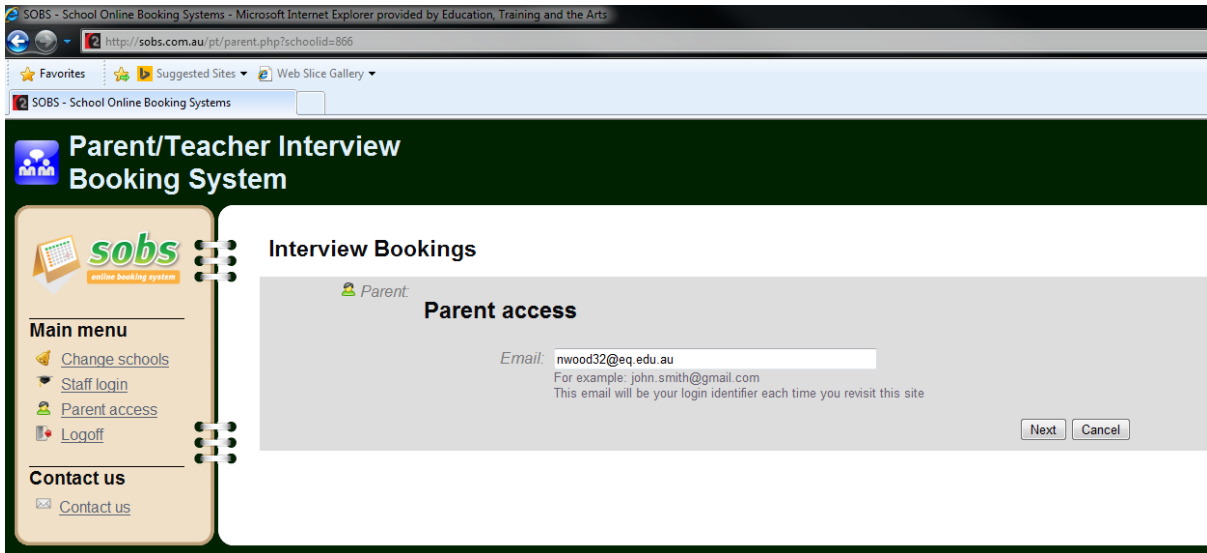


Parent Teacher Interview Booking Instructions

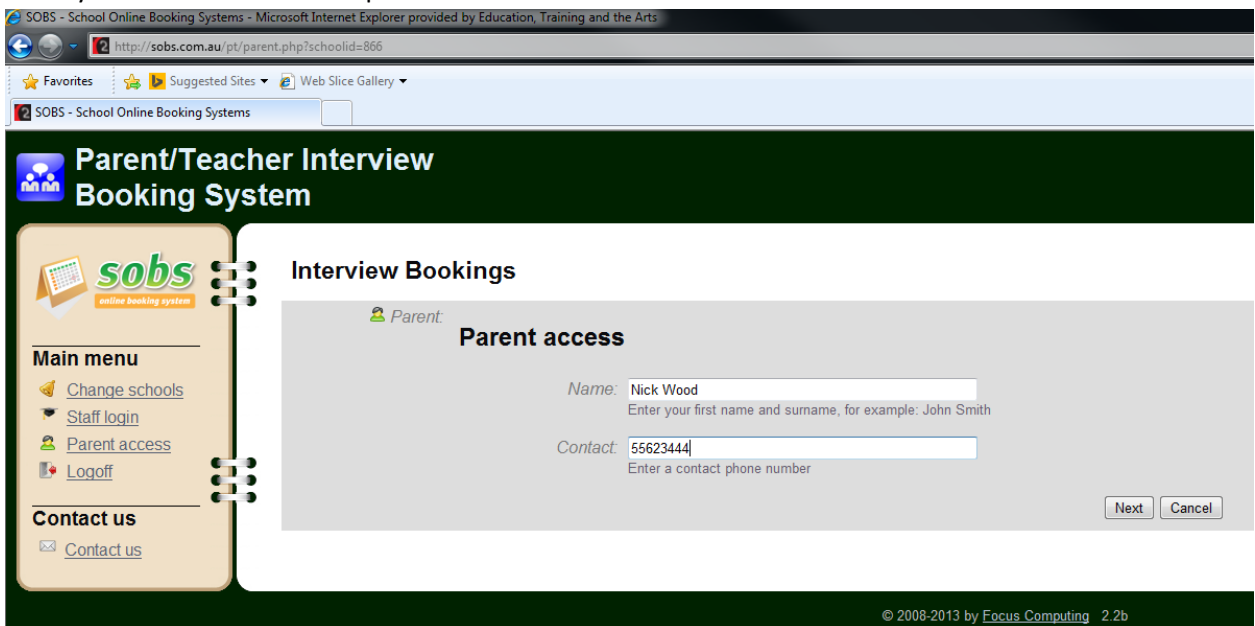
1. Go to the "Parent Teacher Interview Booking" link from the school website (<http://sobs.com.au/pt/parent.php?schoolid=866>)

