



## Parent Interviews

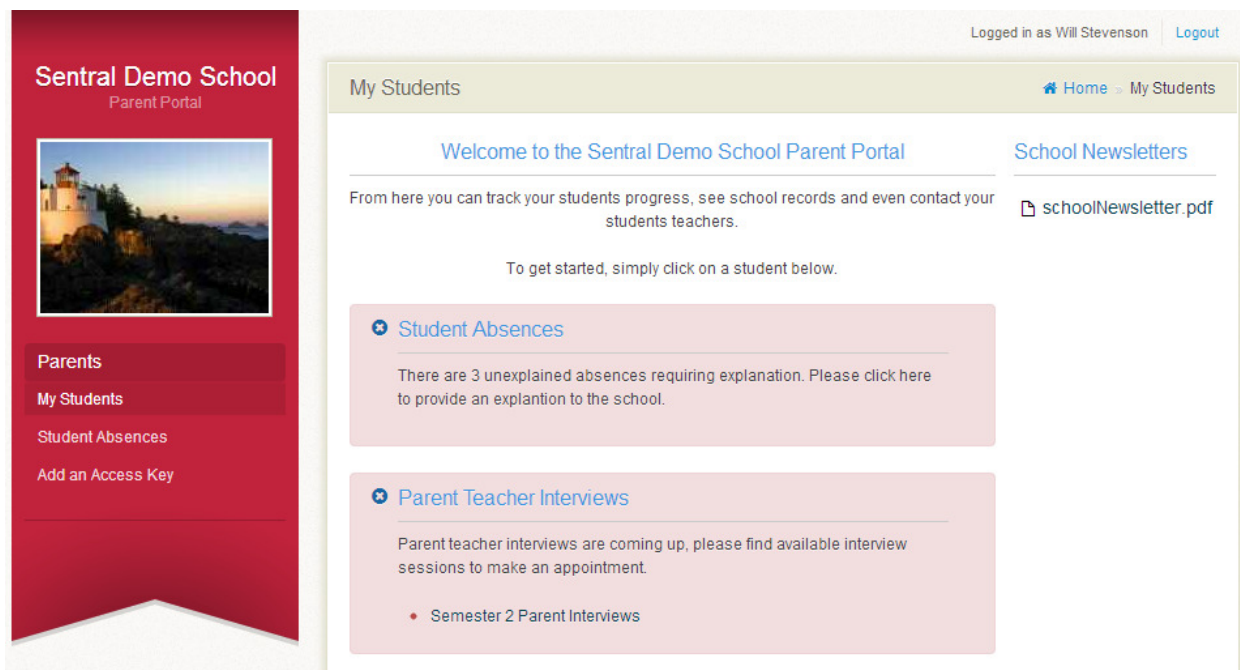
### Parent Guide



## ACCESSING PARENT INTERVIEWS

Go to the URL provided by your school to log into the Student & Parent Portal

If there are Parent Interview Sessions available for you to select timeslots from, you will see the following on your Portal Dashboard, listing the name of any Interview Sessions applicable to your enrolled students.



Logged in as Will Stevenson | [Logout](#)

**Sentra Demo School**  
Parent Portal

[Home](#) > [My Students](#)

**Welcome to the Sentra Demo School Parent Portal**

From here you can track your students progress, see school records and even contact your students teachers.

To get started, simply click on a student below.

**Student Absences**

There are 3 unexplained absences requiring explanation. Please click here to provide an explanation to the school.

