
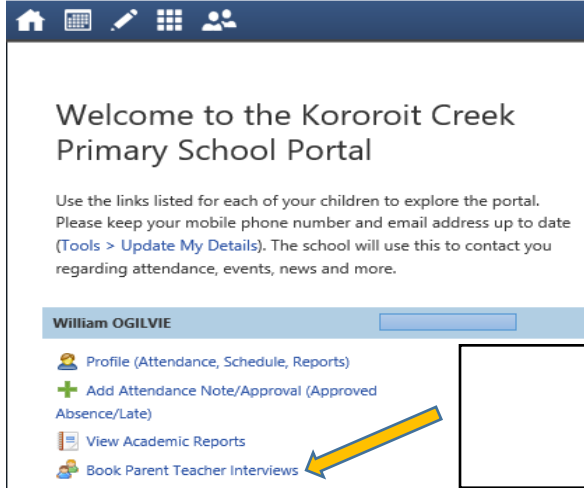
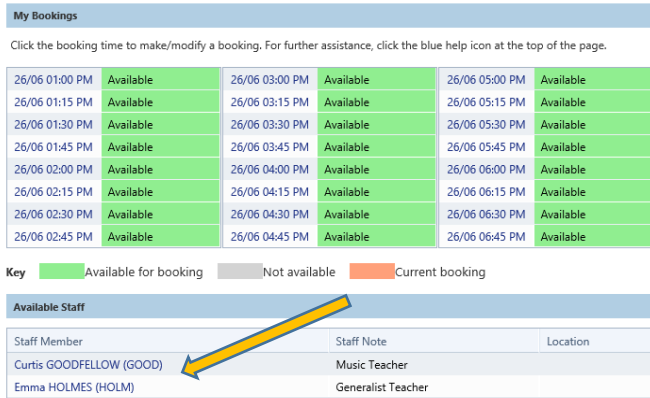


Booking an interview time on Compass

To open Compass in the browser from your Compass app click on the Menu  tab which will be on the top left hand side of your screen. Select open with browser from the tab. The following screen will appear.

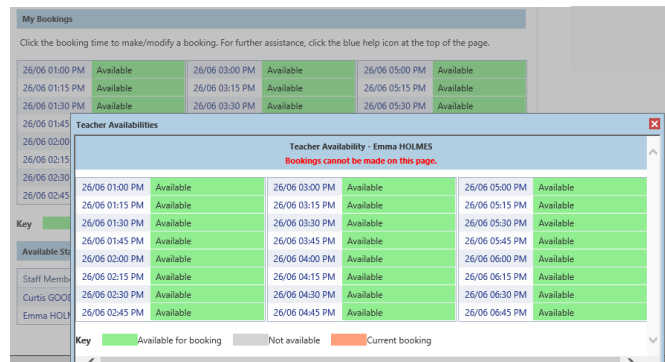


Select Book Parent Teacher Interviews



At the bottom of the screen it will show the teachers you can make a booking to meet with.

Click on the teachers name and you will see the available time slots.



Remember your preferred time from what was showing available (you might want to write it down) then close that window. Click your preferred date and time and a drop down box will appear

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

26/06 01:00 PM	Available	26/06 03:00 PM	Available	26/06 05:00 PM	Available
26/06 01:15 PM	Available	26/06 03:15 PM	Available	26/06 05:15 PM	Available
26/06 01:30 PM	Available	26/06 03:30 PM	Available	26/06 05:30 PM	Available
26/06 01:45 PM	Available	26/06 03:45 PM	Available	26/06 05:45 PM	Available
26/06 02:00 PM	Available	26/06 04:00 PM	Available	26/06 06:00 PM	Available
26/06 02:15 PM	Available	26/06 04:15 PM	Available	[No Booking]	x
26/06 02:30 PM	Available	26/06 04:30 PM	Available	[No Booking]	
26/06 02:45 PM	Available	26/06 04:45 PM	Available	Emma HOLMES	
				Curtis GOODFELLOW	
				26/06 06:45 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Curtis GOODFELLOW (GOOD)	Music Teacher	
Emma HOLMES (HOLM)	Generalist Teacher	

Select the **teacher name** from the drop down box

Click **update** and your time slot will go orange.

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

26/06 01:00 PM	Available	26/06 03:00 PM	Available	26/06 05:00 PM	Available
26/06 01:15 PM	Available	26/06 03:15 PM	Available	26/06 05:15 PM	Available
26/06 01:30 PM	Available	26/06 03:30 PM	Available	26/06 05:30 PM	Available
26/06 01:45 PM	Available	26/06 03:45 PM	Available	26/06 05:45 PM	Available
26/06 02:00 PM	Available	26/06 04:00 PM	Available	26/06 06:00 PM	Available
26/06 02:15 PM	Available	26/06 04:15 PM	Available	Emma HOLMES	x
26/06 02:30 PM	Available	26/06 04:30 PM	Available	Update	Cancel
26/06 02:45 PM	Available	26/06 04:45 PM	Available	26/06 06:15 PM	Available
				26/06 06:30 PM	Available
				26/06 06:45 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Curtis GOODFELLOW (GOOD)	Music Teacher	
Emma HOLMES (HOLM)	Generalist Teacher	

Your booking was made successfully

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

26/06 01:00 PM	Available	26/06 03:00 PM	Available	26/06 05:00 PM	Available
26/06 01:15 PM	Available	26/06 03:15 PM	Available	26/06 05:15 PM	Available
26/06 01:30 PM	Available	26/06 03:30 PM	Available	26/06 05:30 PM	Available
26/06 01:45 PM	Available	26/06 03:45 PM	Available	26/06 05:45 PM	Available
26/06 02:00 PM	Available	26/06 04:00 PM	Available	26/06 06:00 PM	Emma HOLMES
26/06 02:15 PM	Available	26/06 04:15 PM	Available	26/06 06:15 PM	Available
26/06 02:30 PM	Available	26/06 04:30 PM	Available	26/06 06:30 PM	Available
26/06 02:45 PM	Available	26/06 04:45 PM	Available	26/06 06:45 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Curtis GOODFELLOW (GOOD)	Music Teacher	
Emma HOLMES (HOLM)	Generalist Teacher	

This message will appear at the top of the screen to show your booking has been made successfully.

If you would like to double check your booking is in place, click on the teacher name at the bottom of the screen and your booked time slot will now show unavailable.