



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Parent Teacher Interview (PTI)

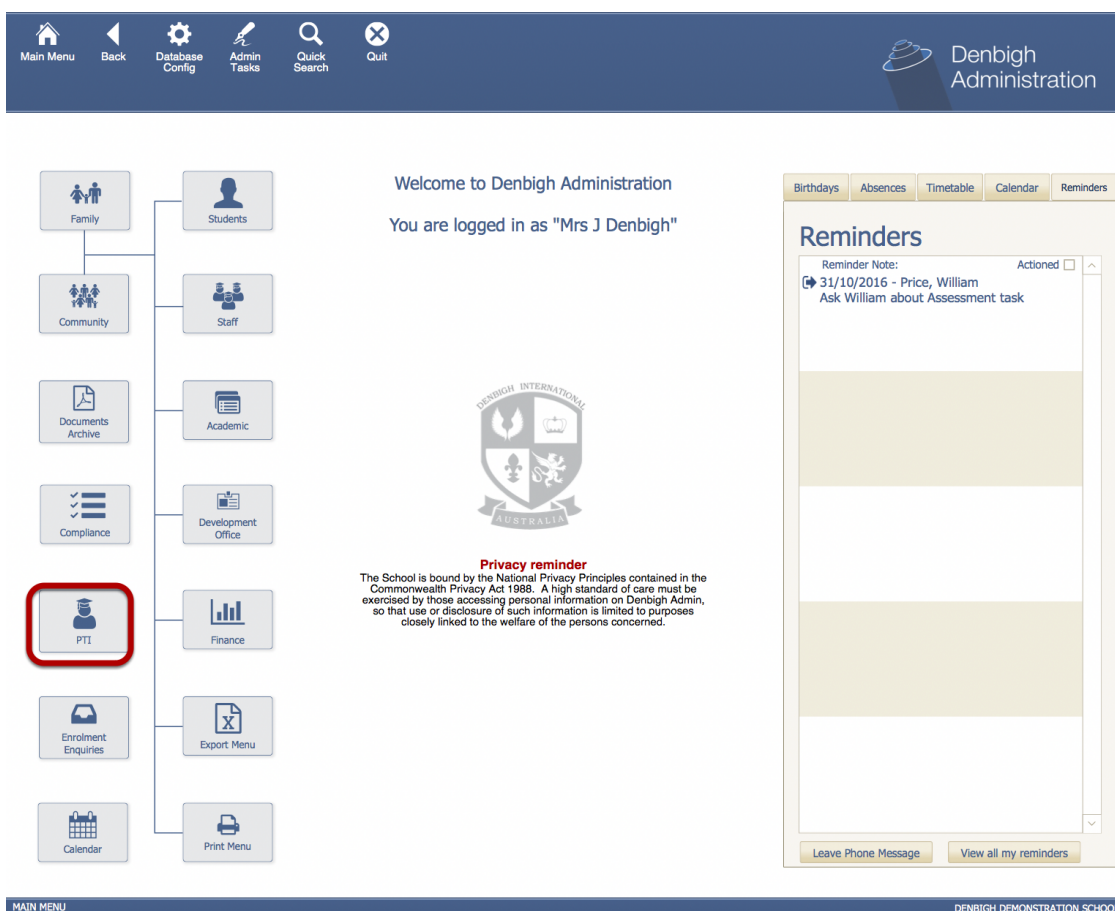
Administrator's Manual

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Parent Teacher Interviews Administration Manual

- Functionality to be able to manager students, classes, staff for Parent Teacher Interviews (PTI)
- Individual logins for all parents
- Email/SMS to Parents with details of Sessions
- Email Calendar files with booking details to Parents and Teachers
- Add Siblings of Boarding Students to a session
- 3 Levels of permissions for Teachers/Assistant Staff and Database Administrator (Assistant Staff must be in the Correspondence Groups)
- A wizard creator to easily create a session
- Set different time slots for any teachers
- Set different rooms for any teachers
- Add parents or teachers easily once session is created
- Add non teaching staff to a session



Depending on the level of privileges when this button is pressed there will be different options. The administrator gets all functionality, teachers will only see their classes and the Assistance can see the current sessions to assist with bookings.

The following functions can only be completed by the Administrator of the PTI Sessions.

PTI Settings

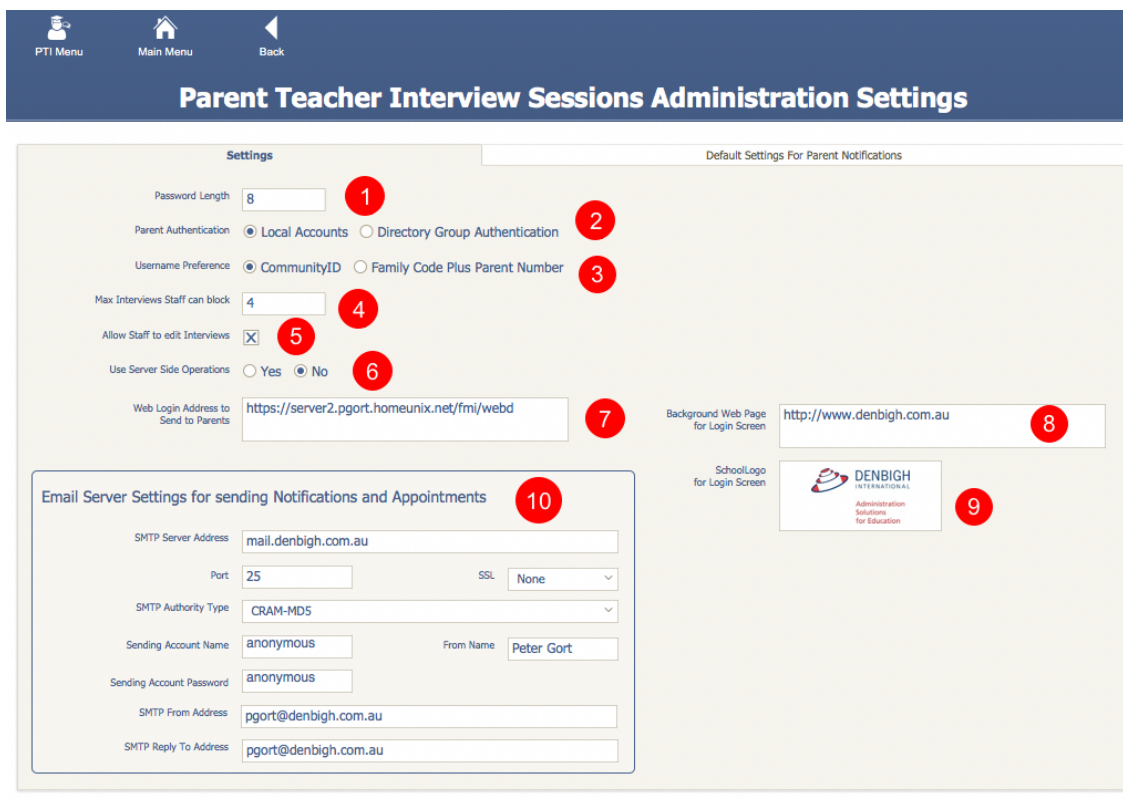


The screenshot shows the PTI Settings menu. At the top, there is a dark blue header bar with a 'Main Menu' icon and a 'Settings' icon (highlighted with a red box). Below the header, the menu is organized into several sections:

- Administration:** A button at the top left.
- Creation Assistant:** A button at the top right.
- Interview Sessions List:** A button in the middle left.
- Interviews List:** A button below Interview Sessions List.
- Student List:** A button below Interviews List.
- Family List:** A button in the middle left, below Student List.
- Admin Family List:** A button to the right of Family List.
- Parents List:** A button below Family List.
- Community List:** A button in the middle left, below Parents List.
- Admin Community List:** A button to the right of Community List.
- Staff List:** A button below Community List.
- Class List:** A button in the middle left, below Staff List.
- Admin Class List:** A button to the right of Class List.
- Class Enrolment List:** A button below Class List.
- Lessons:** A button at the bottom left.
- Go To Assignments Screen:** A button in the middle right.
- Timeslot Templates:** A button in the middle right, below Go To Assignments Screen.
- Email Log:** A button at the bottom right.

Go to the Settings Menu for all PTI setting and rules and correspondence for Parent Notifications.

Administration Settings



The screenshot shows the 'Parent Teacher Interview Sessions Administration Settings' page. The page has a dark blue header bar with 'PTI Menu', 'Main Menu', and 'Back' icons. The main content area is titled 'Settings' and contains various configuration options:

- Password Length:** A text input field with the value '8' (labeled 1).
- Parent Authentication:** Radio buttons for 'Local Accounts' (selected, labeled 2) and 'Directory Group Authentication'.
- Username Preference:** Radio buttons for 'CommunityID' (selected, labeled 3) and 'Family Code Plus Parent Number'.
- Max Interviews Staff can block:** A text input field with the value '4' (labeled 4).
- Allow Staff to edit Interviews:** A checkbox that is checked (labeled 5).
- Use Server Side Operations:** Radio buttons for 'Yes' and 'No' (selected, labeled 6).
- Web Login Address to Send to Parents:** A text input field with the value 'https://server2.pgort.homeunix.net/fmi/webd' (labeled 7).
- Background Web Page for Login Screen:** A text input field with the value 'http://www.denbigh.com.au' (labeled 8).
- School Logo for Login Screen:** A button with the Denbigh International logo (labeled 9).
- Email Server Settings for sending Notifications and Appointments:** A section labeled 10 containing:
 - SMTP Server Address:** 'mail.denbigh.com.au'
 - Port:** '25'
 - SSL:** 'None' (dropdown menu)
 - SMTP Authority Type:** 'CRAM-MD5' (dropdown menu)
 - Sending Account Name:** 'anonymous'
 - From Name:** 'Peter Gort'
 - Sending Account Password:** 'anonymous'
 - SMTP From Address:** 'pgort@denbigh.com.au'
 - SMTP Reply To Address:** 'pgort@denbigh.com.au'

- 1 - Password Length when creating parent logins
- 2 - Set either to have local accounts for Directory Group Authentication
- 3 - Use either Community Id or Family Code to create the Usernames
- 4 - Maximum number of time slots that an individual staff member can block
- 5 - All staff to edit interviews (usually default is off)
- 6 - Use of Server Side Operations to create sessions and time slot (increase speed when set on server)
- 7 - Web Login Address to send to Parents for the sessions
- 8 - Set a website to sit in the background for the Login Screen. (Usually the school website)
- 9 - School Logo for display in booking sessions
- 10 - Email Server settings for sending session notifications and appointments (IT dept)

Parent Notification Settings

Letters, Email and SMS data for sending out Notifications of Sessions.

- 1 - All correspondence needs to be updated with the school's information.
- 2 - If a teacher requests interviews these will be listed here, otherwise this text does not appear.
- 3 - If these are populated the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them for testing purposes. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields.

SMS Notification

PTI Menu

Main Menu

Back

Parent Teacher Interview Sessions Administration Settings

Settings

Default Settings For Parent Notifications

Send Parent Notifications By

☐ Email if it exists

☒ Email if it exists, Correspondence if it doesn't

☐ Correspondence

☒ SMS if mobile number exists

Test Email Address

test@denbigh.com.au

Test SMS Number

0429856151

Letters

Emails

SMSs

Calendar Event Emails Text

Text for Notification SMS

Dear <Salutation>, Parent/Student/Teacher interviews will be held on <session date>. Online booking at <School PTI_Web Address> will be enabled from <session start date> to <session end date>. Your username will be: <username>. Your password will be: <password>.

Interview Request Text for SMS

Some teachers have requested interviews.

Please note that the text for SMS needs to fit to the standards of the schools system. If a teacher has requested an interview it will only display the information not the classes.

Calendar Notification Email Text

PTI Menu

Main Menu

Back

Parent Teacher Interview Sessions Administration Settings

Settings

Default Settings For Parent Notifications

Send Parent Notifications By

☐ Email if it exists

☒ Email if it exists, Correspondence if it doesn't

☐ Correspondence

☒ SMS if mobile number exists

Test Email Address

test@denbigh.com.au

Test SMS Number

0429856151

Letters

Emails

SMSs

Calendar Event Emails Text

Calendar Event Email Subject Line

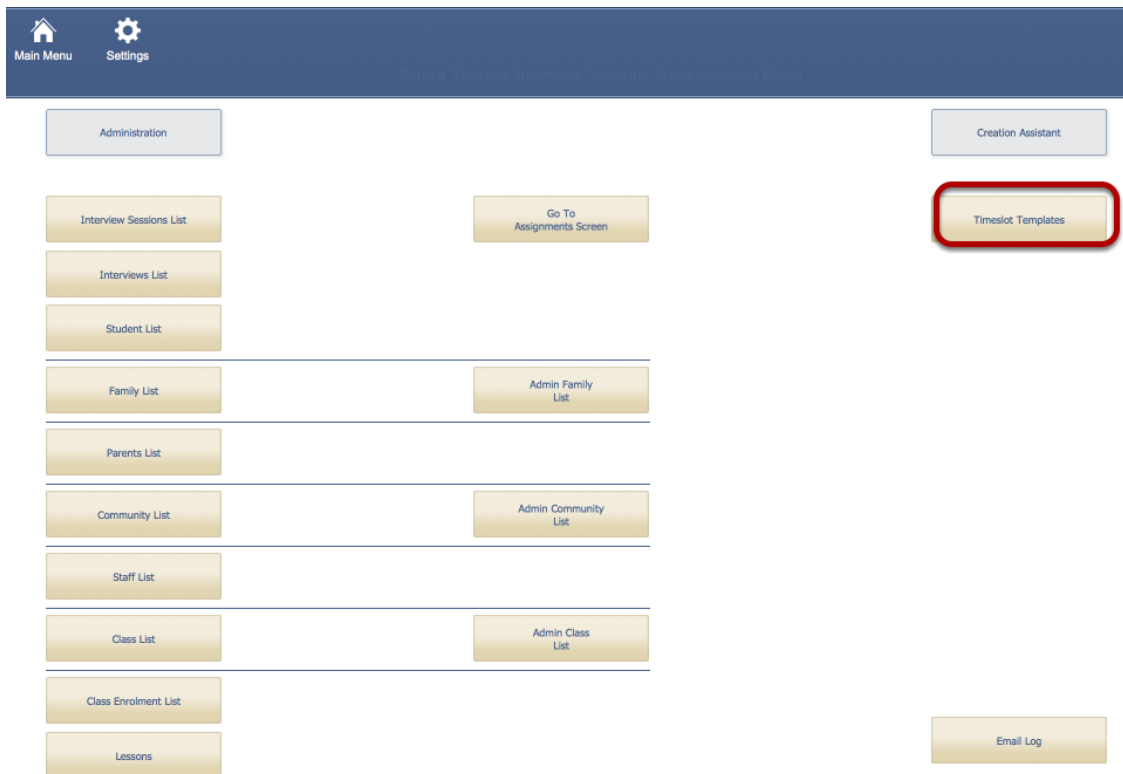
Parent Teacher Interview Calendar Appointments

Calendar Event Email Text

Please find attached, the Appointments for the Parent Teacher Interview session. Opening the attached file should add it to your calendar program of choice.

