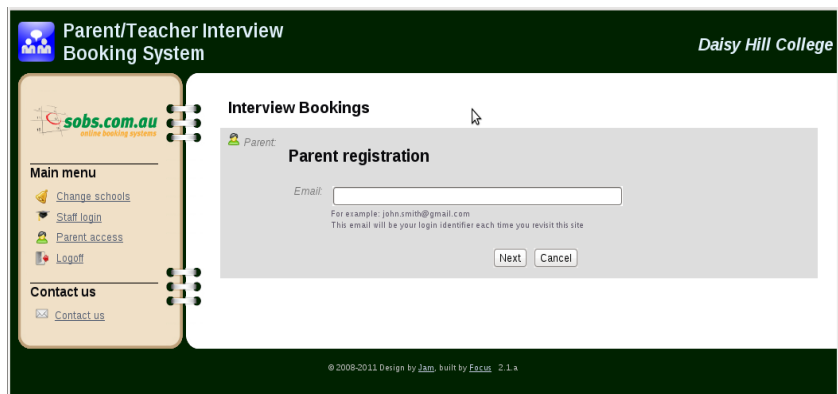


How to book your 3 Way Conversations (Student/Parent/Teacher Interviews)

NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

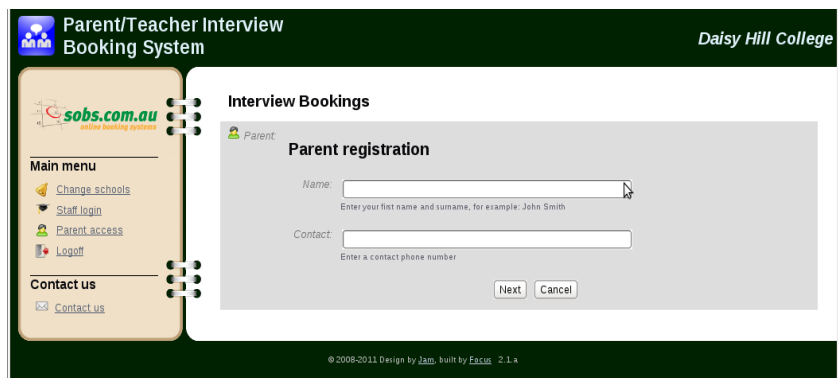
1. Visit the school website www.kirwanshs.eq.edu.au and click on the link for 'Parent / Teacher Night Bookings', located under **Quicklinks**.

2. Type in your **email address**



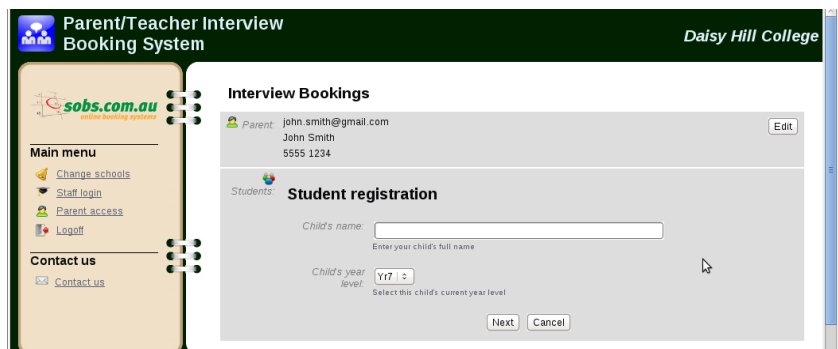
The screenshot shows the 'Parent registration' form. The page title is 'Parent/Teacher Interview Booking System' and the school name is 'Daisy Hill College'. The 'sobs.com.au' logo is in the top left. A main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logout'. The 'Contact us' section has a 'Contact us' link. The registration form has a 'Parent' icon and the following fields: 'Email' (with a text input field), a note 'For example: john.smith@gmail.com' and 'This email will be your login identifier each time you revisit this site', and 'Next' and 'Cancel' buttons. The footer text is '© 2008-2011 Design by Jam, built by Focus 2.1.1'.

