

Parent-Student-Teacher Conferences

The term “conference” is used in Compass to refer to Parent-Student-Teacher Interviews.

We will be using Compass to book Parent-Student-Teacher Interviews from Semester 1 2019.

To book via a computer/laptop:

1. Login to Compass using your parent login details. These were sent home last term, please contact the school office if you require assistance.
2. A link will appear on your Compass home page when the booking cycle is open.
3. After the booking cycle is closed the link will disappear, as an alternative and to view your bookings, you can still access the booking system through the Community Icon under “Conferences”.



4. Instructions on how to book are provided once you open the booking system.

To book via a mobile device/iPad:

1. Login in through the Compass app.
2. Click the three horizontal bar icon in the top left corner, highlighted in red in the image below. Then select “Conferences”.



3. From here you will be able to select the booking cycle.
4. Select the student you wish to book for if you have multiple children.
5. Select the teacher with whom you wish to book an interview time and you will see the available booking times. Click confirm booking.
6. To see all of your bookings click the little book icon at the top right, highlighted in red in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



If a conference is “Required” please read this as a request by the teacher to discuss your child’s progress.