

Conference Booking Quick Guide

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CATHOLIC SCHOOLS BROKEN BAY

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Conferences – Parent Guide

Log into your school's parent portal – we recommend using Google Chrome as your browser.

On the Home page, in the **My News** section, you will find a link **Click here for booking**. Click this link.

Another way to access the Conference Bookings is in your child's Profile by clicking the **Book Parent Student Teacher Conference** link.



OR: from the **app on your mobile**:

Go to the 'hamburger' (3 lines) and choose Conferences from the menu There is no alert on the app!



If this is the first time you are accessing the conferences module an option to run through a tutorial will come up. Click Show me how to Welcome **book** to work through this helpful tutorial. Welcome to Year 3 Blue Online Learning meetings we enter the online learning mode, it is important for each student to check in with me each week to ask estions, and to progress to the next task. If possible, have a parent or other adult with you when you check We will meet via the link below: zoom me online JR HANDS BEFORE AND AFTER OUR SESSION and often during the day. These are the timeslots that you can book appointments in for this conference. This screen will show all of the Use the Next button to work through the tutorial bookings you have made for this cycle. White: Free timeslot Yellow: Interview required These are teachers you are Green: Confirmed booking eligible to book a conference Grey: Unavailable timeslot with. White: No booking with this Skip - Back Next person yet Yellow: Interview required Green: Booked timeslot There are only three short instructions. At the end, click OK, got it! to end the tutorial. Skip - Back Next This drop down menu allows you to select which student in your family you are booking for. - Back Next -> Ok, got it! How to make a booking At the end of the tutorial, click Let's Book to get started. You can make a booking by either The next time you access Conferences, this tutorial will still be Clicking on a timeslot on the left, and then selecting the eligibility on the right \rightarrow available, but it is optional. or Clicking on an eligibilty on the right -+ and then selecting the timeslot on the left Let's Ro Click on the teacher's yellow Year 3 Blue Online Learning meetings block and then on the timeslot you 1:05 Not available for b ٩ would like to book. 02:00 PM 09:25 AM 10:40 11:05 Not available for b 09:50 11:30 AM A confirmation box ine learning face-to-face appears and you Staff M student choose OK to Time Tuesday, March 24 2020 - 0950 Ab OK Cancel confirm.

Click the browser **BACK** \leftarrow button to return to your Home page.

To make a change or to delete the booking, go back to the link on your child's profile box. In the booking sheet, click on the teacher's block again (it will be green now, since you have made a booking), and you will see the options describing how to **delete** the booking, manage interpreter options (if these are set up), or to click in another timeslot to move your booking.

		Teachers
10:40 AM Online learning face-to-face	11:05 Not available for booking AM Recess/Lunch break	Year 3
01:10 Not available for booking PM Recess/Lunch break	01:35 Not available for booking PM Recess/Lunch break	Interview Welcome
		(Teacher - 3 Blue) Location: via zoom conference Comment: Wash your hands and have an adult present if possible.
10:40 AM	11:05 Not available for booking AM Recess/Lunch break	Interview Required
01:10 Not available for booking	01:35 Not available for booking PM Recess/Lunch break	Booked on Tuesday 24/03 10:40 AM fo