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



The screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields filled. The 'Name' field contains 'John Smith' and the 'Contact' field contains '5555 1234'. The 'Next' and 'Cancel' buttons are visible. The footer text is '© 2008-2011 Design by Jam, built by Focus 2.1.1'.

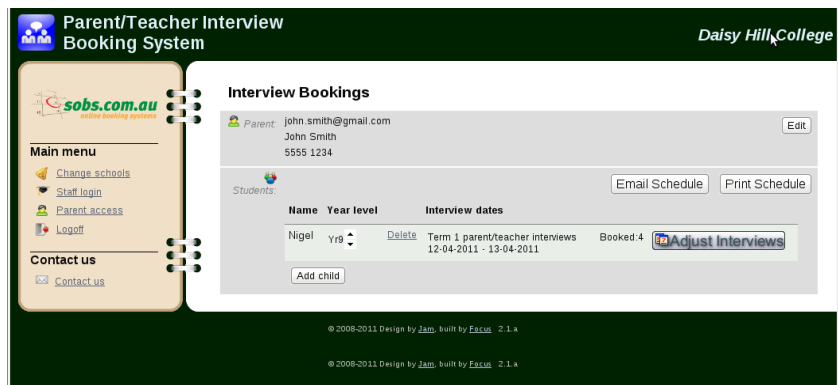
4. Enter your **child's full name** and select **year level** from the drop down menu



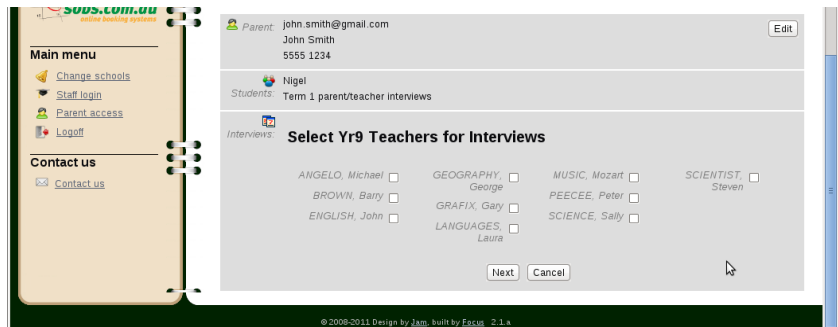
The screenshot shows the 'Student registration' form. The 'Parent' information is pre-filled: 'john.smith@gmail.com', 'John Smith', and '5555 1234'. The 'Student registration' section has the following fields: 'Child's name' (with a text input field), a note 'Enter your child's full name', 'Child's year level' (with a dropdown menu showing 'Yr7'), and a note 'Select this child's current year level'. 'Next' and 'Cancel' buttons are visible. The footer text is '© 2008-2011 Design by Jam, built by Focus 2.1.1'.

- If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

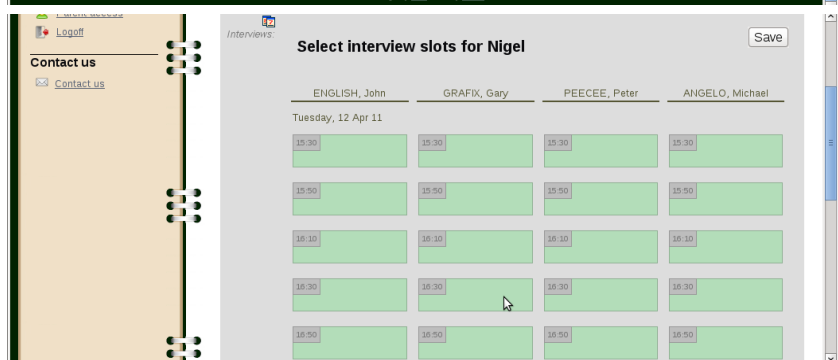
Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews



