



Established 1995

Fairview Heights State School How to book your Parent/Teacher interviews

NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the school website and click on the link for 'Parent/Teacher interviews'
2. Type in your **email address**

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', and 'Logout'. Below it is a 'Contact us' section with a 'Contact us' link. The main content area is titled 'Interview Bookings' and shows a 'Parent registration' form. The form has an 'Email' field with a placeholder 'John.smith@gmail.com' and a note: 'For example: john.smith@gmail.com. This email will be your login identifier each time you revisit this site.' There are 'Next' and 'Cancel' buttons at the bottom of the form.

3. Enter your **name** and **contact details**

This screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields filled in. The 'Name' field contains 'John Smith' and the 'Contact' field contains '5555 1234'. There are 'Next' and 'Cancel' buttons at the bottom of the form.

4. Enter your **child's full name** and select **year level** from the drop down menu

This screenshot shows the 'Student registration' form. The 'Child's name' field is filled with 'John Smith' and the 'Child's year level' dropdown menu is set to 'Yr7'. There are 'Next' and 'Cancel' buttons at the bottom of the form.

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews

This screenshot shows the 'Interview dates' table. The table has columns for 'Name', 'Year level', and 'Interview dates'. The first row shows 'Nigel Yr9' with a 'Delete' button and 'Term 1 parent/teacher interviews Booked: 4'. There is an 'Adjust Interviews' button next to the row. There are also 'Email Schedule' and 'Print Schedule' buttons above the table. At the bottom of the page, there is a footer: '© 2008-2011 Design by Jam, built by Facus 2.1.4'.

6. Select all teachers you require interviews with by **ticking the boxes**

7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button

If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot

8. Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered

How to book your Parent/Teacher interviews If you don't have Internet Access

- **Contact School Office** 8.00am-3.45pm Mon to Friday or Phone 46592888
- **Leave your details** (Name, Phone Number, Student, Preferred time)
- **School will make appointment and text your appointment time**