



How to access Parent Teacher interviews

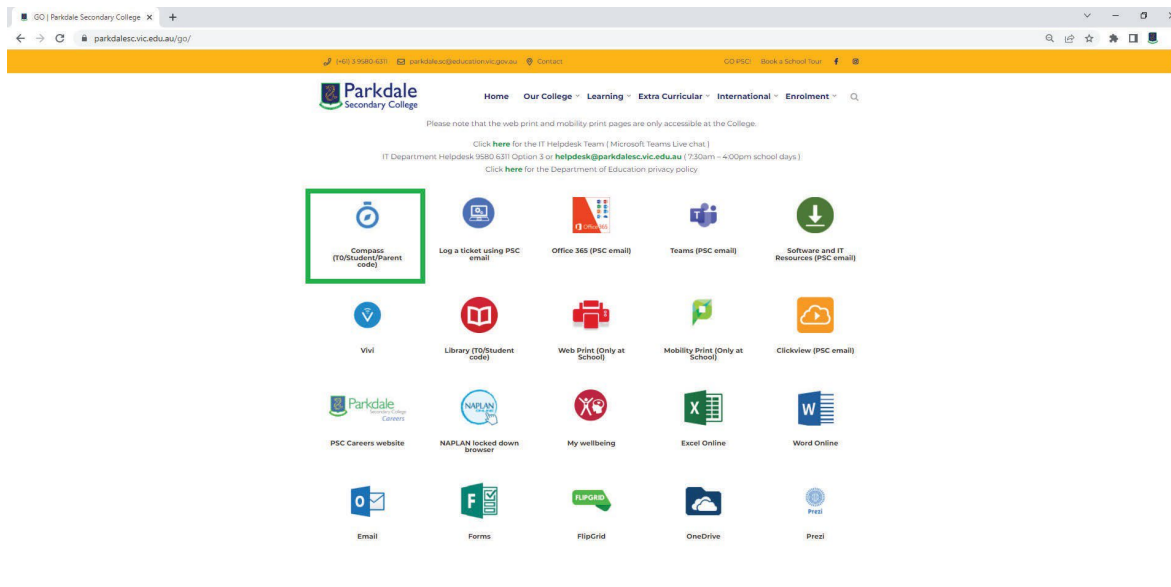
Parkdale Secondary College will be conducting Parent Teacher interviews using the Cisco Webex meetings platform through Compass.

You do not have to sign up or download any software. Everything can be run through a web browser.

It is recommended you use a computer or laptop as accessing from a phone or tablet may be difficult. Please ensure you log out if you are using your child's school laptop

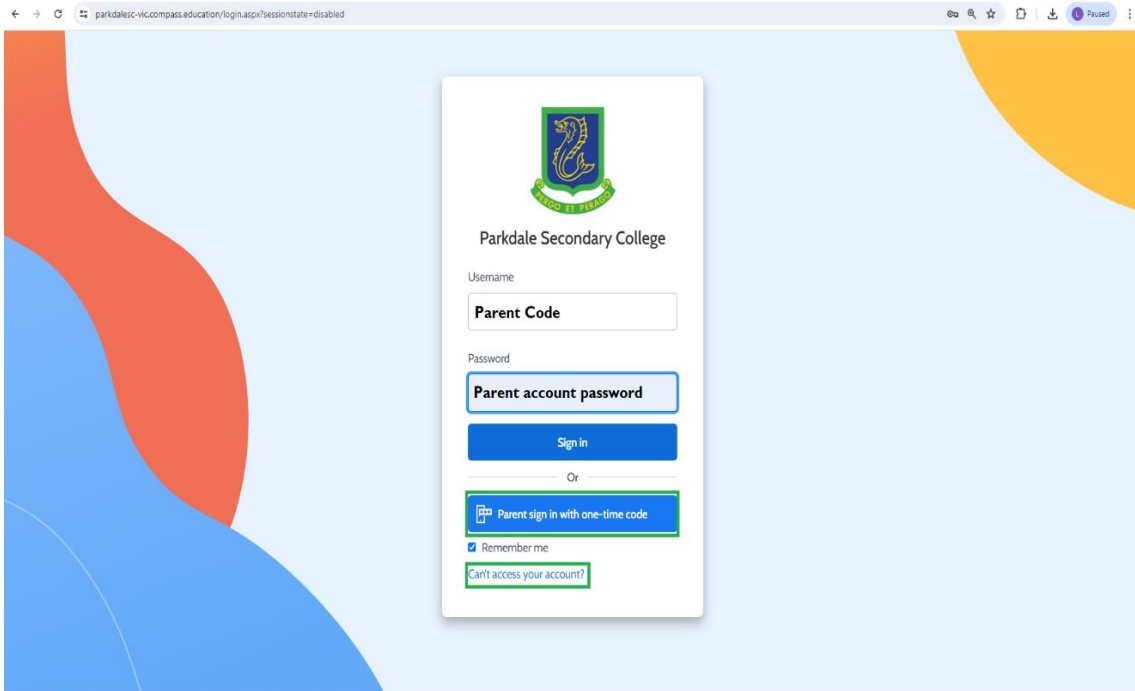
1. Open Google and search for Go PSC! and click on the link (<https://www.parkdalesc.vic.edu.au/go>)