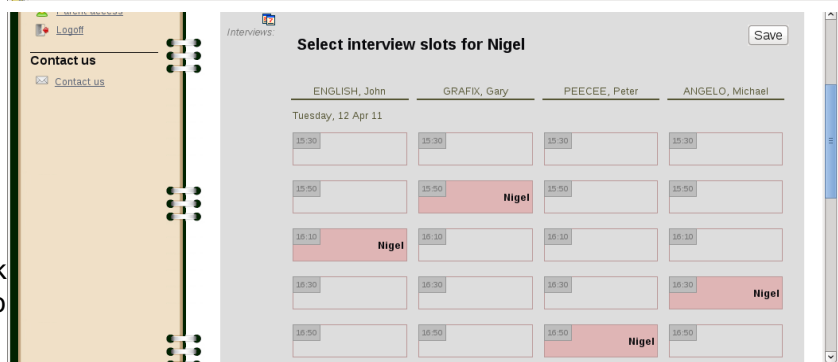
- Select all teachers you require interviews with by **ticking the boxes**



- Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button



If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot



- Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered

Teachers' Surnames - Room Allocation

<u>GROUND</u> <u>- EH02</u>	<u>GROUND</u> <u>- EH03</u>	<u>GROUND</u> <u>- EH04</u>	<u>GROUND</u> <u>- EH05</u>	<u>GROUND</u> <u>- EH06</u>
ACKERS ALFORD ALLEN ANDERSEN ATKINSON BAILY BALLARD	BALLARINO BANNAN BARNARD BARNES BATCHELDER BAXTER BAYNES	BEATTIE BENHAM BERTRAM BIRZENIEKS BOND BOSTON BOSWOOD	BOYD BROWN BROWNING BURROWS CAFERRA CAHILL CARAVA	CARTER CASSIDY CHAPMAN CHEN CLERKE COLEMAN, S COOKE
<u>1st FLOOR</u> <u>- EH12</u>	<u>1st FLOOR</u> <u>- EH13</u>	<u>1st FLOOR</u> <u>- EH14</u>	<u>1st FLOOR</u> <u>- EH15</u>	<u>1st FLOOR</u> <u>- EH16</u>
CORNISH CROFT CROXSON CURTAIN DARBY DARRIGAN DAVEY	DAY DENNIS DOBSON (in EH 28) DOUGLAS DUNLOP FERRARI FRANTZ	FRASER GAGE GIBBON GRAHAM GREANEY HALLETT	HALLIDAY HAMILTON HARKER HASSAN HAWKINS HELMORE HENNIG	HEPBURN HERING HIDDINS HOLZNAGEL HUNT KASPAR KEEVERS
<u>1st FLOOR</u> <u>- EH17</u>	<u>1st FLOOR</u> <u>- EH18</u>	<u>2nd FLOOR</u> <u>- EH21</u>	<u>2nd FLOOR</u> <u>- EH22</u>	<u>2nd FLOOR</u> <u>- EH23</u>
KERR KILBORN KNIGHT KNOWLES KONIG KOTZAS KROSBY	LAGUNA LEE-SYE LITTLE LONG LUQUE MACLEOD MARTIN	MASTRO MATTHEWS McCULLOCH McKEAN MILDREN MOORHEAD MURRAY	MYERS NATH NEUMANN NICHOLAS NOBILE NORFORD O'CONNOR	ONSLow OREN PFUMAYARAMBA PITT PONTING POTTS RAWNSLEY
<u>2nd FLOOR</u> <u>- EH24</u>	<u>2nd FLOOR</u> <u>- EH25</u>	<u>2nd FLOOR</u> <u>- EH26</u>	<u>2nd FLOOR</u> <u>- EH27</u>	<u>2nd FLOOR</u> <u>- EH28</u>
RAYNOR REILLY ROBSON, D ROBSON, M ROGERS RUBIO SADLER	SGROI SHARMAN SHEFFORD SHEPHEARD SLOMAN SMIT SMYTHE	SODERMAN SPILSBURY SPRUNGALA STALLARD STICKLEN SWEENEY E SWEENEY R	THOMSON, J THOMSON, K TILLACK TORRISI TSOI TUCKER VAN DEN HASPEL	VILLALBA WALTON WATERS WATSON, K & DOBSON WATSON, N. WILSON XUE