

Step by Step instructions for Parents booking a Parent Teacher Interview

1. Click link below
<https://sobs.com.au/pt/parent.php?schoolid=647>
2. Chose parent access from left hand side of the page

The screenshot shows the 'Parent/Teacher Interview Booking System' interface. On the left is a 'Main menu' with links for 'Change schools', 'Staff login', 'Parent access' (highlighted), and 'Main site'. The main content area is titled 'Login' and contains a form with 'Username:' and 'Password:' fields, and 'Login' and 'Cancel' buttons. Below the form is a link that says 'Trouble remembering your password?'.

3. Enter your email address

The screenshot shows the 'Parent access' page. The left menu is updated with 'Logoff' and 'Contact us' links. The main content area is titled 'Parent access' and features an 'Email:' field with the value 'example@example.com'. Below the field is a note: 'For example: john.smith@gmail.com' and 'This email will be your login identifier each time you revisit this site'. 'Next' and 'Cancel' buttons are at the bottom right. A copyright notice at the bottom reads '© 2008-2011 Design by Jam, built by Focus 2.1e'.

4. Enter your name and contact number

The screenshot shows the 'Parent access' page with the 'Name:' field filled with 'Test Parent' and the 'Contact:' field filled with '0410 000 000'. The 'Name:' field has a sub-label: 'Enter your first name and surname, for example: John Smith'. The 'Contact:' field has a sub-label: 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom right.

- Enter your child's name and select their year level (or increment the year level using the up and down arrows shown in next screen shot if required)

Parent/Teacher Interview Booking System

Interview Bookings

Parent: example@example.com
Test Parent
0410 000 000

Students:

Student registration

Child's name:
Enter your child's full name

Child's year level: Yr6 Yr7 Yr8 Yr9 Yr10 Yr11 Yr12
Select this child's current year level

- Click the "Book Interviews" icon on the right-hand side of the page

Parent/Teacher Interview Booking System Xavier High Sch

Interview Bookings

Parent: enter@your email
Test Person
0410000111

Name	Year level	Interview dates
Test Student	Yr10 <input type="button" value="Delete"/>	Sem 2 Year 7-10 Parent Teacher Interviews 11-09-2012 - 11-09-2012

- Tick the boxes of the teachers you wish to meet with (only teachers from your child's year level will be shown) and click the 'Next' button

Parent/Teacher Interview Booking System

Interview Bookings

Parent: enter@your email
Test Person
0410000111

Students: Test Student
Sem 2 Year 7-10 Parent Teacher Interviews

Interviews:

Select Yr10 Teachers for Interviews

ANDERSON, Michelle <input checked="" type="checkbox"/>	FILES, Anne <input type="checkbox"/>	NICHOLLS, Peter <input type="checkbox"/>	SMITH, Nichole <input type="checkbox"/>
ARDEN, Sean <input type="checkbox"/>	GLEESON, Joanne <input type="checkbox"/>	O'REILLY, Genevieve <input type="checkbox"/>	UPHILL, Jodi <input type="checkbox"/>
AZZI, Louise <input type="checkbox"/>	HAMILTON, Anna <input type="checkbox"/>	O'ROURKE, Janice <input type="checkbox"/>	VANEGMOND, Kathryn <input type="checkbox"/>
BARRET, Alison <input type="checkbox"/>	HAMILTON, Erik <input checked="" type="checkbox"/>	ROBINSON, Peter <input checked="" type="checkbox"/>	WEST, Aaron <input type="checkbox"/>
BOYD, Mary-Jayne <input type="checkbox"/>	KEMP, Georgia <input type="checkbox"/>	ROGAN, Maggie <input type="checkbox"/>	WILLIAMS, Bob <input checked="" type="checkbox"/>
BROWN, Edmund <input type="checkbox"/>	LAMBERT, Avril <input type="checkbox"/>	RYAN, Dave <input type="checkbox"/>	WILLIAMS, Peter <input type="checkbox"/>
COATES, Lyn <input type="checkbox"/>	LANCASTER, Steve <input type="checkbox"/>	RYAN, Mick <input type="checkbox"/>	WILLIAMS, Russell <input checked="" type="checkbox"/>
DOSENKO, Nadia <input type="checkbox"/>	MARTIN, Amy <input type="checkbox"/>	SANSON, Mark <input type="checkbox"/>	
ELLIS, Malina <input type="checkbox"/>	MILTHORPE, Michelle <input type="checkbox"/>	SMITH, Cameron <input type="checkbox"/>	

- Click green box to book an appointment. The location of the teacher is listed under their name at the top of bookings. We have allowed 1 minute breaks between appointment times, if the next teacher is in a different location it is recommended you allow more time to get to this interview.

	ANDERSON, Michelle Arts Centre	ROBINSON, Peter Art Centre	WILLIAMS, Russell Art Centre
01:18pm	01:18pm	01:18pm	01:18pm
01:24pm	01:24pm	01:24pm	01:24pm
01:30pm	01:30pm	01:30pm	01:30pm
01:36pm	01:36pm	01:36pm	01:36pm
01:42pm	01:42pm	01:42pm	01:42pm
01:48pm	01:48pm	01:48pm	01:48pm
01:54pm	01:54pm	01:54pm	01:54pm

- From this screen you can either enter details of a second child or get a copy of your booking, using the buttons 'Email Schedule' or 'Print Schedule' (found on the right-hand side of the page).

Parent/Teacher Interview Booking System Xavier High School

Interview Bookings

Parent: enter@your.email
Test Person
0410000111 [Edit]

Students: [Email Schedule] [Print Schedule]

Name	Year level	Interview dates
Test Student	Yr10 [Delete]	Sem 2 Year 7-10 Parent Teacher Interviews 11-09-2012 - 11-09-2012 Booked:4 [Adjust Interviews]

[Add child]