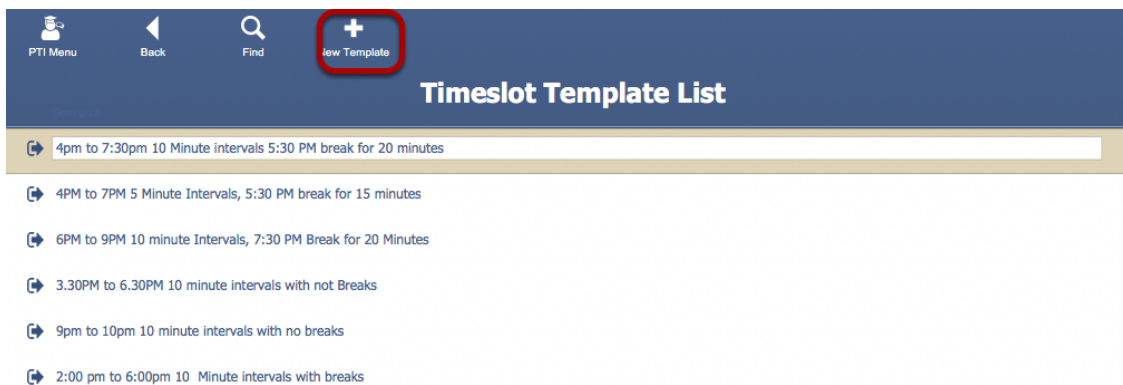
Text that will appear when sending out emails to create a calendar item.

Time slot Templates



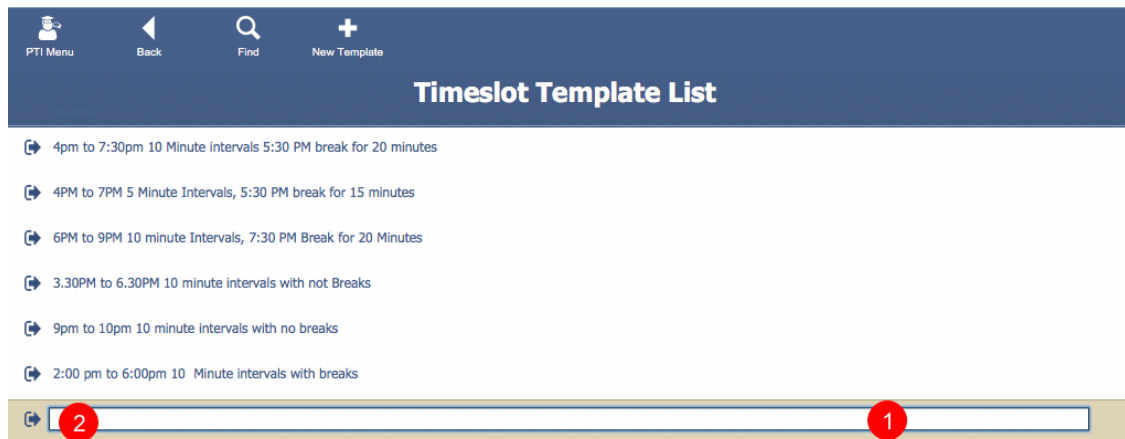
Go to the Time slot Templates to edit or create PTI time slots

Time slot Template List



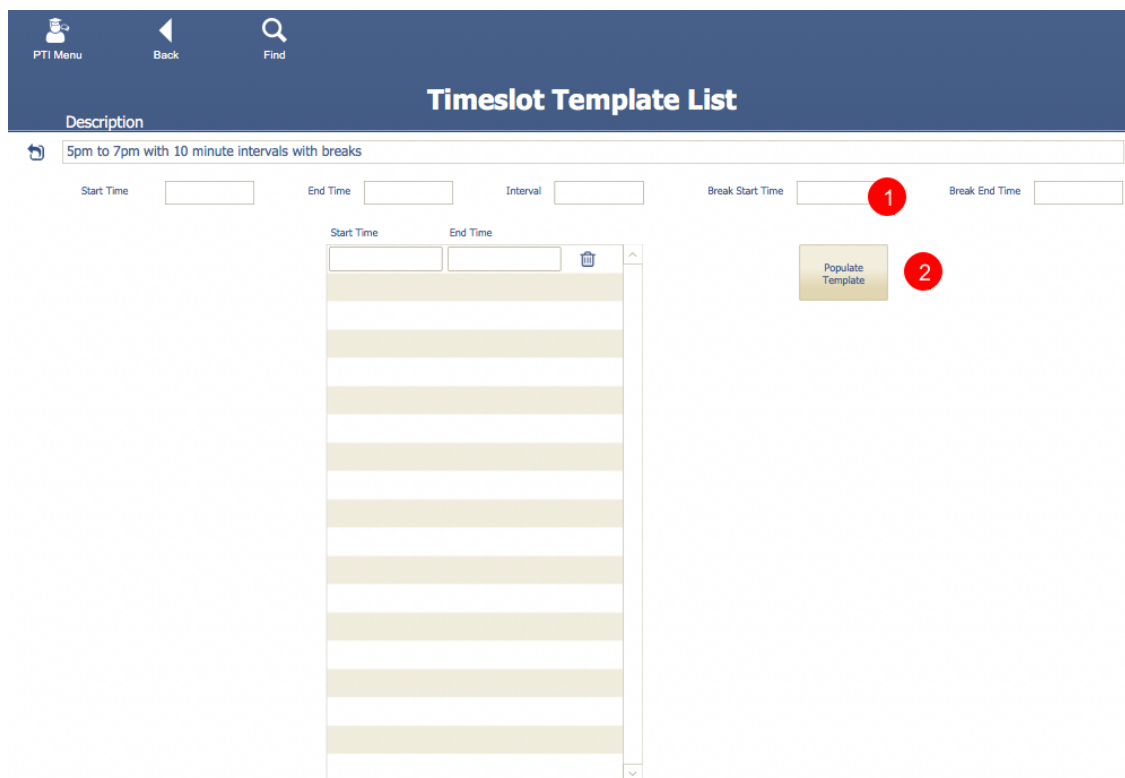
Either choose an existing time slot or click "New Template".

New Time slot template



- 1 - Enter the name for the time slot.
- 2 -Click the Arrow to go to the Time slot details.

New Time slot Details



- 1 - Enter the time slot details, then click the Populate Template. Remember to either enter the time in 24 hour clock times for add am and pm. Ensure that the intervals are entered in minutes eg. 0.10 for minutes.

PTI Menu Back Find

Timeslot Template List

Description

5pm to 7pm with 10 minute intervals with breaks

Start Time 5:00 pm End Time 7:00 pm Interval 0:10 Break Start Time Break End Time

Start Time	End Time	
5:00 pm	5:10 pm	
5:10 pm	5:20 pm	
5:20 pm	5:30 pm	
5:30 pm	5:40 pm	
5:40 pm	5:50 pm	
5:50 pm	6:00 pm	
6:00 pm	6:10 pm	
6:10 pm	6:20 pm	
6:20 pm	6:30 pm	
6:30 pm	6:40 pm	
6:40 pm	6:50 pm	
6:50 pm	7:00 pm	

Populate Template

New Time slot is created. This can be edited if needed.

Creating a New PTI Session

Main Menu Settings

Administration Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? ☐ Yes ☐ No

Click the Creation Assistant Tab - Ensure that the "Include in PTI" check box is on for all classes to be included in the session. If they are not checked click "No", goes directly to the classes file for updating. Please note for any non teaching staff (Eg. HOY, Year Coordinators, etc) create a class with at least 1 lesson time and required year group and they will be added to the session.

Admin Class List							Count Lessons	Include in PTI
Year	Class Code	Subject Name	Faculty	Teacher				
6	06DR1	Drama	Creative Arts	Ms H Amponin Jr	2			<input checked="" type="checkbox"/>
6	06IL1	Italian	Computing	Ms K Lee	2			<input checked="" type="checkbox"/>
6	06IL2	Italian	Computing	Ms C Moran	2			<input checked="" type="checkbox"/>
6	06IL3	Italian	Computing	Ms C Moran	0			<input checked="" type="checkbox"/>
6	06IL4	Italian	Junior School	Ms H Lee	3			<input checked="" type="checkbox"/>
6	06LS1	Learning Service	Special Needs	Ms R Patterson	1			<input checked="" type="checkbox"/>
6	06LS2	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1			<input checked="" type="checkbox"/>
6	06LS3	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1			<input checked="" type="checkbox"/>
6	06LS4	Learning Service	Special Needs	Mrs L Petersons-Rusmanis	1			<input checked="" type="checkbox"/>
6	06MA2	Mathematics	Mathematics	Mr D Adams	5			<input checked="" type="checkbox"/>
6	06MU1	Musict		Mr C Hohnen	2			<input checked="" type="checkbox"/>
6	06MU2	Musict		Ms B Morris	2			<input checked="" type="checkbox"/>
6	06MU3	Musict		Mr J Kovats	4			<input checked="" type="checkbox"/>
6	06MU4	Musict		Mrs A Harding	3			<input checked="" type="checkbox"/>
6	06PE1	PD/Health/PE	PDHPE	Mr G Bolton	2			<input checked="" type="checkbox"/>
6	06PE2	PD/Health/PE	PDHPE	Ms L Paterson	2			<input checked="" type="checkbox"/>
6	06PE3	PD/Health/PE	PDHPE	Ms M Groux	2			<input checked="" type="checkbox"/>
6	06PE4	PD/Health/PE	PDHPE	Mr G Bolton	8			<input checked="" type="checkbox"/>

Check only the classes that are to be included in the PTI session.

Main Menu
Settings

Administration
Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? ☒ Yes ☐ No

Academic Year ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Select the Year group to be included in this session, can be multiple year groups. If a previous session has been created it will default to the last session details.

Main Menu
Settings

Administration
Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in? ☒ Yes ☐ No

Academic Year ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name for the new session?

Name the Session.

Main Menu

Settings

Administration

Creation Assistant

Have you set the "Include in PTT" flag for all the class you want to bring in?

☒ Yes
☐ No

Clear

Academic Year

☐ 0
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☒ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12

Clear

Name for the new session?

Year 7 Term 1 session

Clear

Date for the new session?

Monday, 5 December 2016

Clear

Start Date for the Staff Login Period ?

Sunday, 4 December 2016

Clear

End Date for the Staff Login Period ?

Tuesday, 6 December 2016

Clear

Start Date for the Parent Login Period ?

Enter the date for Parents to be able to login and make bookings.

Main Menu

Settings

Administration

Creation Assistant

Have you set the "Include in PTT" flag for all the class you want to bring in?

☒ Yes
☐ No

Clear

Academic Year

☐ 0
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☒ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12

Clear

Name for the new session?

Year 7 Term 1 session

Clear

Date for the new session?

Monday, 5 December 2016

Clear

Start Date for the Staff Login Period ?

Sunday, 4 December 2016

Clear

End Date for the Staff Login Period ?

Tuesday, 6 December 2016

Clear

Start Date for the Parent Login Period ?

Monday, 5 December 2016

Clear

End Date for the Parent Login Period ?

Enter the end date for Parents to be able to login.

Main Menu

Settings

Administration

Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in?

☒ Yes
☐ No

Clear

Academic Year

☐ 0
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☒ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12

Clear

Name for the new session?

Year 7 Term 1 session

Clear

Date for the new session?

Monday, 5 December 2016

Clear

Start Date for the Staff Login Period ?

Sunday, 4 December 2016

Clear

End Date for the Staff Login Period ?

Tuesday, 6 December 2016

Clear

Start Date for the Parent Login Period ?

Monday, 5 December 2016

Clear

End Date for the Parent Login Period ?

Monday, 5 December 2016

Clear

Do you wish to have all the interviews in the room? If so which room?

CL ST

D0.1

D0.2

D0.3

D0.4

D1.1

D1.2

D1.3

D1.3A

D1.4

Session Times Template to use, when creating the Interviews

Choose a room for the Interviews. This can be changed or updated later. Also individual staff can set different rooms.

Main Menu

Settings

Administration

Creation Assistant

Have you set the "Include in PTI" flag for all the class you want to bring in?

☒ Yes
☐ No

Clear

Academic Year

☐ 0
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☒ 7
☐ 8
☐ 9
☐ 10
☐ 11
☐ 12

Clear

Name for the new session?

Year 7 Term 1 session

Clear

Date for the new session?

Monday, 5 December 2016

Clear

Start Date for the Staff Login Period ?

Sunday, 4 December 2016

Clear

End Date for the Staff Login Period ?

Tuesday, 6 December 2016

Clear

Start Date for the Parent Login Period ?

Monday, 5 December 2016

Clear

End Date for the Parent Login Period ?

Monday, 5 December 2016

Clear

Do you wish to have all the interviews in the room? If so which room?

STHL2

Clear

Session Times Template to use, when creating the Interviews

2:00 pm to 6:00pm 10 Minute intervals with breaks

3:30PM to 6:30PM 10 minute intervals with not Breaks

4pm to 7:30pm 10 Minute intervals 5:30 PM break for 20 minutes

4PM to 7PM 5 Minute Intervals, 5:30 PM break for 15 minutes

5pm to 7pm with 10 minute intervals with breaks

6PM to 9PM 10 minute Intervals, 7:30 PM Break for 20 Minutes

9pm to 10pm 10 minute intervals with no breaks

Choose a Session Times from the templates created.