2. Enter you contact Email address



The screenshot shows a web browser window with the URL <http://sobs.com.au/pt/parent.php?schoolid=866>. The page title is "Parent/Teacher Interview Booking System". On the left is a "Main menu" with links for "Change schools", "Staff login", "Parent access", "Logoff", and "Contact us". The main content area is titled "Interview Bookings" and shows a "Parent access" form. The "Email:" field contains "nwood32@eq.edu.au". Below the field, it says "For example: john.smith@gmail.com" and "This email will be your login identifier each time you revisit this site". There are "Next" and "Cancel" buttons at the bottom right of the form.

3. Enter your Contact Name and phone number



The screenshot shows the same web browser window as above. The "Parent access" form now has two more fields: "Name:" with the value "Nick Wood" and "Contact:" with the value "55623444". Below the "Name:" field, it says "Enter your first name and surname, for example: John Smith". Below the "Contact:" field, it says "Enter a contact phone number". There are "Next" and "Cancel" buttons at the bottom right of the form. At the bottom of the page, there is a copyright notice: "© 2008-2013 by Focus Computing 2.2b".

4. Enter your child's name and the year they are in

The screenshot shows a web browser window with the URL <http://sobs.com.au/pt/parent.php?schoolid=866>. The page title is "Parent/Teacher Interview Booking System". On the left is a "Main menu" with links for "Change schools", "Staff login", "Parent access", and "Logoff". Below it is a "Contact us" section with a "Contact us" link. The main content area is titled "Interview Bookings" and shows the parent's details: "Parent: nwood32@eq.edu.au", "Nick Wood", and "55623444". Under "Students:", there is a "Student registration" section with a form for "Child's name" (containing "John Smith") and "Child's year level" (with radio buttons for Yr8, Yr9, Yr10, Yr11, and Yr12). There are "Next" and "Cancel" buttons at the bottom right. A copyright notice at the bottom reads "© 2008-2013 by Focus Computing 2.2b".

5. Select Book Interviews for **Parent Teacher Interviews – Term 2 – Thu 27th April 2017**

The screenshot shows a web browser window with the URL <https://sobs.com.au/pt/parent.php>. The page title is "Parent/Teacher Interviews" and the school name is "Robina State High School". On the left is a "Main menu" with links for "Change schools", "Staff login", "Parent access", and "Logoff". Below it is a "Contact us" section. The main content area is titled "Bookings" and shows the parent's details: "Parent: nwood32@eq.edu.au", "Nick", and an "Edit" button. Under "Students:", there is a table with the following data:

Name	Year level	Delete	Dates	
bob bob	Yr7	Delete	Parent Teacher Interviews Wed 4th May 2016 04-05-2016 - 04-05-2016	Book Interviews

There is an "Add child" button below the table.

