how many bookings a parent 7 French 7 Homeroom 7 Humanities 7 Information Technology 7 Religion 7 Science	account can make. 12:36pm, 28th August 2014 1:12pm, 28th August 2014 3:00pm, 28th August 2014 3:00pm, 28th August 2014 3:36pm, 28th August 2014 3:36pm, 28th August 2014 4:30pm, 28th August 2014 5:24pm, 28th August 2014 5:24pm, 28th August 2014 5:24pm, 28th August 2014

5. Booked interviews for ALL children will be listed below in chronological order.

7 Religion		
7 Science		
7 Textiles		
David Welsh 7 Mathematics Rebecca Adams Room:		ری ×
	28th August 2014	12:00pm - 12:15pm (15 minutes)
Jacqui Owen 9 Personal Development Sarah Adams Room:		C X
	28th August 2014	12:18pm - 12:33pm (15 minutes)
Pierce Andjelkovic 7 Drama Rebecca Adams Room:		تع ×
	28th August 2014	12:54pm - 1:09pm (15 minutes)
Julia Clancey 7 French 2 Rebecca Adams Room:		ت ×
	28th August 2014	1:12nm - 1:27nm (15 minutes)

6. Bookings can be edited by clicking on the blue edit button. Select new time and Confirm.

Editing Booked Time	×
David Welsh 7 Mathematics Rebecca Adams At the School	
Curren 2 12:00pm	ntly Booked Interview 8th August 2014 I - 12:15pm (15minutes)
Select Interview Time	e
	Cancel Confirm New Time

7. Bookings can be cancelled by clicking on the red cross and confirming.

7 Science			
7 Textiles			
			Delete Booking
David Welsh 7 Mathematics Rebecca Adams Room:			Are you sure you want to delete this interview booking? Yes No
	28th August 2014	12:00pm - 12:15pm (15 minute	s)

8. On the day of the interview, click on the booking link and you will be taken to the virtual room.