- 3 - Classes that have been added
- 4 - Sessions are set to Future by default

Interview Session

Date: Mon., 5 Dec. 2016 | Description: Year 7 Term 1 session | Parent Start: Mon., 5 Dec. 2016 | Parent End Date: Mon., 5 Dec. 2016 | Staff Start Date: Sun., 4 Dec. 2016 | Staff End Date: Tue., 6 Dec. 2016

Future

Classes | Students | Teachers | **Lessons & Timeslots** | Notifications | Families

Populate PTI Lessons | Timeslot Template: 4PM to 7PM 5 Minute Intervals, 5:30 PM | Create Interviews

Class | Day | Period | Teacher

07HS1			
07HS2			
07HS3			
07HS4			
07HS5			
07LA1	1	1	GRJ
07LA1	1	2	GRJ
07DTE	1	4	DENJ
07DT2	2	3	SKIP
07DT1	3	3	TSTAFF
07DT1	3	4	TSTAFF
07FR1	6	1	RYAS
07FR2	6	1	THOL
07FR3	6	1	HOLA
07GM1	6	1	MODG
07JA1	6	1	GRJ
07LA1	6	1	GRJ

Message: Session created and populated. OK

Start Time: | End Time: | Room: | Clear

4:00 PM | 4:05 PM | STHL2

TSTAFF Test | Test Staff

Class: | Student: | Parent: |

4:00 PM | 4:05 PM | STHL2

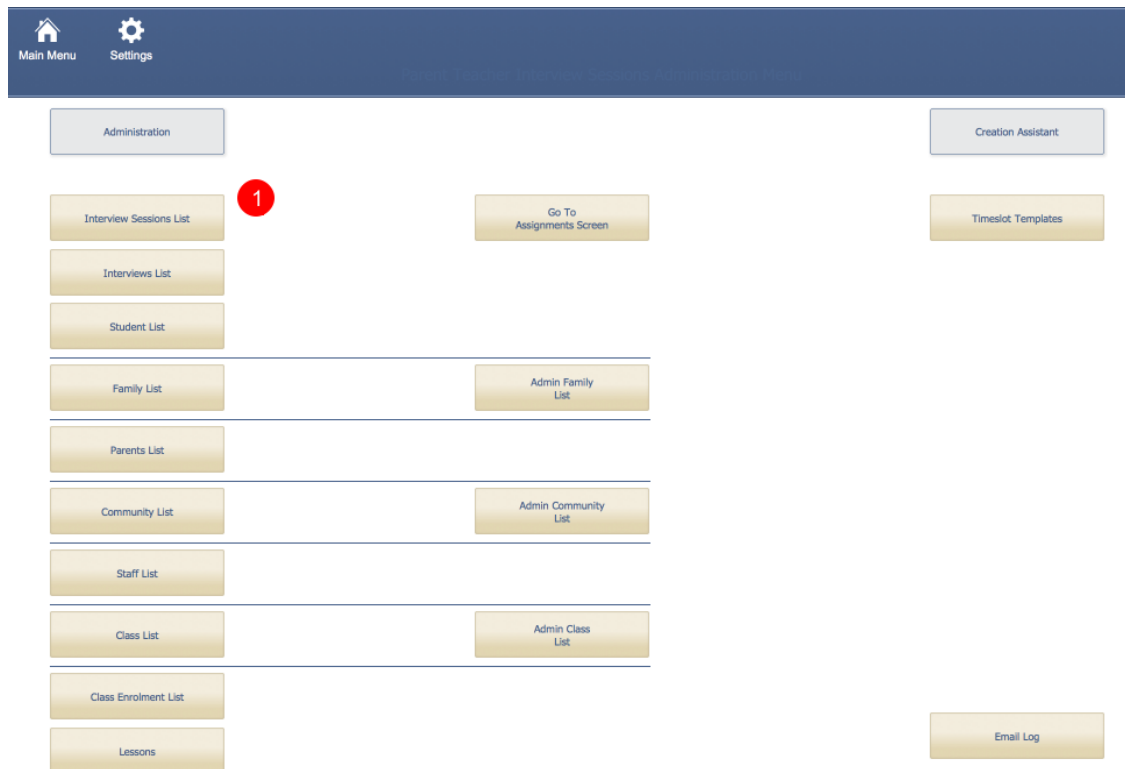
SKIP Ms Pamela | Ms Pamela Skinner

Class: | Student: | Parent: |

Click Ok, once the Session has been created and populated. Defaults to the Lessons and Time slots screen on the Administration of Sessions. Only once the status is set to Current can anyone access the Session.

After the session has been created check all areas that they have been populated correctly.

Interview Sessions



1 - Click the Interview Sessions List

Interview Lists

Interview Sessions List							
Session Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date	Status	
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Current	1
Wed., 16 Mar. 2016	Year 6 PTI	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Wed., 2 Mar. 2016	Tue., 15 Mar. 2016	Current	
Fri., 6 May 2016	Year 10 PTI	Thu., 5 May 2016	Thu., 5 May 2016	Mon., 2 May 2016	Thu., 5 May 2016	Current	
Thu., 5 May 2016	Year 8 Term 1 Thursday Night	Fri., 6 May 2016	Thu., 5 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current	
Wed., 4 May 2016	Year 8 Term 1 Wednesday Night	Fri., 6 May 2016	Fri., 6 May 2016	Tue., 3 May 2016	Fri., 6 May 2016	Current	
Wed., 24 Aug. 2016	Year 12 Final	Sun., 21 Aug. 2016	Wed., 24 Aug. 2016	Mon., 1 Aug. 2016	Wed., 24 Aug. 2016	Future	
Wed., 5 Dec. 2016	Year 7 Term 1 session	Mon., 5 Dec. 2016	Mon., 5 Dec. 2016	Sun., 4 Dec. 2016	Tue., 6 Dec. 2016	Future	2

Displays the list of Interview Sessions. Displays the Session Start Date, Description, Parent and Staff dates and the Status.

1 - Note Sessions are not visible to the Session Status is set to Current.

2 - Click the arrow to view the session details.

Check Session Details

PTI Menu Back Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear Academic Year Clear

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Classes In Session Remove All 25 **1**

02aMAT	Mathematics	
02bMAT	Mathematics	
02CCOMP	Computer Studies	
02CCST	Christian Studies	
02CENG	English	
02CFRE	French	
02CHSIE	Human Society and its Environment	
02CLIB	Library	
02cMAT	Mathematics	
02CMUS	Music	
02CPDH	Personal Development and Health	
02CPE	Physical Education	
02CSAT	Science and Technology	
02CVIS	Visual Arts	
02MCOMP	Computer Studies	
02MCST	Christian Studies	

Classes NOT In Session Add All 49

+ 07DT1	Design and Technology	
+ 07DT2	Design and Technology	
+ 07DT3	Design and Technology	
+ 07DT4	Design and Technology	
+ 07DT5	Design and Technology	
+ 07DT6	Design and Technology	
+ 07DT7	Design and Technology	
+ 07DT8	Design and Technology	
+ 07DTE	Design and Technology	
+ 07EN1	English	
+ 07EN2	English	
+ 07EN3	English	
+ 07EN4	English	
+ 07EN5	English	
+ 07FR1	French	
+ 07FR2	French	

1 - Check that the number of classes match the number of classes required.

PTI Menu Back Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear ☒ = Boarder

Students in this session

Preferred Name Surname Year ☐ Show Boarders Only **2**

Aleksandra Ash	9	9.3	
Alexander Backhouse	2	2F	
Aidan Balmaks	2	2F	
Paul Bushell	2	2F	
Charlotte Carrington	9	9.5	
Stephanie Chandler	2	2F	
Serena Clark	9	9.2	
James Condoleon	9	9.2	
Peter Connors	9	9.5	
Carissa Coppin	2	2S	
Tom Cowan	9	9.4	
Anooshka Dalkin	9	9.4	
Georgina Deme	9	9.1	

Selected Student

Add Other Students

2 - Check that the students have all been added.

PTI Menu Back Find

Interview Session

Date Description Parent Start Parent End Date Staff Start Date Staff End Date

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Set all staff to one room...

☐ Show Only Teachers With No Rooms

Staff Code Room 46

ALLT	Mr Trevor Allesch	D2.3
ANGC	Mrs Caroline Angel	D2.3
ARCD	Mr Douglas Arcidiacono	D2.3
ARMG	Mr Greg Armitage	D2.3
BAIR	Mr Robert Bailey	D2.3
BERJ	Ms Julie Berzins	D2.3
BOLG	Mr Gavin Bolton	D2.3
BREA	Mr Andrew Brettell	D2.3
BROA	Ms Anne Brown	D2.3
BURJ	Mr Jon Burdon	D2.3
CAMK	Ms Katie Cameron	D2.3
CROM	Ms Matoula Croker	D2.3
DENJ	Mrs Jane Denbigh	D2.3
FAUJ	Mrs Joey Faulks	D2.3
FRIJ	Ms Jo Fricker	D2.3
GILE	Ms Lynne Gilmour	D2.3

Staff who teach these classes but are NOT in this Session Add All

All Staff NOT in this Session

+	ADAD	Mr Damien Adams
+	TADD	Test Address
+	TADMIN	Test Administrator
+	AMPH	Ms Hilary Amponin Jr
+	TASSET	Test Assets
+	TATTEND	Test Attendance
+	TATTENDS	Test AttendanceStaff

3 - Check that the correct teachers have been added.

PTI Menu Back Find

Interview Session

Date Description Parent Start Parent End Date Staff Start Date Staff End Date

Thu., 10 Mar. 2016 YEAR 9 PTI Wed., 2 Mar. 2016 Wed., 9 Mar. 2016 Wed., 2 Mar. 2016 Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Populate PTI Lessons

Timeslot Template 3.30PM to 6.30PM 10 minute intervals Create Interviews

Class Day Period Staff Code

02aMAT			MORB
02CCOMP			MORB
02CCST			MORB
02CENG			TOOJ
02CFRE			MORB
02CHSIE			MORB
02CLIB			MORB
02CMUS			TOOJ
02CPDH			TOOJ
02CPE			TOOJ
02CSAT			TOOJ
02CVIS			TOOJ
02MCOMP			TOOJ
02MCST			TOOJ
02MENG			MORB
02MFRE			TOOJ
02MHSIE			TOOJ

Filter

Start Time End Time Room

ALLT Mr Trevor Allesch

09MU1 Music

103162 Renata Gallagher

FROBINSON0 Mr David Gallagher

4 - Check that the lesson times have been added. If these have not been added, click the "Populate PTI Lessons" button.

5 - Interview sessions should also be displayed. If these have not been created lick to" Create Interviews".

Setting a Session to Current

The screenshot shows the 'Interview Session' header with a table of session details. A dropdown menu is open over the 'Current' status, showing options: Future, Current (selected), and Closed. A red circle '1' is next to 'Current'. A red circle '2' is next to the 'Update Related Records' button.

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Buttons: Classes, Students, Teachers, Lessons & Timeslots, Notifications, Families

1 - Choose Current from the list

2 - Click to Update Related Records

Changing the Interview Session Dates

The screenshot shows the 'Interview Session' header with a table of session details. A red circle '1' is next to the 'Current' status. A red circle '2' is next to the 'Update Related Records' button. A red circle '3' is next to the 'Update Related Records' button. The 'Classes' tab is selected, showing a list of classes in the session and classes not in the session.

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Buttons: Classes, Students, Teachers, Lessons & Timeslots, Notifications, Families

Academic Year: 0 1 2 3 4 5 6 7 8 9 10 11 12

Classes In Session: 25

Classes NOT In Session: 49

Classes In Session:

- 02aMAT Mathematics
- 02bMAT Mathematics
- 02CCOMP Computer Studies
- 02CCST Christian Studies
- 02CENG English
- 02CFRE French
- 02CHSIE Human Society and its Environment
- 02CLIB Library
- 02cMAT Mathematics
- 02CMUS Music
- 02CPDH Personal Development and Health
- 02CPE Physical Education
- 02CSAT Science and Technology
- 02CVIS Visual Arts
- 02MCOMP Computer Studies
- 02MCST Christian Studies

Classes NOT In Session:

- 07DT1 Design and Technology
- 07DT2 Design and Technology
- 07DT3 Design and Technology
- 07DT4 Design and Technology
- 07DT5 Design and Technology
- 07DT6 Design and Technology
- 07DT7 Design and Technology
- 07DT8 Design and Technology
- 07DTE Design and Technology
- 07EN1 English
- 07EN2 English
- 07EN3 English
- 07EN4 English
- 07EN5 English
- 07FR1 French
- 07FR2 French

1 - Dates can be changed on the fly and take immediate effect. If a user is logged in making interviews, and the date range is changed to some other date, it will kick the user out of the system.

2 - Once the session is due to start the status must be change to Current.

3 - Click the Update Related records (this will set all the details of the session to Current)

Creating Families Accounts

The screenshot shows the PTI Interview Session interface. At the top, there's a dark blue header with 'PTI Menu', 'Back', and 'Find' icons. Below this is a white bar with the title 'Interview Session' and several date fields: 'Date' (Thu., 10 Mar. 2016), 'Description' (YEAR 9 PTI), 'Parent Start' (Wed., 2 Mar. 2016), 'Parent End Date' (Wed., 9 Mar. 2016), 'Staff Start Date' (Wed., 2 Mar. 2016), and 'Staff End Date' (Wed., 9 Mar. 2016). A 'Current' dropdown menu is also present.

The main content area has a tabbed interface with 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families' tabs. The 'Families' tab is selected. On the left, there's a 'Filter' input and a list of family entries with columns for ID and Name. The main area has a 'Set Usernames and Passwords and create Accounts for all Parents in this session' button (marked with a red circle 1). Below it is a 'Delete Accounts for all Parents in this session' button. A checkbox labeled 'Accounts are set' (marked with a red circle 2) is checked. Below this is a table with columns: Relationship, Title, First Name, Preferred Name, and Surname. There's also an 'Email Log' section. At the bottom, there's a 'Send Settings...' button and a checkbox labeled 'Usernames and Passwords are sent'.

