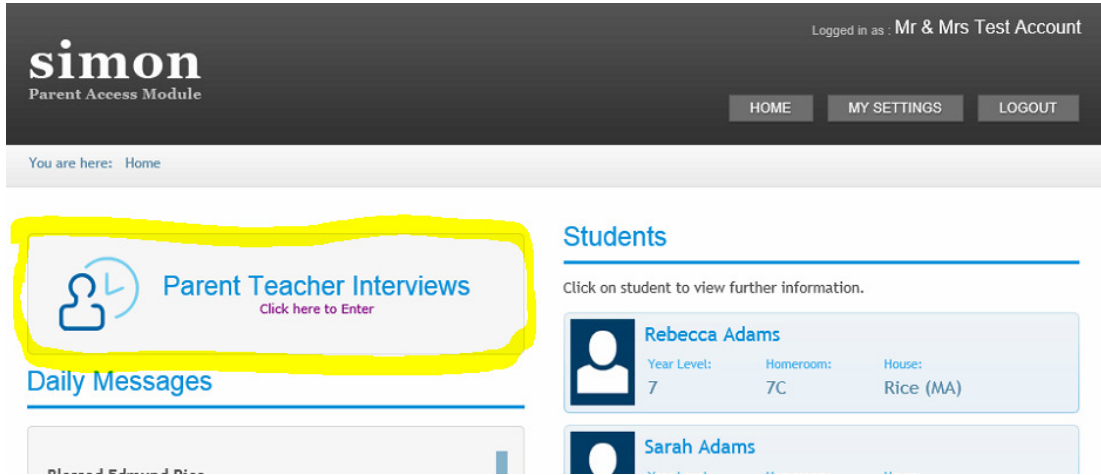
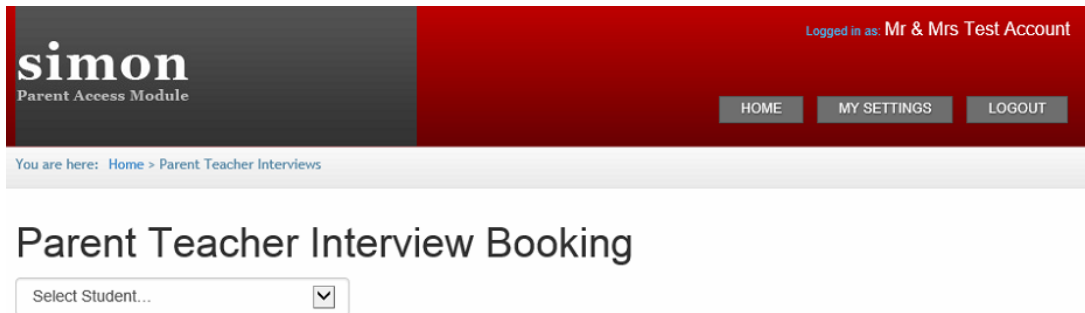


# Parent Teacher Interviews - Parent View

1. When a PTI run is available for booking, a Parent Teacher Interviews link will appear in the top left of the PAM interface.



2. Select the student for which interviews are to be made.



3. Click on the class and available times will appear on the right hand side.

The screenshot shows the top of the Simon Parent Access Module interface. On the left is the 'simon Parent Access Module' logo. On the right, it says 'Logged in as: Mr & Mrs Test Account' and has buttons for 'HOME', 'MY SETTINGS', and 'LOGOUT'. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > Parent Teacher Interviews'.

## Parent Teacher Interview Booking

Rebecca Adams

### Rebecca's Classes for Interview

This screenshot shows the 'Rebecca's Classes for Interview' section. It includes a sub-header 'Test Interview Run (7)' and text indicating the interview is in May at the school. A list of classes is shown, with '7 French' selected. To the right, a list of available times for 'Teacher: Julia Clancey' on 28th August 2014 is displayed, ranging from 12:36pm to 5:24pm. A 'Book Interview' button is visible below the time list.

4. Select the time and click on book interview.

This screenshot is identical to the one above, showing the top navigation bar and breadcrumb trail of the Simon Parent Access Module.

## Parent Teacher Interview Booking


Rebecca Adams

### Rebecca's Classes for Interview

This screenshot is identical to the one above, but with the 'Book Interview' button highlighted in yellow to indicate the next step in the process.

5. Booked interviews for ALL children will be listed below in chronological order.

7 Religion
7 Science
7 Textiles

<b>David Welsh</b> 7 Mathematics 👤 <b>Rebecca Adams</b> Room:	 
28th August 2014	12:00pm - 12:15pm (15 minutes)
<b>Jacqui Owen</b> 9 Personal Development 👤 <b>Sarah Adams</b> Room:	 
28th August 2014	12:18pm - 12:33pm (15 minutes)
<b>Pierce Andjelkovic</b> 7 Drama 👤 <b>Rebecca Adams</b> Room:	 
28th August 2014	12:54pm - 1:09pm (15 minutes)
<b>Julia Clancey</b> 7 French 👤 <b>Rebecca Adams</b> Room:	 
28th August 2014	1:12pm - 1:27pm (15 minutes)

6. Bookings can be edited by clicking on the blue edit button. Select new time and Confirm.

**Editing Booked Time** ✕

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**David Welsh**  
7 Mathematics  
👤 **Rebecca Adams**  
At the School

**Currently Booked Interview**  
 28th August 2014  
 12:00pm - 12:15pm (15minutes)

Select Interview Time...
▼


Cancel

Confirm New Time

7. Bookings can be cancelled by clicking on the red cross and confirming.

7 Science
7 Textiles

**David Welsh**  
7 Mathematics  
👤 **Rebecca Adams**  
Room:



28th August 2014 12:00pm - 12:15pm (15 minutes)

**Delete Booking**

Are you sure you want to delete this interview booking?

Yes

No