Instructions on using the Parent/Teacher Interviews in the Sentral Parent Portal

1. Upon logging into your Parent Portal, a new tab will appear. Interviews, clicking on the arrow to the right of the tab will display which Parent Teacher interviews are currently open for registration. Note: This tab will not appear if you do not have a child in the year group currently active.

2. Click on the year group that you would like to make a booking for.

3. You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go.

4. Scrolling down the page you will see a summary of how to select time slots and what to do after.

5. After this you will see the children that are in the interview group. We will do our Parent Interviews by 7, 8 and 9 and then another session another afternoon for 10, 11 and 12. If you have 2 children or more between years 10 and 12 or 7 and 9 they will both appear on the screen.
6. Under the child’s name you will see all the subjects that your child is enrolled in, as well as the class and the teacher.

   Community and Family Studies  
   Yr11  
   11CAF01  
   Mrs ORTON

   Construction (Vet) Yr11  
   11CON01  
   Mr Herman

   Earth & Environmental Science  
   Yr11  
   11EES01  
   Mrs Woollett

   English Standard Yr11  
   11ENS01  
   Ms SPICER

   Marine Studies Yr11  
   11MST01  
   Mr SMART

7. To the right of the screen you will see Appointment Time and the words Select Timeslot.

8. Click on Select Timeslot and all the available times that teacher has available will appear. Simply click on the time that you would like to book. That time will replace Select Timeslot.

   Timeslots
   04/06/2016 Sat
   3:00pm  3:10pm  3:20pm  3:30pm  3:40pm
   3:50pm  4:00pm  4:10pm  4:20pm  4:30pm
   4:40pm  4:50pm

   4:50pm
   Select Timeslot

9. Repeat these steps to select all the teachers you would like to see. The order will change every time you select a time and will place them from the first timeslot to the last timeslot. Eg. 3pm – 4:50pm
10. Once you have completed this click on Confirm Appointments.

11. A summary of what you have chosen will appear on the screen and you will also receive an email with these details in the registered email address for your Parent Portal.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Class</th>
<th>Student</th>
<th>Teacher</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Standard Yr11</td>
<td>11ENS01</td>
<td></td>
<td>Ms Spicer</td>
<td>Sat 04/06/2016</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Community and Family Studies</td>
<td>11CAF01</td>
<td></td>
<td>Mrs Craton</td>
<td>Sat 04/06/2016</td>
<td>3:20pm</td>
</tr>
<tr>
<td>Construction (Vet) Yr11</td>
<td>11CON01</td>
<td></td>
<td>Mr Herman</td>
<td>Sat 04/06/2016</td>
<td>3:40pm</td>
</tr>
<tr>
<td>Earth &amp; Environmental Science</td>
<td>11EE301</td>
<td></td>
<td>Mrs Woollett</td>
<td>Sat 04/06/2016</td>
<td>4:20pm</td>
</tr>
<tr>
<td>Marine Studies Yr11</td>
<td>11MST01</td>
<td></td>
<td>Mr Smart</td>
<td>Sat 04/06/2016</td>
<td>4:30pm</td>
</tr>
<tr>
<td>Biology Yr11</td>
<td>11BIO03</td>
<td></td>
<td>Mrs Nelson</td>
<td>Sat 04/06/2016</td>
<td>4:50pm</td>
</tr>
</tbody>
</table>

12. You can always go back and edit your bookings if something comes up, but be aware that depending on how long you leave it all the other time slots may be taken. Note: You will only be allowed to edit your booking while the registration is active. After this time the Interview tab will disappear and you will have to make contact with the school.

13. As well as the summary you have the options to import them straight to your calendar with Download iCal or Print a copy for your records.