Under the Families tab choose

1 - "Set Usernames and Passwords and create Accounts for all Parents in the session" button.

This will create the accounts for schools that use Local accounts only. Families are not session specific so all current families will appear in the families tab.

This button will be required for new families added to a session.

(Some schools use their Directory accounts so this is not required)

2 - Once accounts are set the check box will be selected.

Classes in Session

PTI Menu

Back

Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes

Students

Teachers

Lessons & Timeslots

Notifications

Families

Filter

1

Clear

Academic Year

☐ 0
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☒ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12

Classes In Session

Remove All

25

2

Classes NOT In Session

Add All

49

02aMAT	Mathematics	
02bMAT	Mathematics	
02CCOMP	Computer Studies	
02CCST	Christian Studies	
02CENG	English	
02CFRE	French	
02CHSIE	Human Society and its Environment	
02CLIB	Library	
02cMAT	Mathematics	3
02CMUS	Music	
02CPDH	Personal Development and Health	
02CPE	Physical Education	
02CSAT	Science and Technology	
02CVIS	Visual Arts	
02MCOMP	Computer Studies	
02MCST	Christian Studies	

+ 07DT1	Design and Technology	
+ 07DT2	Design and Technology	
+ 07DT3	Design and Technology	
+ 07DT4	Design and Technology	
+ 07DT5	Design and Technology	
+ 07DT6	Design and Technology	
+ 07DT7	Design and Technology	
+ 07DT8	Design and Technology	
+ 07DTE	Design and Technology	
+ 07EN1	English	4
+ 07EN2	English	
+ 07EN3	English	
+ 07EN4	English	
+ 07EN5	English	
+ 07FR1	French	
+ 07FR2	French	

- 1 - Field to filter the view of classes in session
- 2 - Number of classes in the session
- 3 - List of classes in the session
- 4 - Will display any classes that have the PTI flagged check that are not in the current session

Adding a Class to a Session

PTI Menu Back Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes Students Teachers Lessons & Timeslots Notifications Families

Filter Clear Academic Year Clear

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Classes In Session Remove All 25

02aMAT	Mathematics	
02bMAT	Mathematics	
02CCOMP	Computer Studies	
02CCST	Christian Studies	
02CENG	English	
02CFRE	French	
02CHSIE	Human Society and its Environment	
02CLIB	Library	
02cMAT	Mathematics	
02CMUS	Music	
02CPDH	Personal Development and Health	
02CPE	Physical Education	
02CSAT	Science and Technology	
02CVIS	Visual Arts	
02MCOMP	Computer Studies	
02MCST	Christian Studies	

Classes NOT In Session Add All 49

+ 07DT1	Design and Technology
+ 07DT2	Design and Technology
+ 07DT3	Design and Technology
+ 07DT4	Design and Technology
+ 07DT5	Design and Technology
+ 07DT6	Design and Technology
+ 07DT7	Design and Technology
+ 07DT8	Design and Technology
+ 07DTE	Design and Technology
+ 07EN1	English
+ 07EN2	English
+ 07EN3	English
+ 07EN4	English
+ 07EN5	English
+ 07FR1	French
+ 07FR2	French

Click the arrow to add a class to a session.

Viewing Class details

Class Detail

Class Code Subject Name Filter

02CCST Christian Studies MORB

StudentID Preferred Name Surname AcademicYear

102431	Alexander Backhouse	2	2F	
102104	Carissa Coppin	2	2S	
101696	Ryan Elder	2	2S	
102450	Sahana Field	2	2S	
101632	Samantha Fisher	2	2S	
104988	Anoushka Howarth	2	2S	
103133	Hamish Wyatt	2	2S	

Students NOT in this class 2

108141	Aleksandra Ash	9	9.3	
104914	Aidan Balmaks	2	2F	
100891	Sarah Bryan	7	7.1	
107571	Paul Bushell	2	2F	
104099	Charlotte Carrington	9	9.5	

OK

02CPDH Personal Development and Health

02CPE Physical Education 1

02CSAT Science and Technology

02CVIS Visual Arts

02MCOMP Computer Studies

02MCST Christian Studies

+ 07EN3 English

+ 07EN4 English

+ 07EN5 English

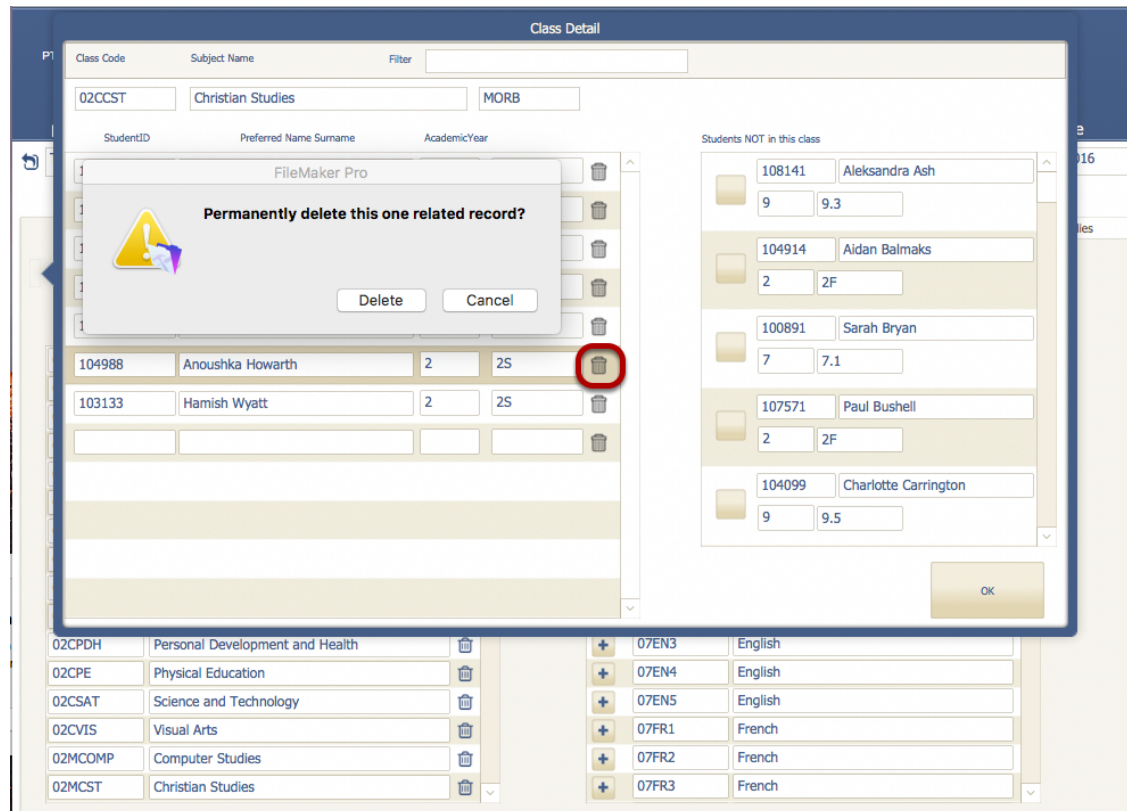
+ 07FR1 French

+ 07FR2 French

+ 07FR3 French

Click on a Class to view details
1 - List of students in the class
2 - Student not in the Class

Deleting Students from a Class for a Session



Click on the bin to delete a student from the class for this session.

Adding Students to a Class for a Session

Class Detail

Class Code: 02CCOMP Subject Name: Computer Studies Filter: MORB Set Class Enrolments

StudentID	Preferred Name Surname	AcademicYear	Session
102431	Alexander Backhouse	2	2F
100891	Sarah Bryan	7	7.1
102104	Carissa Coppin	2	2S
101696	Ryan Elder	2	2S
102450	Sahana Field	2	2S
101632	Samantha Fisher	2	2S
104988	Anoushka Howarth	2	2S
103133	Hamish Wyatt	2	2S

Students NOT in this class

108141	Aleksandra Ash	9	9.3
104914	Aidan Balmaks	2	2F
107571	Paul Bushell	2	2F
104099	Charlotte Carrington	9	9.5
103285	Stephanie Chandler	2	2F

OK

Click the green + to add a Student to a class for a session.

Students in Session

Interview Session

Date: Thu., 10 Mar. 2016 Description: YEAR 9 PTI Parent Start: Wed., 2 Mar. 2016 Parent End Date: Wed., 9 Mar. 2016 Staff Start Date: Wed., 2 Mar. 2016 Staff End Date: Wed., 9 Mar. 2016

Current

Classes	Students	Teachers	Lessons & Timeslots	Notifications	Families																																										
Filter: 1 Clear	<p>Students in this session</p> <table border="1"> <thead> <tr> <th>Preferred Name Surname</th> <th>Year</th> <th>Session</th> </tr> </thead> <tbody> <tr><td>Aleksandra Ash</td><td>9</td><td>9.3</td></tr> <tr><td>Alexander Backhouse</td><td>2</td><td>2F</td></tr> <tr><td>Aidan Balmaks</td><td>2</td><td>2F</td></tr> <tr><td>Sarah Bryan</td><td>7</td><td>7.1</td></tr> <tr><td>Paul Bushell</td><td>2</td><td>2F</td></tr> <tr><td>Charlotte Carrington</td><td>9</td><td>9.5</td></tr> <tr><td>Stephanie Chandler</td><td>2</td><td>2F</td></tr> <tr><td>Macsen Chen</td><td>7</td><td>7.2</td></tr> <tr><td>Serena Clark</td><td>9</td><td>9.2</td></tr> <tr><td>James Condoleon</td><td>9</td><td>9.2</td></tr> <tr><td>Peter Connors</td><td>9</td><td>9.5</td></tr> <tr><td>Carissa Coppin</td><td>2</td><td>2S</td></tr> <tr><td>Tom Cowan</td><td>9</td><td>9.4</td></tr> </tbody> </table> <p>Selected Student: 108141 Aleksandra Ash 9.3</p>	Preferred Name Surname	Year	Session	Aleksandra Ash	9	9.3	Alexander Backhouse	2	2F	Aidan Balmaks	2	2F	Sarah Bryan	7	7.1	Paul Bushell	2	2F	Charlotte Carrington	9	9.5	Stephanie Chandler	2	2F	Macsen Chen	7	7.2	Serena Clark	9	9.2	James Condoleon	9	9.2	Peter Connors	9	9.5	Carissa Coppin	2	2S	Tom Cowan	9	9.4	= Boarder 2	<input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> 11		
Preferred Name Surname	Year	Session																																													
Aleksandra Ash	9	9.3																																													
Alexander Backhouse	2	2F																																													
Aidan Balmaks	2	2F																																													
Sarah Bryan	7	7.1																																													
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James Condoleon	9	9.2																																													
Peter Connors	9	9.5																																													
Carissa Coppin	2	2S																																													
Tom Cowan	9	9.4																																													

- 1 - Filter to search for a student
- 2 - Colour code for Boarder or Selected Student
- 3 - List of Students in the session

Adding a Sibling Student to a Session *

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current v

Classes

Filter Clear ■ = Boarder

Students in this session

Preferred Name Surname	Year	
Aleksandra Ash	9	9.3
Alexander Backhouse	2	2F
Aidan Balmaks	2	2F
Sarah Bryan	7	7.1
Paul Bushell	2	2F
Charlotte Carrington	9	9.5
Stephanie Chandler	2	2F
Macsen Chen	7	7.2
Serena Clark	9	9.2
James Condoleon	9	9.2
Peter Connors	9	9.5
Carissa Coppin	2	2S
Tom Cowan	9	9.4

Selected Student:

Teachers

Lessons & Timeslots

☐ 0 ☐ 2 ☐ 4 ☐ 6 ☐ 8 ☒ 10 ☒ 12
☐ 1 ☐ 3 ☐ 5 ☒ 7 ☒ 9 ☒ 11

Add Other Students

Siblings of students which share the same teacher in this session

+	12	nancy_alghardaqa	12.1
	12AH1	Ancient History	Ms V Grierson
+	12	nancy_alghardaqa	12.1
	12EC2	Economics	Mrs L Saeck
+	12	nancy_alghardaqa	12.1
	12PH1	Physics	Mrs P McConchie
+	12	andrea_allnutt	12.3
	12BI1	Biology	Mr N Sun
+	12	andrea_allnutt	12.3
	12BS2	Business Studies	Mr J Stankovich
+	12	andrea_allnutt	12.3
	12EA5	English Advanced	Ms J Harry
+	12	andrea_allnutt	12.3
	12PE2	PD/Health/PE	Mr W Gorrige

- 1- Check the Academic Year of the students
- 2 - Click the selected student
- 3 - Displays the Classes for the selected student
- 4 - Click the + Button to add the student

Teachers in Session

PTI Menu
Back
Find

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current

Classes

Students

Teachers

Lessons & Timeslots

Notifications

Families

Filter

Set all staff to one room...

Show Only Teachers With No Rooms

Room 47

Staff Code	Room
ALLT	Mr Trevor Allesch
ANGC	Mrs Caroline Angel
ARCD	Mr Douglas Arcidiacono
ARMG	Mr Greg Armitage
BAIR	Mr Robert Bailey
BERJ	Ms Julie Berzins
BOLG	Mr Gavin Bolton
BREA	Mr Andrew Brettell
BROA	Ms Anne Brown
BURJ	Mr Jon Burdon
CAMK	Ms Katie Cameron
CROM	Ms Matoula Croker
DENJ	Mrs Jane Denbigh
FAUJ	Mrs Joey Faulks
FRIJ	Ms Jo Fricker
GILE	Ms Lynne Gilmour

Staff who teach these classes but are NOT in this Session

Add All

All Staff NOT in this Session

+	ADAD	Mr Damien Adams
+	TADD	Test Address
+	TADMIN	Test Administrator
+	AMPH	Ms Hilary Amponin Jr
+	TASSET	Test Assets
+	TATTEND	Test Attendance
+	TATTENDS	Test AttendanceStaff

- 1 - Filter to find a teacher
- 2 - To change or set a room for all teachers in a session
- 3 - List of teacher in the session
- 4 - List of teachers that are not in this session but maybe an alternative teacher for a lesson time

Staff Member Detail

Staff Code	Community ID	Title	FirstName	Preferred Name	Surname	Account Login Name
ANGC	S00025	Mrs	Caroline	Caroline	Angel	ANGC 3

Interviews

Room D2.3 2

☐ Block off 5


Class 4

Student

Parent

Start Time 1

End Time



Lessons (Session)

Day Period Class

6

4PM to 7PM 5 Minute Intervals, 5:30 PM

OK

PTI Administrator's Manual

Page 28 of 58

Display of Teachers Interviews sessions

- 1 - Session times (either with a booking or not)
- 2 - Room that the session will be held
- 3 - The staff login details
- 4 - Teachers classes (green highlight shows classes in a session)
- 5- Teachers can block off session times (maximum number is in the setup)
- 6 - If this teacher needs to change the time slot intervals, this can be done here.

