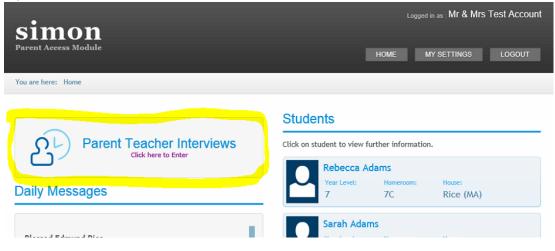
Parent Teacher Interviews- Parent View

1. When a PTI run is available for booking, a Parent Teacher Interviews link will appear in the top left of the PAM interface.



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

•	Logged in as: Mr & Mrs Test Account
Simon Parent Access Module	HOME MY SETTINGS LOGOUT
You are here: Home > Parent Teacher Interviews	
Parent Teacher Interview Bo	ooking
Select Student	

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

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 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
7 Humanities	4:30pm, 28th August 2014 4:48pm, 28th August 2014 5:06pm, 28th August 2014
7 Information Technology	5:24pm, 28th August 2014
7 Religion	Book Interview
7 Science	
7 Textiles	

4. Select the time and click on book interview.

simon	Logged in as: Mr & Mrs Test Account
Parent Access Module	HOME MY SETTINGS LOGOUT
You are here: Home > Parent Teacher Interviews	
Denent Teechen luten de	Realization

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	12:36pm, 28th August 2014
There are no limits on how many bookings a parent account can make.	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
7 Humanities	4:30pm, 28th August 2014 4:48pm, 28th August 2014 5:06pm, 28th August 2014
7 Information Technology	5:24pm, 28th August 2014
7 Religion	Book Interview
7 Science	
7 Textiles	

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

/ Religion

/ Religion		
7 Science		
7 Textiles		
David Welsh 7 Mathematics Rebecca Adams		Ø
Room:		×
	28th August 2014	12:00pm - 12:15pm (15 minutes)
Jacqui Owen 9 Personal Development 1 Sarah Adams	:	6
Room:		×
	28th August 2014	12:18pm - 12:33pm (15 minutes)
Pierce Andjelkovic 7 Drama Rebecca Adams Room:		C X
	28th August 2014	
	Zotti August Zo 14	12:54pm - 1:09pm (15 minutes)
Julia Clancey 7 French Rebecca Adams Room:		ି ×

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

1:12pm - 1:27pm (15 minutes)

Editing Booked Time		×
David Welsh		
7 Mathematics		
1 Rebecca Adams		
At the School		
Currently Booked	Interview	
28th August 2	2014	
12:00pm - 12:15pm ((15minutes)	
Select Interview Time		
	Cancel	Confirm New Time

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

28th August 2014

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 minut	tes)