2. Select Compass on the top row.

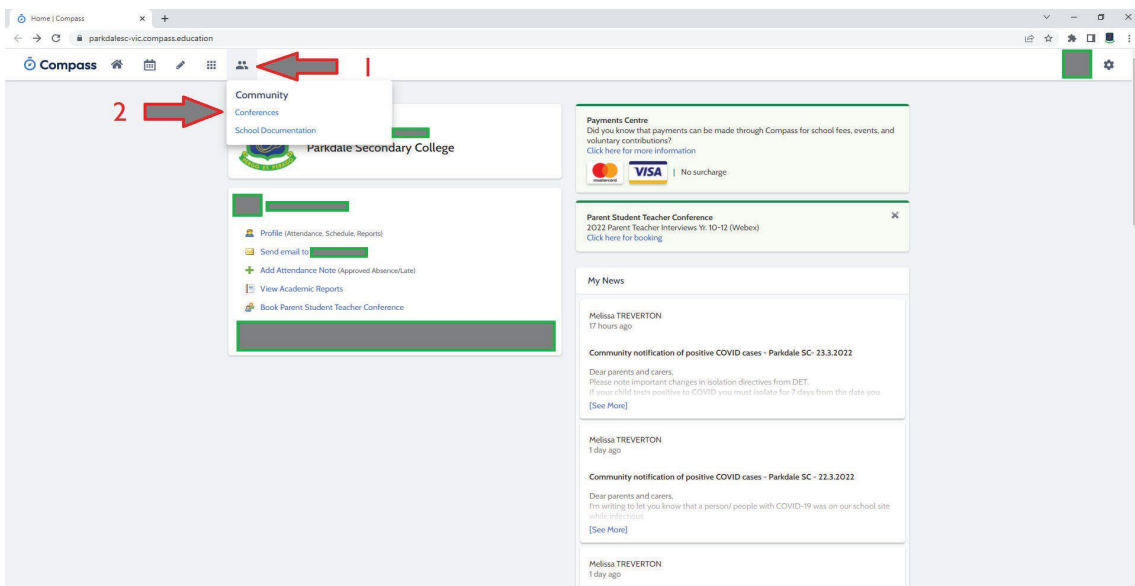




3. Type in your parent code and password. If you do not know your password, you can login using the
“Parent sign in with one-time code button or use the "Can't access your account” option



4. Once you have logged in, click on the **people icon (1)** and **Conferences (2)**
Some information removed due to privacy





Parkdale
Secondary College

5. Click on **My Bookings**

The screenshot shows a web browser window with the URL `parkdale-sc.vic.compass.education/Organise/ParentStudentTeacher/Default.aspx`. The page title is 'Conferences'. Under the 'Conference Cycles' section, there is a table with one row: '2022 Parent Teacher Interviews Yr. 10-12 (Webex)'. To the right of this row is a green button labeled 'My Bookings'. A red arrow points from the text 'Click on My Bookings' to this button. The browser's address bar shows the URL and the page title 'Parent/Student/Teacher Interview'. The browser's toolbar includes the Compass logo and various navigation icons.

6. Click on **"Start Booking Now"**. If you have not booked, then click on **"Show me how to book"** and it will run you through how to do it.

The screenshot shows the '2022 Parent Teacher Interviews Yr. 10-12 (Webex)' booking page. The page title is '2022 Parent Teacher Interviews Yr. 10-12 (Webex)'. The page is for 'Tuesday, March 29'. A 'Welcome' dialog box is open in the center, with a red arrow pointing to the 'Start Booking Now' button. The dialog box also contains a 'Show me How to Book' button. The background shows a grid of time slots for the day, with some slots marked as 'Not available for booking' or 'Dinner Break'. On the right side, there is a 'Teachers' list with several names and their corresponding time slots. The browser's address bar shows the URL `parkdale-sc.vic.compass.education/Organise/ParentStudentTeacher/Booking.aspx?cycleid=27`. The browser's toolbar includes the Compass logo and various navigation icons.