Setting or Changing rooms for interview

The screenshot shows the PTI Interview Session interface. At the top, there is a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below this is a header section titled 'Interview Session' with tabs for 'Date', 'Description', 'Parent Start', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The main content area is divided into 'Classes', 'Students', and 'Teachers' sections. A 'Filter' box is present in the 'Teachers' section. A 'Set all staff to one room...' button is highlighted, which has triggered a modal dialog box. The dialog box is titled 'Set All Staff to one Room' and contains a 'Choose a room' dropdown menu with 'D0.3' selected. Below the dropdown, it says 'Then apply it to all staff in this session' and has an 'Apply' button. To the right of the dialog, there is a list of staff members with their names and room assignments. Below this list, there is a section titled 'All Staff NOT in this Session' with a list of staff members and their names.

Staff Code	Room
ALLT	D2.3
ANGC	D2.3
ARCD	D2.3
ARMG	D2.3
BAIR	D2.3
BERJ	D2.3
BOLG	D2.3
BREA	D2.3
BROA	D2.3
BURJ	D2.3
CAMK	D2.3
CROM	D2.3
DENJ	D2.3
FAUJ	D2.3
FRIJ	D2.3
GILE	D2.3

Staff Code	Name
ADAD	Mr Damien Adams
TADD	Test Address
TADMIN	Test Administrator
AMPH	Ms Hilary Amponin Jr
TASSET	Test Assets
TATTEND	Test Attendance
TATTENDS	Test AttendanceStaff

Click to Set all staff to one room, Choose the room and then Click Apply. Click out of the box to cancel.
Or individually change the room as required.

Changing a room for a whole Faculty

The screenshot shows the PTI Interview Session interface. At the top, there's a navigation bar with 'PTI Menu', 'Back', and 'Find' icons. Below it, the 'Interview Session' title is centered. A table at the top displays session details: Date (Thu., 10 Mar. 2016), Description (YEAR 9 PTI), Parent Start (Wed., 2 Mar. 2016), Parent End Date (Wed., 9 Mar. 2016), Staff Start Date (Wed., 2 Mar. 2016), and Staff End Date (Wed., 9 Mar. 2016). Below this, a 'Current' dropdown is visible. The main area has tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Teachers' tab is active, showing a list of teachers with columns for Staff Code, Name, and Room. A filter 'mat' is entered in the search bar, and a red circle with the number '1' highlights the filter input. A button 'Set all staff to one room...' is also visible.

- 1 - Enter the faculty the search
- 2 - Displays only teachers in that faculty

This screenshot shows the same PTI Interview Session interface as the previous one, but with a modal dialog box open. The dialog box is titled 'Set All Staff to one Room' and contains a 'Choose a room' dropdown menu. A red circle with the number '4' highlights the dropdown menu, which currently shows 'D0.3'. Below the dropdown, there is a text prompt 'Then apply it to all staff in this session' and an 'Apply' button. A red circle with the number '5' highlights the 'Apply' button. In the background, the 'Teachers' tab is still visible, and a red circle with the number '3' highlights the 'Set all staff to one room...' button.

- 3 - Click "Set all staff to the one room"
- 4 - Enter the room
- 5 - Click "Apply"

Families in Session

The screenshot shows the 'Interview Session' interface. At the top, there's a navigation bar with 'PTI Menu', 'Back', and 'Find'. Below it, a header section contains 'Date', 'Description', 'Parent Start', 'Parent End Date', 'Staff Start Date', and 'Staff End Date'. The main content area is divided into tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Families' tab is active, showing a list of families on the left and a detailed view of a selected family on the right. The family list includes columns for 'Filter', 'Classes', and 'Students'. The detailed view shows fields for 'Relationship', 'Title', 'First Name', 'Preferred Name', and 'Surname'. Below these are buttons for 'Username', 'Password', 'Reset Account', 'Notify Parent', and 'Make Booking for Parent'. At the bottom, there's an 'Email Log' section and a 'Send Settings...' button. Red numbered callouts (1-11) highlight specific features: 1. Filter input field; 2. Family list; 3. Parents in Family - Usernames and passwords; 4. Click to reset the Account for passwords and usernames; 5. Notify Parent individually after changing the account details; 6. Make Booking for Parent; 7. To Create all accounts for parents, usernames and passwords; 8. Delete Accounts for all parents in this session; 9. Checked if the parents in this session, accounts have been sent; 10. Checked when after notifications has been sent to parents of this session; 11. Display of the Email Log to the parents in the family.

- 1 - Filter to Find a family
- 2 - Family list
- 3 - Parents in Family - Usernames and passwords
- 4 - Click to reset the Account for passwords and usernames
- 5 - Notify Parent individually after changing the account details (sent as per settings see below)
- 6 - Make Booking for Parent
- 7 - To Create all accounts for parents, usernames and passwords (local accounts)
- 8 - Delete Accounts for all parents in this session
- 9 - Checked if the parents in this session, accounts have been sent.
- 10 - Checked when after notifications has been sent to parents of this session
- 11 - Display of the Email Log to the parents in the family

Authentication Settings for Families

The screenshot displays the 'Interview Session' interface. At the top, there's a navigation bar with 'PTI Menu', 'Back', and 'Find' buttons. Below this is a table with columns: Date, Description, Parent Start, Parent End Date, Staff Start Date, and Staff End Date. The first row shows 'Thu., 10 Mar. 2016', 'YEAR 9 PTI', 'Wed., 2 Mar. 2016', 'Wed., 9 Mar. 2016', 'Wed., 2 Mar. 2016', and 'Wed., 9 Mar. 2016'. Below the table is a 'Current' dropdown menu. The main area is divided into tabs: 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Families' tab is active, showing a list of families. The 'RIDDLELLD Alinutt' family is selected, and a modal window is open for its 'Authentication Settings...'. The modal has two sections: 'Parent Authentication' with radio buttons for 'Local Accounts' (selected) and 'Directory Group Authentication'; and 'Username Preference' with radio buttons for 'CommunityID' (selected) and 'Family Code Plus Parent Number'. There is also a 'Password Length' input field set to '8'. At the bottom of the modal is a 'Send Settings...' button. The background shows a list of families with columns for 'Filter', 'Class', 'Student', and 'Teacher'. The 'RIDDLELLD Alinutt' family is highlighted in yellow. Below the list, there are buttons for 'Mother', 'Mrs', 'Barbara', 'Barbara', and 'Alinutt', along with 'Username', 'Password', 'Reset Account', 'Notify Parent', and 'Make Booking for Parent' buttons. At the bottom of the page, there is a checkbox for 'Usernames and Passwords are sent' and a 'Send Usernames and Passwords to all Parents' button.

1 - Click the Authentication Settings to view and adjust if necessary (this can also be done in the Settings Menu).

Note if parents are unable to login it could be that the Accounts have not been set as in step 7 above.

Also Please note: If using FileMaker Accounts, the administrator has to verify the parent is using the same username and password as the system thinks they should be using. If using Active Directory, then the administrator has to check that the parent record in Denbigh has the same username, and that the parents password is accepted by the Active Directory.

Send Settings

Interview Session						
Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date	
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	

Send Settings

Texts

Letters

Emails

SMSs

Text for Notification Letters

<CurrentDate>
<Mailing Title>
<Postal Address Property Name>
<Postal Address Street>
<Postal Address Suburb> <Postal Address State> <Postal Address PostCode>

Dear <Salutation>

As you would now be aware the School is moving to a system of online bookings for Parent/Student/Teacher interviews.

The scheduled evening for <session name> is <session date>. The online booking system will be available from <session start date> to <session end date>.

The booking procedure will be as follows:

Interview Request Text
In addition, the following teacher(s) have also requested interviews.

OK

Current

Notifications

Families

Set Usernames and Passwords and create Accounts for all Parents in this session
Delete Accounts for all Parents in this session

Preferred Name Surname
Kenneth Allnutt
Barbara Allnutt

Send Settings... 1
Send Usernames and Passwords to all Parents 2

- 1 - As per the Settings Menu, review all sending settings/notifications
- 2 - Send Username and passwords to all Parents of this session

Testing Sending Parent Notifications

Interview Session						
Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date	
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	

Send Settings

Texts

Sending Via

Send Parent Letters By

☐ Email if it exists
☐ Email if it exists, Correspondence if it doesn't
☐ Correspondence
☐ SMS if mobile number exists

If you populate the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them instead. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields

Test Email Address
Test SMS Number

OK

Current

Notifications

Families

Set Usernames and Passwords and create Accounts for all Parents in this session
Delete Accounts for all Parents in this session

Preferred Name Surname
Kenneth Allnutt
Barbara Allnutt

Send Settings...
Send Usernames and Passwords to all Parents

1 - Enter a test email and/or a mobile number to test the sending of notifications.
 Note: If you populate the "Test Email Address" and "Test SMS Number" fields, then notifications will be sent to them instead. To send to the actual parents, empty the "Test Email Address" and "Test SMS Number" fields.

Administration of Booking Time slots

The screenshot shows the 'Interview Session' administration page. At the top, there's a header with 'Interview Session' and a table for session dates. Below this is a navigation bar with tabs for 'Classes', 'Students', 'Teachers', 'Lessons & Timeslots', 'Notifications', and 'Families'. The 'Lessons & Timeslots' tab is active. On the left, there's a table to 'Populate PTI Lessons' with columns for Class, Day, Period, and Staff Code. The right side contains a 'Timeslot Template' section with a dropdown for intervals (callout 1), a 'Create Interviews' button (callout 2), a 'Filter' input field (callout 3), and a section for selecting staff (callout 4) and rooms. The staff selection dropdown shows options like 'ALLT Mr', '09MU1', '103162', and 'FROBINSON0'.

If it is necessary administration can create a new session from here.

- 1 - Time slot can be change but the interview times would need to be set
- 2 - If creating new interviews
- 3 - Filter to search for a staff member
- 4 - Filter for times and rooms.

Interview Session

Date	Description	Parent Start	Parent End Date	Staff Start Date	Staff End Date
Thu., 10 Mar. 2016	YEAR 9 PTI	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016	Wed., 2 Mar. 2016	Wed., 9 Mar. 2016

Current v

Classes
Students
Teachers
Lessons & Timeslots
Notifications
Families

Populate PTI Lessons

Timeslot Template
 3.30PM to 6.30PM 10 minute intervals with not v

Create Interviews

Class	Day	Period	Staff Code	
02aMAT			MORB	
02CCOMP			MORB	
02CCST			MORB	
02CENG			TOOJ	
02CFRE			MORB	
02CHSIE			MORB	
02CLIB			MORB	
02CMUS			TOOJ	
02CPDH			TOOJ	
02CPE			TOOJ	
02CSAT			TOOJ	
02CVIS			TOOJ	
02MCOMP			TOOJ	
02MCST			TOOJ	
02MENG			MORB	
02MFRE			TOOJ	
02MHSIE			TOOJ	

Filter

Start Time v

Clear

End Time v

Clear

Room v

Clear

ALLT Mr v

09MU1 v

103162 v

FROBINSON0 v

Mr Trevor Allesch

Music

Renata Gallagher

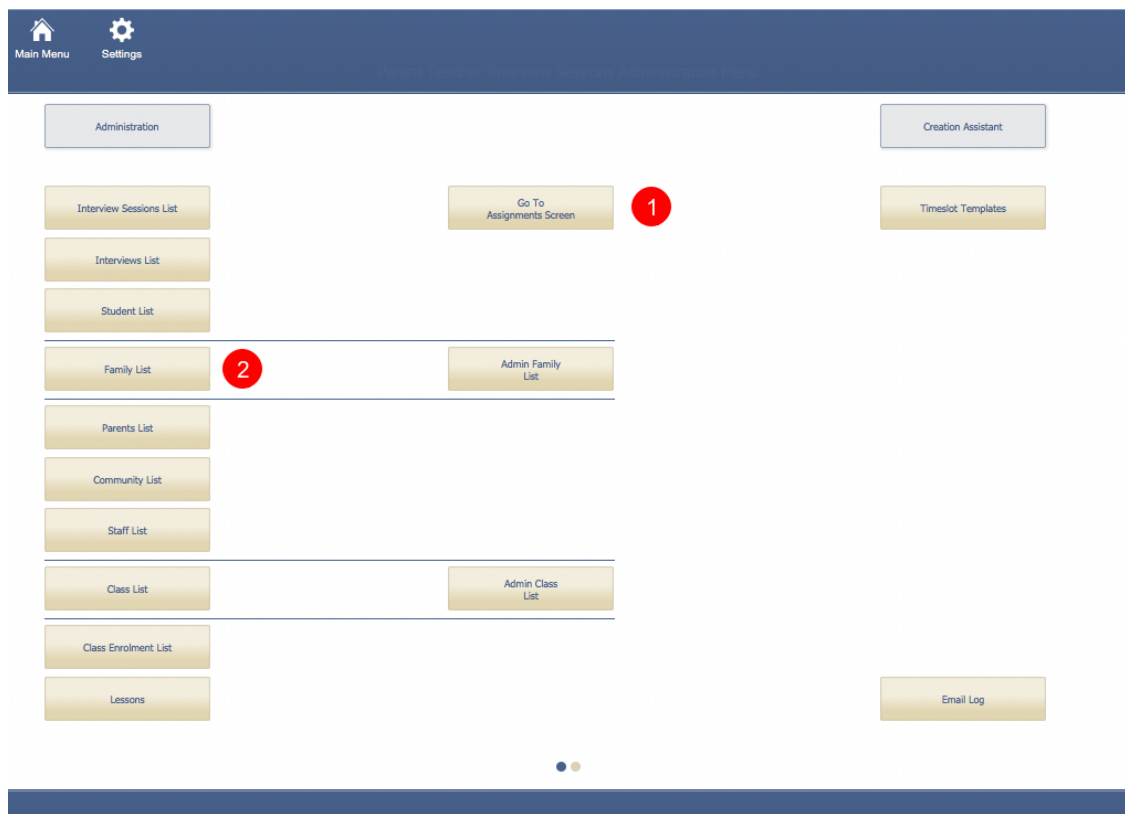
Mr David Gallagher

1

1 - The database administrator can make bookings for a parent or staff member.

