



Compass Guide for Parents

No. 5

Three-Way Conference Bookings

What to do when it is time to book your parent/
student/teacher three-way conference.

How To: Book a Teacher Conference

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard.

Click the alert.

The screenshot shows the 'Compass' portal interface. On the left, there are sections for two students: Stephen CORNFOOT and Euan ABERCROMBIE. Each section includes links for Profile, Send email to teachers, Add Attendance Note, View Academic Reports, and Order Photos. For Euan, there is an additional link: 'Book Parent Student Teacher Conference'. On the right, the 'My News' section contains several alerts. The 'Parent Student Teacher Conference' alert is highlighted with a red border. It states: '2020 Parent Teacher Interviews' and 'Click here for booking'. Other alerts include 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom right, there is a notice for 'Magic High's School Fete'.

This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

The screenshot shows a 'Welcome' message titled 'Welcome to 2020 Parent Teacher Interviews'. The message is addressed to the 'Magic High School Community' and invites parents and guardians to make appointments to discuss their child's learning. It provides details about the importance of conferencing and includes a note about parking in the West wing. The message is signed by Albus Dorely, Headmaster. At the bottom, there is a dark button labeled 'Show me How to Book'.