6. Select all your child's teachers you wish to request an interview with

Parent Teacher Interviews Wed 4th May 2016

Interviews: **Select Yr7 Teachers for Interviews**

ALARCON, Anna <input type="checkbox"/>	GOWER, Sally <input type="checkbox"/>	MAUND, Tina <input type="checkbox"/>	ROGERS, Steve <input type="checkbox"/>
ANTONIUK, Jerry <input type="checkbox"/>	GRAY, Michelle <input type="checkbox"/>	MCCLUSKEY, Sellina <input type="checkbox"/>	RUSHTON, Teonie <input type="checkbox"/>
ARMITAGE, Lisa <input type="checkbox"/>	HAATAJA, Karen <input type="checkbox"/>	MCDONALD, Jeanette <input checked="" type="checkbox"/>	SALECICH, Daniela <input type="checkbox"/>
BARNIER, Gary <input type="checkbox"/>	HANNA, Diana <input type="checkbox"/>	MCGRATH, Sean <input type="checkbox"/>	SCHWARTZ, Denise <input type="checkbox"/>
BEEDLE, Karla <input checked="" type="checkbox"/>	HARRIS, Ross <input type="checkbox"/>	MCKENZIE, Helen <input type="checkbox"/>	SCOTT, Chris <input type="checkbox"/>
BOBBETTE, Brooke <input type="checkbox"/>	HARWOOD, Cath <input type="checkbox"/>	MCMASTER, Shane <input type="checkbox"/>	SHANNON, Mark <input type="checkbox"/>
BOSKOVSKI, Maria <input type="checkbox"/>	HIGGINS, Luke <input type="checkbox"/>	MEEHAN, Jess <input type="checkbox"/>	SINGLETON, Deborah <input type="checkbox"/>
BUCKINGHAM, Cate <input type="checkbox"/>	HOWARD-CLARKE, Ben <input checked="" type="checkbox"/>	MERCURI, Teresa <input type="checkbox"/>	SMITH, Carolyn <input type="checkbox"/>
BURGESS, Simon <input type="checkbox"/>	IRWIN, Isabelle <input type="checkbox"/>	MORICE, Selena <input type="checkbox"/>	SMITH, Emma <input checked="" type="checkbox"/>
BURNETT, Miranda <input type="checkbox"/>	ISON, D <input type="checkbox"/>	MORRISON, Alex <input type="checkbox"/>	SOLANO, Di <input type="checkbox"/>
CARLISLE, Kim <input type="checkbox"/>	JONES, Gareth <input type="checkbox"/>	MORRISSEY, Peter <input type="checkbox"/>	STEVENSON, Shane <input type="checkbox"/>
CHAMBERLAIN, Amanda <input type="checkbox"/>	JONES, Selina <input type="checkbox"/>	NAKANISHI, Tomoko <input type="checkbox"/>	STOODLEY, Ann <input type="checkbox"/>
CLIXBY, Max <input type="checkbox"/>	KENNAN, Alison <input type="checkbox"/>	NELSON, Cherie <input type="checkbox"/>	STRATTON, Luke <input type="checkbox"/>
CONDITIS, Tait <input type="checkbox"/>	KENNY, Linda <input type="checkbox"/>	NORTON-SMITH, Daniel <input type="checkbox"/>	SULTMANN, Sarah <input type="checkbox"/>
COOKE, Julie <input type="checkbox"/>	KINSVILLE, Jodi <input type="checkbox"/>	OLDAKER, Lisa <input type="checkbox"/>	SWIFT, Julie <input type="checkbox"/>
COX, Kerrie <input type="checkbox"/>	KNIGHT, Joanna <input type="checkbox"/>	PEARCE, Andrew <input type="checkbox"/>	THYER-MCGRATH, Adelle <input type="checkbox"/>
DAVISON, Tim <input type="checkbox"/>	KNOWLES, Meran <input type="checkbox"/>	PETERS, Jodie <input type="checkbox"/>	TONKIN, Blair <input type="checkbox"/>
DEAN, Tracey <input type="checkbox"/>	LAMBURD, Steven <input type="checkbox"/>	PILCHER, Peter <input type="checkbox"/>	WEEKS, Ben <input type="checkbox"/>
DERRICK, Deborah <input type="checkbox"/>	LAMONT, Kirsten <input type="checkbox"/>	PORTER, Tanya <input type="checkbox"/>	WIDDICOMBE, Helen <input type="checkbox"/>
DONOHOE, Prue <input type="checkbox"/>	LEVINGS, Caroline <input type="checkbox"/>	POWS, Richard <input type="checkbox"/>	WILSON, Nigel <input type="checkbox"/>
DOWLEY, Elli <input type="checkbox"/>	LEVINGS, Tony <input type="checkbox"/>	PURNELL, Dave <input type="checkbox"/>	WINTER, Sean <input type="checkbox"/>
DUNN, Travis <input type="checkbox"/>	LOGAN, Mayumi <input type="checkbox"/>	RACKLEY, Robyn <input type="checkbox"/>	WISEMAN, Sam <input type="checkbox"/>
EFSTRATIADIS-LOVE, Maria <input type="checkbox"/>	MARKWICK, Luke <input type="checkbox"/>	RANDALL, Brett <input type="checkbox"/>	WOOD, Nick <input type="checkbox"/>
FORDER, Gillian <input type="checkbox"/>	MARSDEN, Brad <input type="checkbox"/>	ROBINSON, Ben <input type="checkbox"/>	WOTHERSPOON, Lorna <input type="checkbox"/>
GLEESON, Allison <input type="checkbox"/>	MATTIAZZI, Sonya <input type="checkbox"/>	ROE, Mitchell <input type="checkbox"/>	YOUNG, Leslie <input type="checkbox"/>