The following functions can only be completed by the Assisting Staff for the PTI sessions.

Administration of Sessions by Assistant



There are 2 options for an Administration Assistant to make bookings.

- 1 - Making bookings per teacher or
- 2 - The Family interface

Administration Assistance Making bookings for a teacher

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | Bookings for Family

Select a StaffMember: **ALLT Mr Trevor Allesch** (1) | Select a Session: **High School Term 1 Session** (2)

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: **CH1H1 Chemistry** (3)

Search: ☐ Show unassigned only

	Geoffrey Choudhury	Request Interview <input type="checkbox"/>
	Rohith Gilmour	Request Interview <input type="checkbox"/>
	James Hume	Request Interview <input type="checkbox"/>
	Ethan Murrell	Request Interview <input type="checkbox"/>
	Hudson Thearle	Request Interview <input type="checkbox"/>
	Rushita Woolcott	Request Interview <input type="checkbox"/>

These are the Interview slots assigned to Mr Trevor Allesch. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular timeslot.

To create a booking:
 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : click the checkbox for "Show available only" to narrow the search to available timeslots only).
 2) to the right of the interviews, select a Class
 3) select the Student
 4) select the Parent requesting this booking.

☐ Show available only

Start Time: Clear
End Time: Clear

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm - 9:10 pm	<input type="checkbox"/> Block off	Class: <input type="text"/> Student: <input type="text"/> Parent: <input type="text"/>
Fri. 18/03/16 9:10 pm - 9:20 pm	<input type="checkbox"/> Block off	Class: <input type="text"/> Student: <input type="text"/> Parent: <input type="text"/>

Print Interview List

- 1 - Choose the teacher
- 2 - Choose the session
- 3 - Choose a Class

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher | Bookings for Family

Select a StaffMember: **ALLT Mr Trevor Allesch** | Select a Session: **High School Term 1 Session**

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: **CH1H1 Chemistry** (1)

Search: ☐ Show unassigned only

	Geoffrey Choudhury	Request Interview <input type="checkbox"/> (2)
	Rohith Gilmour	Request Interview <input type="checkbox"/>
	James Hume	Request Interview <input type="checkbox"/>
	Ethan Murrell	Request Interview <input type="checkbox"/>
	Hudson Thearle	Request Interview <input type="checkbox"/>
	Rushita Woolcott	Request Interview <input type="checkbox"/>

These are the Interview slots assigned to Mr Trevor Allesch. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular timeslot.

To create a booking:
 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : click the checkbox for "Show available only" to narrow the search to available timeslots only).
 2) to the right of the interviews, select a Class
 3) select the Student
 4) select the Parent requesting this booking.

☐ Show available only (5)

Start Time: Clear
End Time: Clear

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm - 9:10 pm	<input type="checkbox"/> Block off	Class: <input type="text"/> Student: <input type="text"/> Parent: <input type="text"/>
Fri. 18/03/16 9:10 pm - 9:20 pm	<input type="checkbox"/> Block off	Class: <input type="text"/> Student: <input type="text"/> Parent: <input type="text"/>

Print Interview List (4)

- 1 - Selected Class

- 2 - Displays the students in the Class
- 3 - Instructions on how to make bookings
- 4 - Filter by times
- 5 - Click to only display available time slots.

Parent Teacher Interview Sessions Administration Menu

Bookings for Teacher

Select a StaffMember: ECOM Ms Moira Economopoulos

Select a Session: High School Term 1 Session

Select a Class: 12PE1

Search: ☒ Show unassigned only

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

These are the interview slots assigned to Ms Moira Economopoulos. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular timeslot.

To create a booking:

- 1) first click on the interview that has the desired timeslot. The selected timeslot will be highlighted in yellow. (hint : click the checkbox for "Show available only" to narrow the search to available timeslots only).
- 2) to the right of the interviews, select a Class
- 3) select the Student
- 4) select the Parent requesting this booking.

James Atkin Request Interview ☒

Alissa Do Request Interview ☒

Stephen Tridgell Request Interview ☒

Start Time: 9:10 pm Clear

End Time: Clear

☐ Show available only

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm - 9:10 pm

☐ Block off

Class : Student : Parent :

Clear Interview Assignment (7)

Notify Parent (8)

Fri. 18/03/16 9:10 pm - 9:20 pm

☐ Block off

Class : Student : Parent :

Clear Interview Assignment

Notify Parent

Class:

Student:

Parent:

Print Interview List (9)

Save

- 6 - Interview booking will be highlighted in yellow
- 7 - Click to Clear the Interview Assignment
- 8 - Click to Notify the Parent
- 9 - Click to Print the sessions for the teacher

Friday, 17 April 2015

Interviews List for Ms Karen Dragnich

16:00:00 - 16:10:00	CL ST	No Booking in this timeslot
Student : Richard Dalkin for PD/Health/PE		
Parents in Student's Family		
Father	Mr Arulkumar Dalkin	
Mother	Mrs Sharminie Dalkin	

16:10:00 - 16:20:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:20:00 - 16:30:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:30:00 - 16:40:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:40:00 - 16:50:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
16:50:00 - 17:00:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:00:00 - 17:10:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:10:00 - 17:20:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:20:00 - 17:30:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		
17:30:00 - 17:40:00	**CL ST**	No Booking in this timeslot
Student : for		
Parents in Student's Family		

Printer: Canon M

Presets: Default Set

Copies: 1

Pages: All

From: 1

FileMaker F

Number pages from: 1

Print: Records being browsed

Current record

Blank record, showing fie

? PDF Hide Details

10 - Click Print to Print the Interview list.

Administration Assistance Making bookings for a family**

The screenshot displays the 'Parent Teacher Interview Sessions Administration Menu'. At the top, there are navigation links: 'PTI Menu', 'Main Menu', and 'Back'. The main header is 'Parent Teacher Interview Sessions Administration Menu'. Below this, there are two tabs: 'Bookings for Teacher' and 'Bookings for Family'. The 'Bookings for Family' tab is active. On the left, there is a search bar and a table of families. The table has columns for 'Family Code' and 'Family Name'. The family 'RIDDELL01' with name 'Allnutt' is highlighted in yellow, and a red circle with the number '2' is next to it. A red circle with the number '1' is next to the search bar. On the right, there is a form for 'Parent Type' and 'Relationship'. The 'Father' section is active, and a red circle with the number '3' is next to the 'Make booking for Parent' button. The form includes fields for 'Title', 'First Name', 'Preferred Name', and 'Surname'.

Family Code	Family Name
Select YU04	Al Ghardaqa
Select CHIU03	Al-Nahedh
Select BATTEN01	Al-Suweidi
Select RIDDELL01	Allnutt
Select BULL01	Anderson
Select DESILVA01	Anderson
Select BARKER01	Anderson
Select MACOURT01	Anorov
Select STARKEY01	Archinal
Select 100917	Armstrong
Select 101252	Ash
Select CASALE01	Atkin
Select SHUM02	Backhouse
Select WEST03	Bain-Smith
Select 100468	Baird

Parent Type: Father
Relationship: Father
Make booking for Parent

Title: Mr, First Name: Kenneth, Preferred Name: Kenneth, Surname: Allnutt

Mother
Title: Mrs, First Name: Barbara, Preferred Name: Barbara, Surname: Allnutt

- 1 - Filter for the family
- 2 - Click select to view the parents in the family
- 3 - Click "Make booking for Parent" (see page

Teacher Booking (Teacher interface)

Main Menu
 Back

Parent Teacher Interview Sessions Teacher Data

Select a Session
 High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class
 12PE1

☒ Show unassigned only
 Search

James Atkin

Alissa Do

Stephen Tridgell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only
 Start Time
 End Time
 Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries
 Print Interview List

1 - Select a session

Parent Teacher Interview Sessions Teacher Data

Select a Session
 High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class
 12PE1

☒ Show unassigned only
 Search

James Atkin

Alissa Do

Stephen Tridgell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only
 Start Time
 End Time
 Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...

Make Calendar Entries
 Print Interview List

2 - Select a Class

3 - Check to show only the unassigned students

4 - Filter with the search bar

- 5 - Select a student
- 6 - Select a time
- 7 - Print Interview List

Teacher Booking - Request an interview




Parent Teacher Interview Sessions Teacher Data

Select a Session High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class 12PE1

Search ☒ Show unassigned only

	James Atkin	Request Interview <input type="checkbox"/>
	Alissa Do	Request Interview <input checked="" type="checkbox"/> 1
	Stephen Tridgell	Request Interview <input checked="" type="checkbox"/>

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only


Start Time Clear


End Time Clear

Enter Booking...

Number of interviews blocked off : 2

Fri. 18/03/16 9:00 pm 9:10 pm	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm		Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm		Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm	Class : Student : Parent :	Interview Notes...


Make Calendar Entries


Print Interview List 2

- 1 - Click the Request Interview box
- 2 - Click Save

Teacher Booking - Block out times

Parent Teacher Interview Sessions Teacher Data

Select a Session: High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 12PE1

Search: ☒ Show unassigned only

James Atkin
Alissa Do
Stephen Triggell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only

Start Time: Clear
End Time: Clear

Enter Booking...

Number of interviews blocked off : 2

☐ Block off
Fri. 18/03/16
9:00 pm - 9:10 pm
Class : Photography
Student : Anne Fabricius
Parent : Dr Lilian Fabricius
Interview Notes...

☒ Block off **1**
Fri. 18/03/16
9:10 pm - 9:20 pm
Interview Notes...

☒ Block off
Fri. 18/03/16
9:20 pm - 9:30 pm
Interview Notes...

☐ Block off
Fri. 18/03/16
9:30 pm - 9:40 pm
Class :
Student :
Parent :
Interview Notes...

Make Calendar Entries
Print Interview List

1 - Click the Block off box

2 - Number of interviews block off with display

(maximum number of times allowable to be block off is set by the administrator)

Parent Teacher Interview Sessions Teacher Data

Select a Session: Year 7 PTI Session 9th March 2015

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class: 07EN1 English

Search: ☐ Show unassigned only

Sitina Sellwood Request Interview ☐
Turki Maskell-Knight Request Interview ☒
Marie Sherwin Request Interview ☐
Casplan Hatton Request Interview ☒
Tiffany Bardsley Request Interview ☐
Fiona Williams Request Interview ☐
James MacLellan Request Interview ☐

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only

Start Time: Clear
End Time: Clear

Number of interviews blocked off : 4

5:55 pm - 6:00 pm
☐ Block off

Message
Maximum number of blocked timeslots has been reached.
OK

Parent :
6:05 pm - 6:10 pm
☐ Block off
Class :
Student :
Parent :
6:10 pm - 6:15 pm
☐ Block off
Class :
Student :
Parent :

Once the maximum number has been reached no more times can be blocked off.

Main Menu
 Back

Parent Teacher Interview Sessions Teacher Data

Select a Session

High School Term 1 Session

These are the classes you teach, that will have students in this Parent Teacher Session. Select a class to see the students, and type into the search field to filter the list. Click the checkbox for "Request Interview" to send a request to that student's parents.

Select a Class

12PE1

Search

☒ Show unassigned only

James Atkin

Alissa Do

Stephen Triggell

These are the Interview slots assigned to you. You may block out a maximum of 4 slots, if you wish. You may also specify a particular student and parent in a particular slot.

☐ Show available only
 Start Time

 Clear
 End Time

 Clear
 Enter Booking...

Number of interviews blocked off : 5

Fri. 18/03/16 9:00 pm 9:10 pm	<div>1</div>	Class : Photography Student : Anne Fabricius Parent : Dr Lilian Fabricius	<div>2</div>	Interview Notes...
Fri. 18/03/16 9:10 pm 9:20 pm				Interview Notes...
Fri. 18/03/16 9:20 pm 9:30 pm				Interview Notes...
Fri. 18/03/16 9:30 pm 9:40 pm				Interview Notes...

Make Calendar Entries

3

Print Interview List

If teachers are allowed to make bookings they will have the drop down boxes to select the classes, students and parents.

- 1 - Click the time
- 2 - Click to find the Class, Student and Parent
- 3 - Click to make Calendar Entries

Message Size: 8 KB

Monday 09 March 2015.ics file



Monday 09 March
2015.ics
2 KB

Example of attachment for .ics file to update calendars.

Teacher Login on the Night of Interview Session


Year 8 Session Term 1

Logout

16:00:00 - 16:10:00

☐ Completed

Email Notes To Me



Student : **William Barry**
Subject : **Visual Arts**
Parent who made the booking : **Mrs Hung (Jennifer) Barry**

Parents in this family

Mrs Hung (Jennifer) Barry	Mother
Mr Max Barry	Father

Timetable

Save


View As List

View As Form

16:10:00 - 16:20:00

☐ Completed

Email Notes To Me



Student : **Bradley Margerison**
Subject : **Visual Arts**
Parent who made the booking : **Mr Selvarajah Margerison**

Parents in this family

Mrs Mathi Margerison	Mother
Mr Selvarajah Margerison	Father

Timetable

Save


View As List

View As Form

16:20:00 - 16:30:00

☐ Completed

Email Notes To Me



Student : **Lucy Risby**
Subject : **Visual Arts**
Parent who made the booking : **Mr Gao Risby**

Parents in this family

Mr Gao Risby	Father
Mrs Li Yan	Mother

Timetable

Save

View As List

View As Form

Teachers can login to session at the night of the interview (preferably on in iPad). They will see the list of times and the Student bookings. Click the View As Form for each Interview.