**Parent Teacher Interviews**

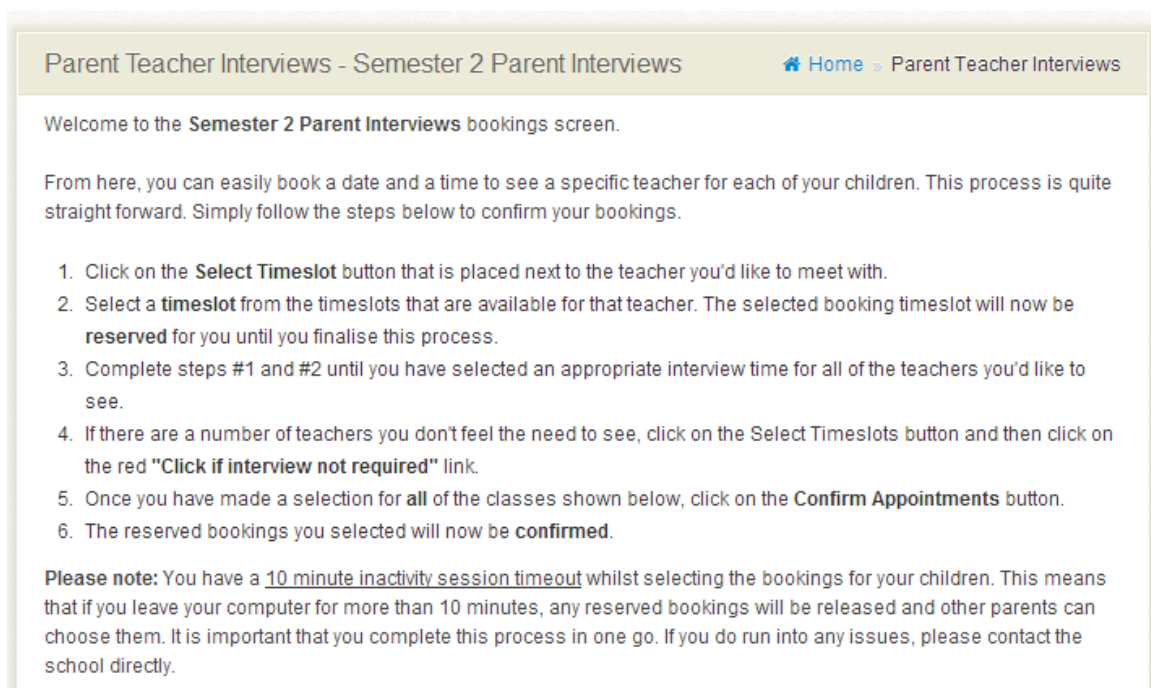
Parent teacher interviews are coming up, please find available interview sessions to make an appointment.

- Semester 2 Parent Interviews

[schoolNewsletter.pdf](#)

Click on the Session name [Semester 2 Parent Interviews](#) link.

Once you have clicked this link, you will be directed to the Parent Interviews summary screen explaining the process in summary.



**Parent Teacher Interviews - Semester 2 Parent Interviews** | [Home](#) > [Parent Teacher Interviews](#)

Welcome to the **Semester 2 Parent Interviews** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are a number of teachers you don't feel the need to see, click on the **Select Timeslots** button and then click on the red "**Click if interview not required**" link.
5. Once you have made a selection for **all** of the classes shown below, click on the **Confirm Appointments** button.
6. The reserved bookings you selected will now be **confirmed**.

**Please note:** 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. If you do run into any issues, please contact the school directly.



As per the **note** provided, you will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings. As there will be a large volume of parents and teachers making bookings, this will ensure that all parents have the chance to fairly schedule a booking with the required staff members.

**Your session will timeout from inactivity in 9 minutes and 55 seconds.**  
 Please ensure that you confirm all of your bookings within the above mentioned time period.

Scrolling down past the explanation will list all of the Students you have linked to your Parent Portal account using the Access Key(s) provided by your school.

### Ryder STEVENSON

Subject	Class	Teacher	Appointment Time
Scripture	7SCR.A		No appointments available
LOTE	7LOTE.A	Miss Seidel	<a href="#">Select Timeslot</a>

Listed you will see the Subject, Class and Teacher names. Click on the [Select Timeslot](#) button to make a booking with the appropriate staff member.

If you do not wish to book an interview for a particular class, click on the rec [Click if interview not required](#) link which will mark that timeslot for your student as Not Attending.

**Timeslots**
[Click if interview not required](#)

**21/08/2013 Wed**

LOTE	7LOTE.A	Miss Seidel	<a href="#">Not Attending</a>
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To book a timeslot, click on the [Select Timeslot](#) button and click on the desired timeslot.

**Timeslots**
[Click if interview not required](#)

**21/08/2013 Wed**

9:00am 9:15am 9:30am 9:45am  
10:00am 10:15am 10:30am 10:45am

English Standard	11ENGSA	Miss Speight	10:15am
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Once you have selected all timeslots or Not Attending, click the [Confirm Appointments](#) button to send through your Interview Requests through to the appropriate staff member.

Summary - Semester 2 Parent Interviews					
<a href="#">Home</a> > Parent Teacher Interviews					
Interviews Summary					
Subject	Class	Student	Teacher	Date	Time
N/A	KC	Ryder STEVENSON	Miss Blumenthal	Wed 21/08/2013	9:30am
PDHPE	7PDH.A	Ryder STEVENSON	Miss Rolleston	Wed 21/08/2013	10:00am
Science	7SCI.A	Ryder STEVENSON	Mr Mailey	Wed 21/08/2013	11:30am

When you have confirmed the appointments, you will then have saved an Interviews Summary for your reference. At the bottom of the page, you have options to Download as an iCal export file, or Print a hard copy.