Next Cancel

7. Select the times you would like to book an interview for each teacher and then press Save

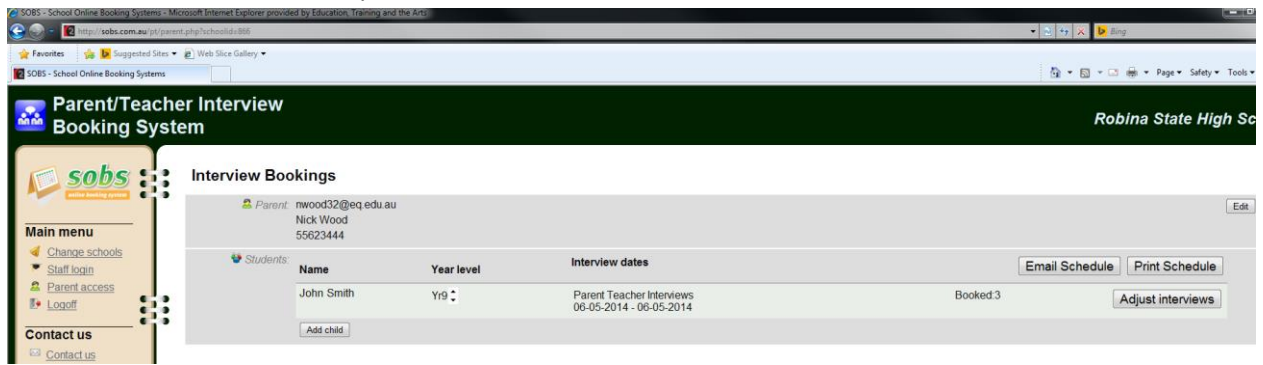
Parent: nwood32@eq.edu.au
Nick

Students: bob bob
Parent Teacher Interviews Wed 4th May 2016

Interviews: **Select time slots for bob bob**

BEEDLE, Karla	HOWARD-CLARKE, Ben	MCDONALD, Jeanette	SMITH, Emma
Wednesday, 04-May-2016			
03:20pm	03:20pm	03:20pm	03:20pm
03:30pm	03:30pm	03:30pm	03:30pm
03:40pm bob bob	03:40pm	03:40pm	03:40pm
03:50pm	03:50pm	03:50pm bob bob	03:50pm
04:00pm	04:00pm	04:00pm	04:00pm
04:10pm	04:10pm bob bob	04:10pm	04:10pm
04:20pm	04:20pm Unavailable	04:20pm	04:20pm
04:30pm	04:30pm	04:30pm Unavailable	04:30pm Unavailable
04:40pm	04:40pm	04:40pm	04:40pm
04:50pm	04:50pm	04:50pm	04:50pm
05:00pm	05:00pm	05:00pm	05:00pm
05:10pm	05:10pm	05:10pm	05:10pm
05:20pm	05:20pm	05:20pm	05:20pm

8. You then have the option to Email/Print or adjust your interviews. If you have a second child to book interviews for this is also an option.



9. Once finished you can simply close the browser. If you need to access the site again simply go to the "Parent Teacher Interview Booking" link from the school website (<http://sobs.com.au/pt/parent.php?schoolid=866>)