7. Here are the slots you have picked for interviews, click on the appropriate slot to bring up the information box.

Parent/Student/Teacher Interview - x +

parkdalesec-vic.compass.education/Organise/ParentStudentTeacher/Booking.aspx?cycleId=27

Dates Booked

2022 Parent Teacher Interviews Yr. 10-12 (Webex)

Interview times with teachers

Email My Bookings Print Preview Information/Help

01:00 PM	01:07 PM	01:14 PM	01:21 PM	01:28 PM	01:35 PM
01:42 PM	01:49 PM	01:56 PM	02:03 PM	02:10 PM	02:17 PM
02:24 PM	02:31 PM	02:38 PM	02:45 PM	02:52 PM	Not available for booking
03:06 PM	Not available for booking	Not available for booking	03:20 PM	03:27 PM	03:34 PM
03:48 PM	03:55 PM	04:02 PM	04:09 PM	04:16 PM	04:23 PM
04:30 PM	04:37 PM	04:44 PM	04:51 PM	04:58 PM	05:05 PM
05:12 PM	05:19 PM	05:26 PM	05:33 PM	Not available for booking	Not available for booking
05:54 PM	Not available for booking	Not available for booking	06:08 PM	06:15 PM	06:22 PM
06:36 PM	06:43 PM	06:50 PM	06:57 PM	Not available for booking	Not available for booking
07:18 PM	07:25 PM	07:32 PM	07:39 PM	07:46 PM	

Teachers

- Teacher 1
- Teacher 2
- Teacher 3
- Teacher 4
- Teacher 5
- Teacher 6
- Teacher 7
- Teacher 8

8. After clicking on the green box, the meeting details will appear. The teacher you have selected on will also appear in blue on the right-hand side of the screen. Click on "Click here for interview".

Parent/Student/Teacher Interview - x +

parkdalesec-vic.compass.education/Organise/ParentStudentTeacher/Booking.aspx?cycleId=27

Select click here for interview

2022 Parent Teacher Interviews Yr. 10-12 (Webex)

Email My Bookings Print Preview Information/Help

01:00 PM	01:07 PM	01:14 PM	01:21 PM	01:28 PM	01:35 PM
01:42 PM	01:49 PM	01:56 PM	02:03 PM	02:10 PM	02:17 PM
02:24 PM	02:31 PM	02:38 PM	02:45 PM	02:52 PM	Not available for booking
03:06 PM	Not available for booking	Not available for booking	03:20 PM	03:27 PM	03:34 PM
03:48 PM	03:55 PM	04:02 PM	04:09 PM	04:16 PM	04:23 PM
04:30 PM	04:37 PM	04:44 PM	04:51 PM	04:58 PM	05:05 PM
05:12 PM	05:19 PM	05:26 PM	05:33 PM	Not available for booking	Not available for booking
05:54 PM	Not available for booking	Not available for booking	06:08 PM	06:15 PM	06:22 PM
06:36 PM	06:43 PM	06:50 PM	06:57 PM	Not available for booking	Not available for booking
07:18 PM	07:25 PM	07:32 PM	07:39 PM	07:46 PM	

Teachers

- Teacher 1
- Teacher 2
- Teacher 3
- Teacher 4
- Teacher 5
- Teacher 6
- Teacher 7
- Teacher 8

Location: Webex Meeting Room

Comment: Click here for interview

[Delete this booking]

[Change interpreter system]

Click on a person at the right of screen to book with them.

[Back]



9. This will now take you to the personal meeting room of the teacher running the interview. You do not have to sign up or download anything. It may try to get you to install the software, Click Cancel.
- If you wait 3-5 seconds, the option will appear to **"Join from your browser"**.

Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

wait 3 - 5 seconds and this link will appear

10. This is the very important part. You need to make sure that you put your name so the teacher will be able to identify you and admit you into the meeting. Please type your full name and email address as it appears in Compass and enter the text in the image.
- If the teacher can't identify you, they will not admit you.**

Enter your information

Name
Stephen Curry

Email address
Stephen@warriors.nba

Character
c8e57w

Enter the text in the image.

