



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 at <http://lockdistshs.eq.edu.au> and click on the link for 'Parent/Teacher interviews' in the Quicklinks section.

2. Type in your **email address**

The screenshot shows the 'Parent/Teacher Interview Booking System' interface. On the left is a 'Main menu' with options: Change schools, Staff login, Parent access, and Logout. Below that are 'Contact us' and 'Session Paused' options. The main area is titled 'Interview Bookings' and 'Parent access'. It contains an 'Email' input field with a placeholder: 'For example: jill.smith@gmail.com. This email will be your sign identifier each time you visit this site.' There are 'Next' and 'Cancel' buttons at the bottom right.

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

This screenshot shows the 'Parent access' form with additional fields. The 'Name' field has a placeholder: 'Enter your first name and surname, for example: John Smith'. The 'Contact' field has a placeholder: 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom right.

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

The screenshot shows the 'Student registration' form. It has a 'Child's name' input field with a placeholder: 'Enter your child's full name'. Below it is a 'Child's year level' dropdown menu with options: 'Y10', 'Y11', and 'Y12'. A 'Next' and 'Cancel' button are at the bottom right.

5. Click on the **'Book Interviews'** box to book your interviews

This screenshot shows the 'Book Interviews' button. The form fields are filled with: Name: 'Michael', Year level: 'Y10', and Interview dates: 'Term 1 - 2013 Parent Teacher Interviews 24.04.2013 - 24.04.2013'. A 'Book Interviews' button is visible on the right side of the form.

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

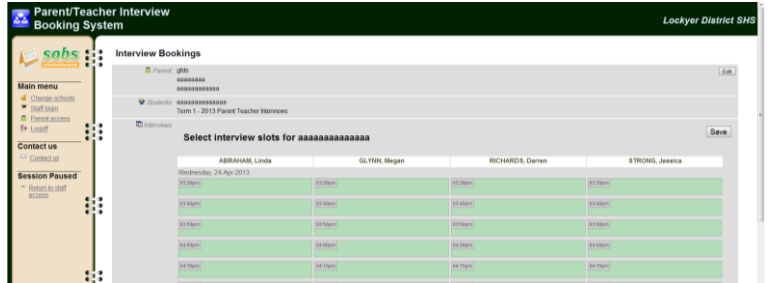
The screenshot shows a list of teachers for selection. The title is 'Select Y10 Teachers for Interviews'. The list includes names and checkboxes for each teacher. The 'Book Interviews' button is at the bottom right.

Select Y10 Teachers for Interviews			
<input type="checkbox"/> ACUTT, Beverly	<input type="checkbox"/> MAHO, Craig	<input type="checkbox"/> RICHARDS, Helen	<input type="checkbox"/> VAN KEMPER, Annette
<input type="checkbox"/> ANDERSON, Zoe-Cherie	<input type="checkbox"/> SCHWARTZ, Catherine	<input type="checkbox"/> SANDERS, Matthew	<input type="checkbox"/> WENTOURN, Stefan
<input type="checkbox"/> COLLIER, James	<input type="checkbox"/> MCINTOSH, Stephanie	<input type="checkbox"/> SMITH, Frances	<input type="checkbox"/> WELLS, Robert
<input type="checkbox"/> FARR-PHARROW, Jane	<input type="checkbox"/> MURPHY, Tess	<input type="checkbox"/> STROUD, Jessica	<input type="checkbox"/> WEAWS, Gillian
<input type="checkbox"/> GREVE, Loretta	<input type="checkbox"/> PFLAUM, Michael	<input type="checkbox"/> TAYLOR, Frances	<input type="checkbox"/> ZUPP, Ryan
<input type="checkbox"/> HEAD, Angela	<input type="checkbox"/> RICHARDS, Clive	<input type="checkbox"/> TESSIER, Nathan	

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7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. 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.



8. Once selected you 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