Year 8 Session Term 1 Logout

16:10:00 - 16:20:00

Student : **Alex Humphries**

Subject : **Drama**

Parent who made the booking : **Dr Felix Hum**

Parents in this family

Mrs Christina Humphries	Mother
Dr Felix Humphries	Father

Timetable

Day	Period
8	3

☒ Completed

Save

Interview went v with Alex on his ongoing portfolio of work.


- 1 - Displays the parents in the family
- 2 - Click Timetable to see timetabled lessons
- 3 - Enter the notes regarding the interview
- 4 - Check once the interview is completed
- 5 - Click to Email the notes to themselves
- 6 - Click to Save the details
- 7 - Click to view List

Parent Login and bookings (Parent Interface)

Parent - Teacher Interviews Booking System

Please click the 'Login' button and enter your username and password

Click to Login



Parent - Teacher Interviews Booking System

Please click the 'Login' button and enter your username and password

Login

Login

Please enter your username and password. The password is case sensitive and should be entered exactly as supplied to you by the school.

Username

FCHAN6412338


Password

.....

Cancel

OK

Enter the Username and Password as supplied by the school in the Parent Teacher Letter Details then click OK.




Parent - Teacher Interviews Booking System

Logout

You are logged in as a parent in the Humphries family.


Step 1

Please click on a student to see their class list




Alex Humphries

Step 1 - Click on the student to see their classes for this session

 **Parent - Teacher Interviews Booking System** Logout

You are logged in as a parent in the Humphries family.

Step 1
Please click on a student to see their class list


Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability

Drama
Ms E Dowling

Design & Technology
T Staff

English
Ms R Guinness

Geography
Mrs L Lam

History
Mrs L Lam

Japanese

Learning to Learn
Ms R Guinness


Mathematics
Mr G Armitage

Music
Mrs K Preeya
[Interview requested by Mrs K Preeya](#)

PD/Health/PE
Ms M Groux


Note if a teacher has requested an interview there will be a message on that class "Interview requested by"

Step 2 - Click on a Class to make a booking

 **Parent - Teacher Interviews Booking System** Logout

You are logged in as a parent in the Humphries family.

Step 1
Please click on a student to see their class list


Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability

Drama
Ms E Dowling

Design & Technology
T Staff

English
Ms R Guinness

Geography
Mrs L Lam

History
Mrs L Lam

Japanese

Learning to Learn
Ms R Guinness

Mathematics
Mr G Armitage

Music
Mrs K Preeya
[Interview requested by Mrs K Preeya](#)

PD/Health/PE
Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.

4:00 pm to 4:10 pm
[Book](#)

4:10 pm to 4:20 pm
[Book](#)

4:20 pm to 4:30 pm
[Book](#)

4:30 pm to 4:40 pm
[Book](#)

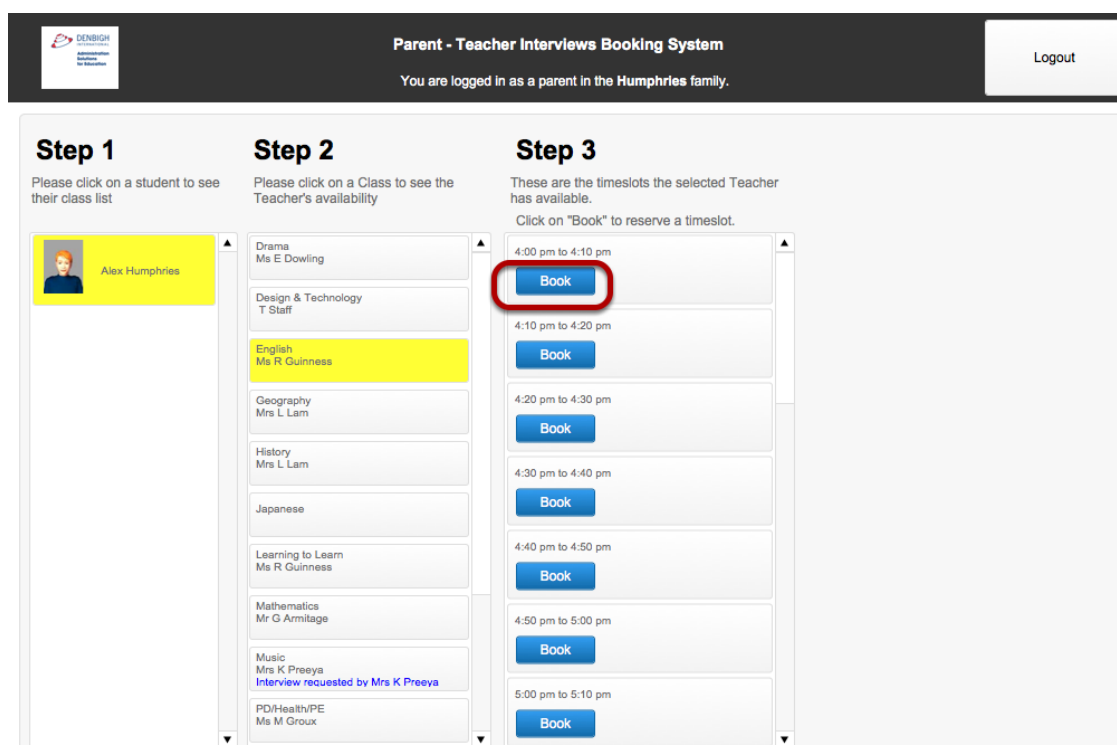
4:40 pm to 4:50 pm
[Book](#)

4:50 pm to 5:00 pm
[Book](#)

5:00 pm to 5:10 pm
[Book](#)

Only available times will be displayed to book. Click the Book button to make the relevant booking.

Step 3 - Click the Book button to make the booking



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability

Drama
Ms E Dowling

Design & Technology
T Staff

English
Ms R Guinness

Geography
Mrs L Lam

History
Mrs L Lam

Japanese

Learning to Learn
Ms R Guinness

Mathematics
Mr G Armitage

Music
Mrs K Preeya
[Interview requested by Mrs K Preeya](#)

PD/Health/PE
Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.

4:00 pm to 4:10 pm
Book

4:10 pm to 4:20 pm
Book

4:20 pm to 4:30 pm
Book

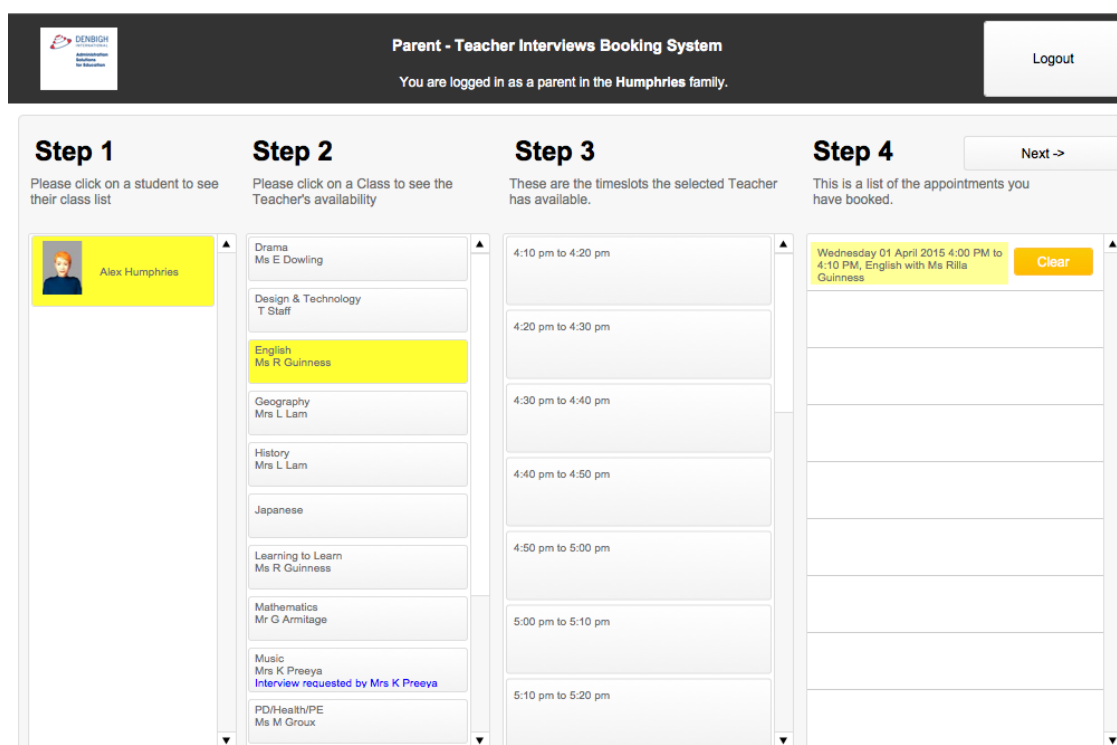
4:30 pm to 4:40 pm
Book

4:40 pm to 4:50 pm
Book

4:50 pm to 5:00 pm
Book

5:00 pm to 5:10 pm
Book

Step 4 - Booking displayed with time, subject and teacher name



Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Alex Humphries

Step 2
Please click on a Class to see the Teacher's availability

Drama
Ms E Dowling

Design & Technology
T Staff

English
Ms R Guinness

Geography
Mrs L Lam

History
Mrs L Lam

Japanese

Learning to Learn
Ms R Guinness

Mathematics
Mr G Armitage

Music
Mrs K Preeya
[Interview requested by Mrs K Preeya](#)

PD/Health/PE
Ms M Groux

Step 3
These are the timeslots the selected Teacher has available.

4:10 pm to 4:20 pm

4:20 pm to 4:30 pm

4:30 pm to 4:40 pm

4:40 pm to 4:50 pm

4:50 pm to 5:00 pm

5:00 pm to 5:10 pm

5:10 pm to 5:20 pm

Step 4
This is a list of the appointments you have booked.

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness **Clear**

Note that once a booking has been made for a class all times are no longer available for booking. To change the booking time, click the Clear button.

Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Step 2
Please click on a Class to see the Teacher's availability

Step 3
These are the timeslots the selected Teacher has available.
Click on "Book" to reserve a timeslot.

Step 4
This is a list of the appointments you have booked.

[Next ->](#)

Repeat steps 2 and 3 for all other classes. Classes that have been booked are shown in pale yellow, the selected class is in bright yellow. Note that any times that have been booked will now not be displayed.

Step 5 - Click Next to view all bookings

Parent - Teacher Interviews Booking System

You are logged in as a parent in the Humphries family. [Logout](#)

Step 1
Please click on a student to see their class list

Step 2
Please click on a Class to see the Teacher's availability

Step 3
These are the timeslots the selected Teacher has available.

Step 4
This is a list of the appointments you have booked.

[Next ->](#)

Step 6 - Email the list to me

Parent - Teacher Interviews Booking System - Summary

You are logged in as a parent in the Humphries family.

Logout

(5) This is a list of the appointments you have booked. Click the "<-Previous" button below, if you wish to alter these bookings.

(6) Email them to me

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with Ms Rilla Guinness
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Technology with Test Staff
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with Mrs Karen Preeya
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with Ms Emily Dowling
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography with Mrs Lynne Lam
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux
Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam

<- Previous

This will email an .ics file that by just clicking on the link the data will be opened in all calendar programs. Click Previous button if you want to go back to the bookings.

Parent - Teacher Interviews Booking System - Summary

You are logged in as a parent in the Humphries family.

Logout

(5) This is a list of the appointments you have booked. Click the "<-Previous" button below, if you wish to alter these bookings.

(6) Email them to me

Message

An email has been sent to your recorded email address, with a Calendar file containing your bookings. Would you like to logout, or return to the previous screen?

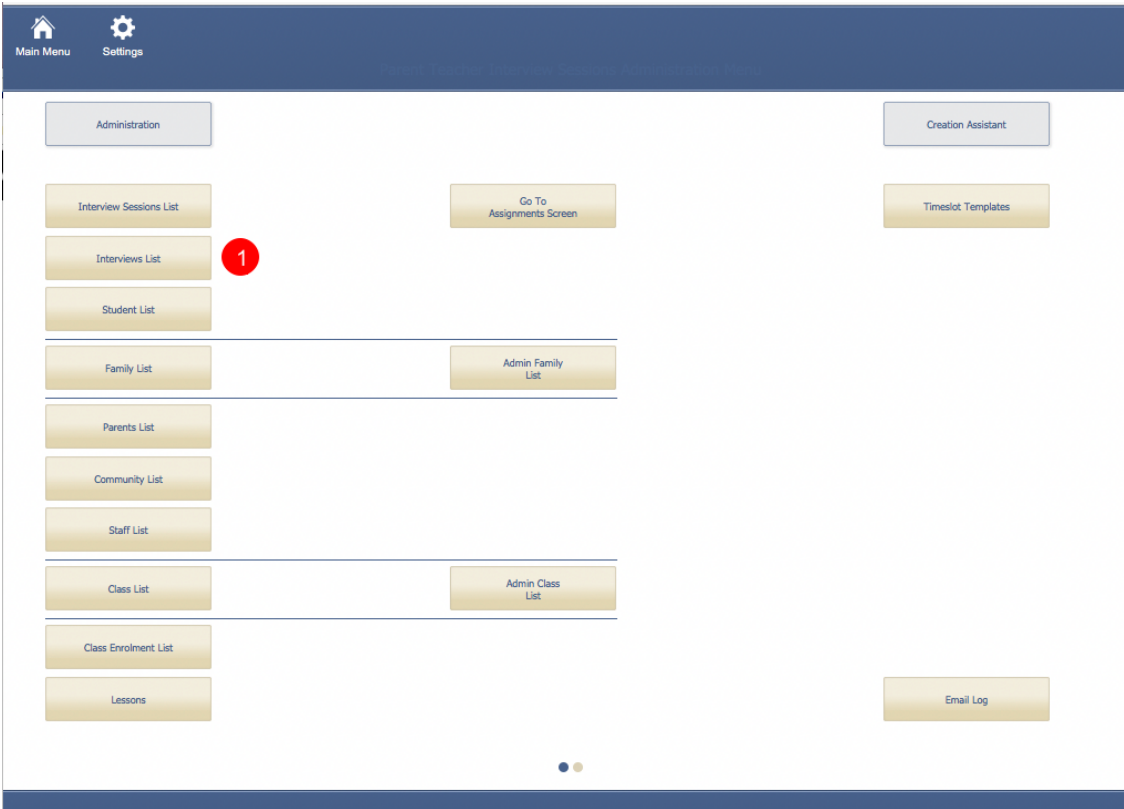
Cancel Return Logout

Wednesday 01 April 2015 4:00 PM to 4:10 PM, English with
Wednesday 01 April 2015 4:10 PM to 4:20 PM, Design & Te
Wednesday 01 April 2015 4:20 PM to 4:30 PM, Music with M
Wednesday 01 April 2015 4:30 PM to 4:40 PM, Drama with
Wednesday 01 April 2015 4:40 PM to 4:50 PM, Geography v
Wednesday 01 April 2015 4:50 PM to 5:00 PM, History with Mrs Lynne Lam
Wednesday 01 April 2015 5:00 PM to 5:10 PM, Japanese with
Wednesday 01 April 2015 5:10 PM to 5:20 PM, PD/Health/PE with Ms Michelle Groux
Wednesday 01 April 2015 5:20 PM to 5:30 PM, Mathematics with Mr Greg Armitage
Wednesday 01 April 2015 5:30 PM to 5:40 PM, Religion with Mrs Lynne Lam
Wednesday 01 April 2015 5:40 PM to 5:50 PM, Learning to Learn with Ms Rilla Guinness
Wednesday 01 April 2015 5:50 PM to 6:00 PM, Science with Mr Scott Hammer
Wednesday 01 April 2015 6:20 PM to 6:30 PM, Visual Arts with Mrs Anne Hicks
Wednesday 01 April 2015 6:30 PM to 6:40 PM, HSIE with Mrs Lynne Lam