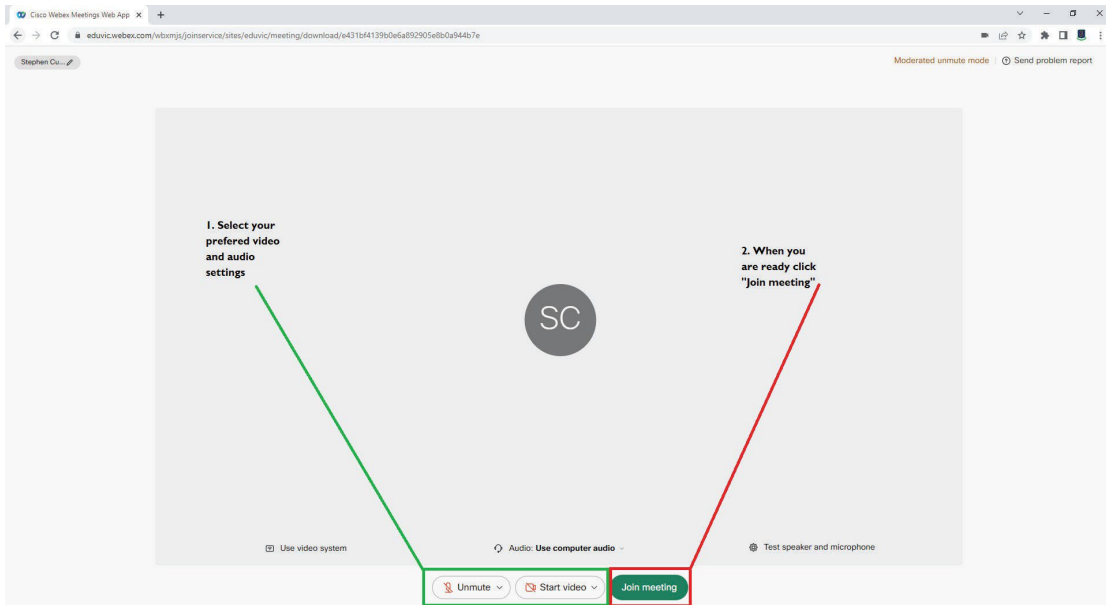
Next

Already have an account? [Sign in](#)

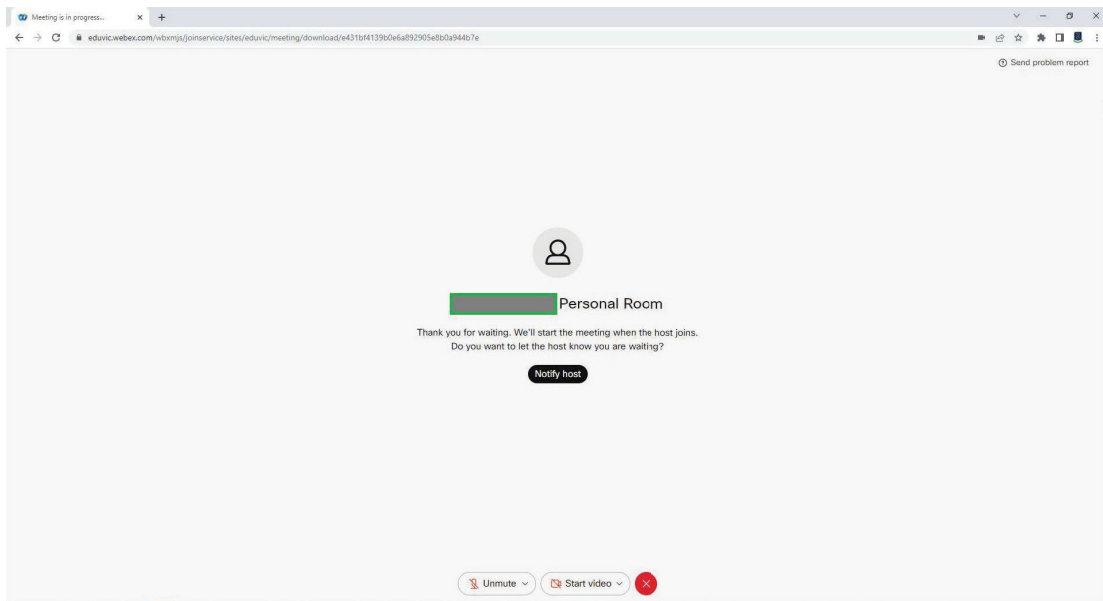
More ways to sign in



11. Select your preferred audio and video settings. Then click on **"Join meeting"**. It is recommended you switch both on so the teacher can see and hear you.



12. A **"how to"** may come up regarding your Audio and Video settings, skip it (unless you want to go through it). You may also need to give your browser access to your camera and microphone by clicking allow in your browser. You are now waiting in the lobby and the teacher will admit you when they are ready.



13. Once you have completed the interview, please make sure you leave the room so the teacher can prepare for the next interview.