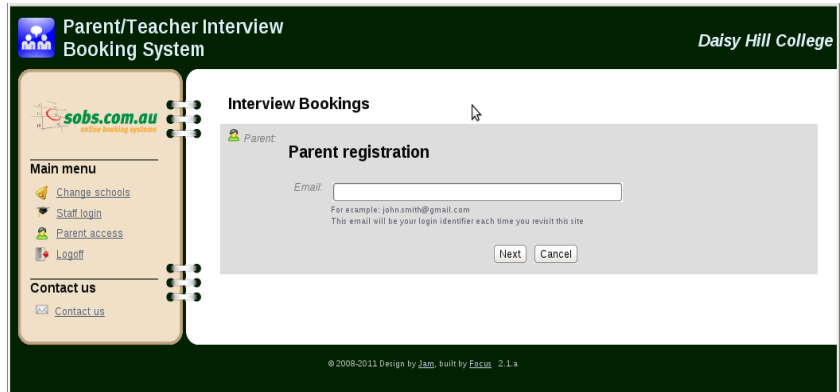


How to book your Parent/Teacher interviews

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.

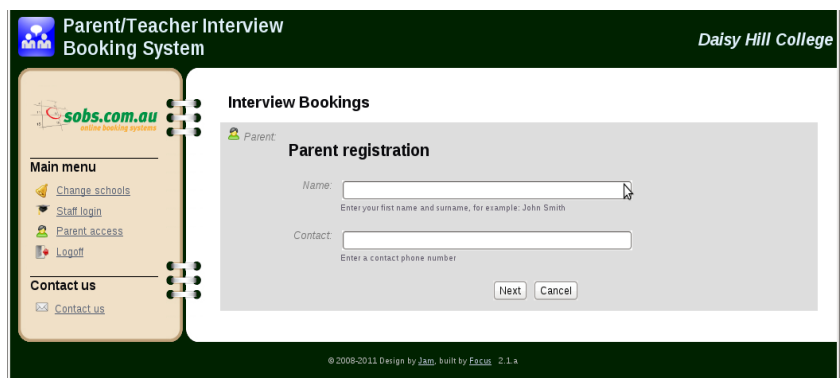
1. Visit the school website (<https://highfieldsssc.eq.edu.au>) and click on the link for 'Parent Teacher interview Bookings' in the Quicklinks list on the homepage.

2. Type in your **email address**



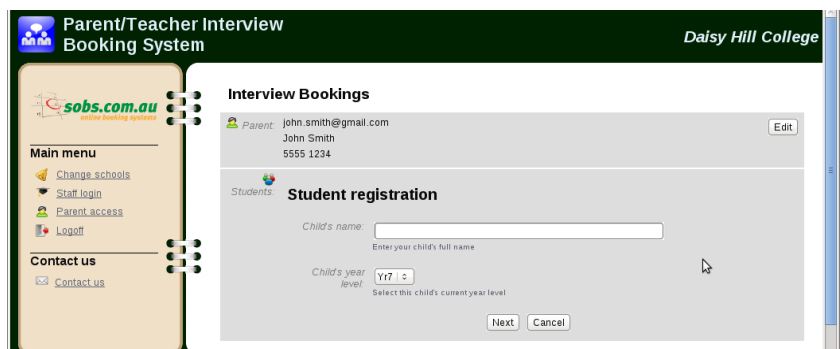
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main content area is titled 'Interview Bookings' and displays the 'Parent registration' form. The form includes an 'Email' input field with a placeholder example: 'john.smith@gmail.com'. Below the input field, a note states: '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. A sidebar menu on the left contains links for 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The footer of the page indicates '© 2008-2011 Design by Jam, built by Focus 2.1.x'.

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



The screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields filled. The 'Name' field contains 'John Smith' and the 'Contact' field contains '5555 1234'. The form includes an 'Edit' button next to the parent's email address. The sidebar menu and footer are the same as in the previous screenshot.

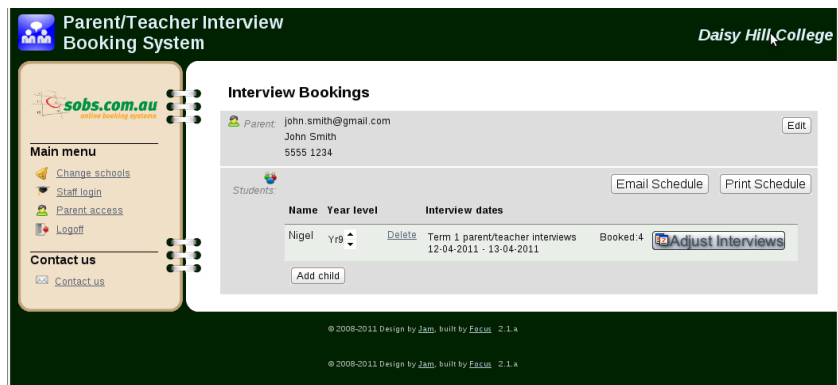
4. Enter your **child's full name** and select **year level** from the drop down menu



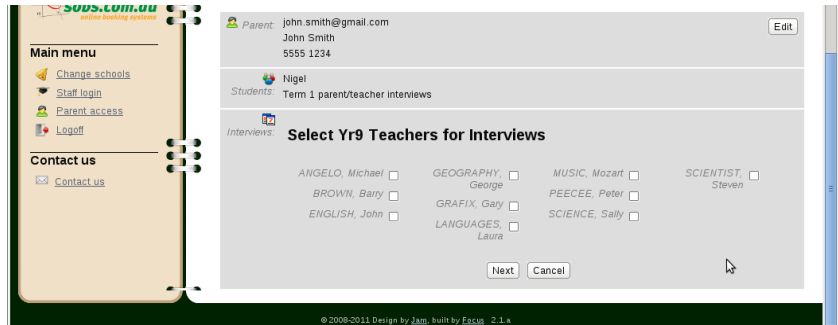
The screenshot shows the 'Student registration' form. The 'Child's name' field is filled with 'John Smith' and the 'Child's year level' dropdown menu is set to 'Yr7'. The form includes an 'Edit' button next to the parent's details and 'Next' and 'Cancel' buttons at the bottom. The sidebar menu and footer are the same as in the previous screenshots.

- 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



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



- 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



- 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