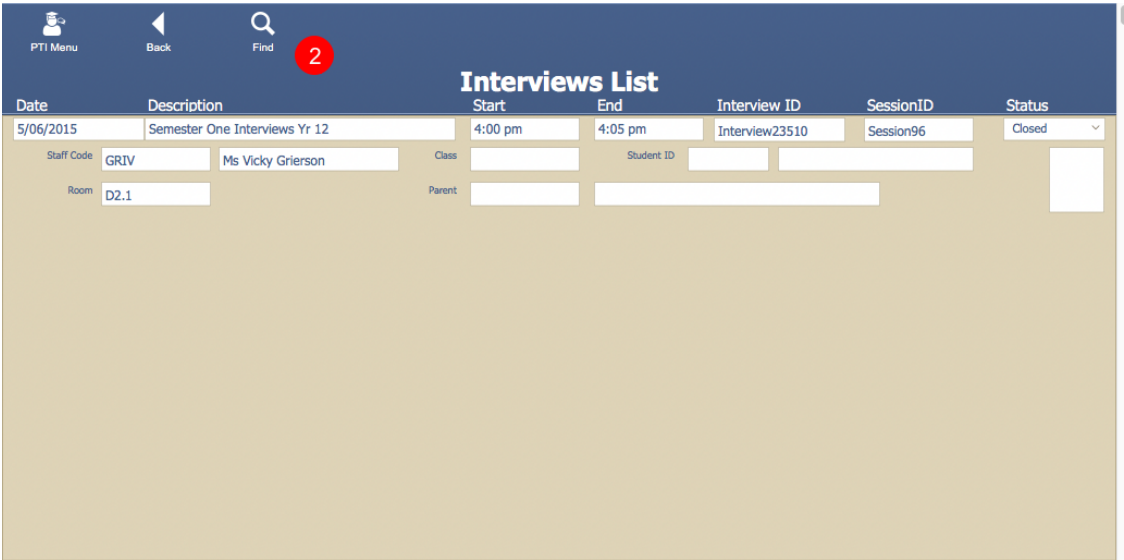
<- Previous

Message to say that an email has been sent to your recorded email address, with a Calendar file containing your bookings. Click Logout once complete.

Administration Functions - Changing a teacher to a new teacher for a set of interviews



1 - Click Interview List



2 - Click Find

PTI Menu Back Forward Find **4**

Interviews List

Date	Description	Start	End	Interview ID	SessionID	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staff Code **DRAK** **3** Class Student ID

Room Parent

Potential Teacher Change

StaffCode we want to change to.

Current Interviews this parent has booked around this time

Before

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

After

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

3 - Enter the Staff code of the member to Find.

4 - Click Find.

Interviews List

Date	Description	Start	End	Interview ID	SessionID	Status
5/06/2015	Semester One Interviews Yr 12	4:15 pm	4:20 pm	Interview23546	Session96	Closed

Staff Code **JOHP** Mr Peter Johnson Class **12HX1** Student ID **100119** Alexia Anderson

Room **D2.1** Parent **FBULL01** Mr Paul Anderson

Potential Teacher Change

StaffCode we want to change to. **BREA** **5**

Current Interviews this parent has booked around this time

Before 4:15 pm

4:10 pm	4:15 pm	RUMK	French
4:05 pm	4:10 pm	SKRJ	English Extension 1
4:00 pm	4:05 pm	HOLA	English Advanced

After 4:20 pm

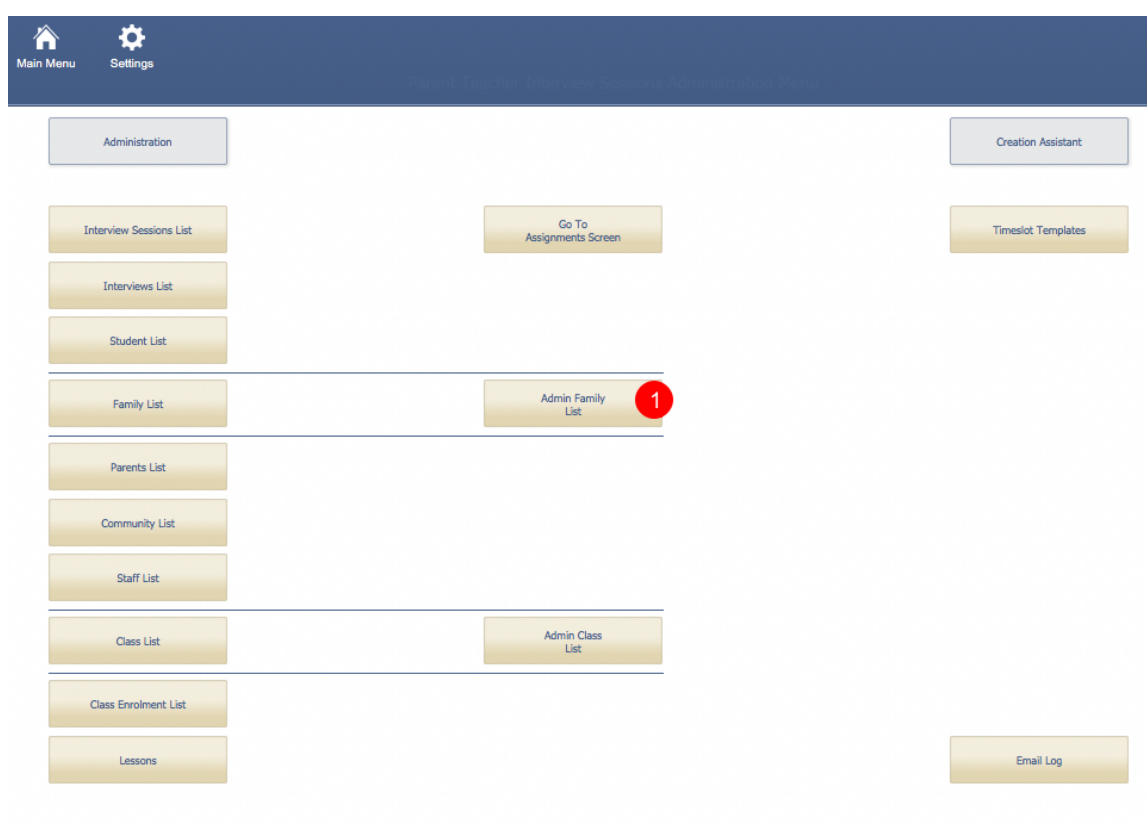
4:20 pm	4:25 pm	ANGC	Mathematics
4:25 pm	4:30 pm	SOWA	Modern History
4:30 pm	4:35 pm	CLIP	Studies of Religion 1

6

5 - Enter the Staff member to swap the interview session to.

6 - Click the selected to time to swap.

Adding a Family or Parents to PTI



1 - Admin Family List



2 - Click to Add Family

3 - Click to Add Parents individually

Adding parents or families to PTI does not rely on a session being current.

Editing Parent Details after the session has been set up

Parent Teacher Interview Sessions Administration Menu

Administration

Creation Assistant

Interview Sessions List

Go To Assignments Screen

Interviews List

Timeslot Templates

Student List

Family List

Admin Family List

Parents List

Community List

Admin Community List

Staff List

Class List

Admin Class List

Class Enrolment List

Lessons

Email Log

1 - Go to the Admin Community List

PTI Menu Back Find Show All Records

Community ID

PTI Community List

S00001	Title	Mr	First Name	Michael	Preferred Name	Michael	Surname	Phillips
Mailing Title	Mr Michael Phillipsson	Record Modification Count	1852	Tracker	1852	Email Address	support@denbigh.com.au	Mobile
Salutation	Michael							
MABEDNEGO	Title	Mrs	First Name	Lucy	Preferred Name	Lucy	Surname	Paloni
Mailing Title	Mrs L A Paloni	Record Modification Count	1539	Tracker	1539	Email Address	support@denbigh.com.au	Mobile
Salutation	Lucy							
FABEDNEGO	Title	Mr	First Name	Tom	Preferred Name	Tom	Surname	Paloni
Mailing Title	Mr T Paloni	Record Modification Count	1530	Tracker	1530	Email Address	support@denbigh.com.au	Mobile
Salutation	Tom							
1029653	Title	Mr	First Name	Indra	Preferred Name	Indra	Surname	Thompson
Mailing Title	Mr I Thompson	Record Modification Count	1533	Tracker	1533	Email Address	support@denbigh.com.au	Mobile
Salutation	Indra							
1029654	Title	Dr	First Name	Thamarasa	Preferred Name	Thamarasa	Surname	Newman
Mailing Title	Dr T Newman	Record Modification Count	1534	Tracker	1534	Email Address	support@denbigh.com.au	Mobile
Salutation	Thamarasa							
MABOUZEID01	Title	Mrs	First Name	Amelia	Preferred Name	Amelia	Surname	Brearley
Mailing Title	Mrs A Brearley	Record Modification Count	1589	Tracker	1589	Email Address	gduinn@denbigh.com.au	Mobile
Salutation	Amelia							
101406	Title		First Name	Richard	Preferred Name	Richard	Surname	Brearley
Mailing Title	R Brearley	Record Modification Count	1588	Tracker	1588	Email Address		Mobile
Salutation								

2 - Find the parent to change

3 - Edit details as required (eg different email address)

Adding a non face to face teacher to a PTI session

The screenshot shows the 'Class Details' form. At the top, there is a navigation bar with icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right, there are icons for Current Outcomes, Current Students, Change Class Code, Outcome Bank, and MarkBook Menu. Below the navigation bar, the form fields are as follows:

Class Code	Subject Name	Subject Abbreviation	Course	Year	Unit	Order	Teacher Code	Teacher	VEF
08VA7	Visual Arts	Vis Art	08VA	8		7	DENJ	Mrs J Denbigh	

Below the form fields, there is a sidebar with buttons for Students, Lessons, Outcomes, and Description for Reports. The main area is titled 'Lesson Timeslots' and shows 'No of Lessons = 3 (Second Teacher for Lesson)'. There is a '+1' button and an 'Update Lessons' button. The table below shows the lesson timeslots:

Day	Period	Room	Code	Name	Code	Name
1	1					
2	3					
3	5					

On the right, there is a table with columns: All, Day, Period, Room, Code. The data is as follows:

All	Day	Period	Room	Code
	1	1		HARA
	3	5		

To add a non face to face teacher (HOD, HOY etc) to a PTI session they would need to be in a class. A class can be added with at least 1 lesson time (eg day 1 period 1) with the appropriate academic year and teacher. Also make sure that the PTI check box is checked so that it can be added to the session.

Email Log

The screenshot shows the 'Email Log' page. At the top, there is a navigation bar with icons for Main Menu and Settings. Below the navigation bar, there is a sidebar with buttons for Administration, Interview Sessions List, Interviews List, Student List, Family List, Parents List, Community List, Staff List, Class List, Class Enrolment List, and Lessons. The main area is titled 'Email Log' and shows a table with columns: Day, Period, Room, Code, Name. The data is as follows:

Day	Period	Room	Code	Name
1	1			
2	3			
3	5			

At the bottom right, there is a red circle with the number 1, indicating the first step in the process.

1 - To view the email log file

<div> <div>PTI Menu</div> <div>Back</div> <div>Find</div> <div>Show All Records</div> </div>				
Email Log				
Creation Timestamp	Creation User	To	Subject	
9/03/2016 12:34:28	denbigh	support@denbigh.com.au	Parent Teacher Interview Calendar	Message...

View of email log

FAQ

	Page
How do I Create a new Interview Session	10
How do I Create a new Time slot template	9
If the dates have changed, how do I make the change	21
Staff login but has no session available - Session must be Current	17
Teacher or teachers need to be in a different room for their meetings	32
Teacher needs to change the time slot intervals	31
How to change a teacher for a session?	53
Adding a non face to face teacher to a session	56
How do I add a Student to a session?	26
How do I send out notifications to parents?	34
How do I change Time slots for a teacher?	31
Updating a Parents email address after session created	55
When logging in Parents getting error "The account name and password you entered does not match those for any FileMaker account"	32