

BOOKING LEARNING CONVERSATIONS IN PARENT LOUNGE

1. On TASS Parent Lounge <https://tass.endeavour.sa.edu.au/parentlounge>, click on **Parent Teacher Interviews**. You will be able to see all available events. Click on **Book Now** next to the event you wish to book for.

The screenshot shows the Parent Lounge interface. The left sidebar contains a menu with 'Parent Teacher Interviews' circled in pink. The main content area shows 'Today's Daily Notices' and 'Events and Payments'. Under 'Extra Curricular', there is a table with columns: Activity, Student, Places Remaining / Total, Start, and End. Below this, under 'Parent Teacher Interviews', there is a table with columns: Activity, Student, Places Remaining / Total, Start, and End. The 'Care Group Connection Night' event is listed with a 'Book Now' button circled in pink.

Activity	Student	Places Remaining / Total	Start	End
No Activities Currently Available for Sign-up				

Activity	Student	Places Remaining / Total	Start	End
Care Group Connection Night			12/04/2023	

2. You will be able to see a list of all available teachers and subjects relevant to your child. If the teacher has requested to have an interview with you, this will be indicated under **Teacher Request**. You are able to book an appointment even if the teacher has not specifically requested it. Click on **Book an Appointment**.

Teachers Available - Student name				
Teacher	Subject	Teacher Request	Appts. Free	Action
Teacher 1	Subject 1	Yes	16	Book an appointment
Teacher 2	Subject 2		16	Book an appointment
Back				

3. This screen will indicate which room the teacher will be meeting in and confirm the class. Select an appointment time from the drop down box next to **Choose Appointment**. You can enter a comment if you wish, but this is not essential. Click **Confirm**.

Book an Appointment - Student name

Subject 1

Teacher 1

Interview Room

133

Appointment Times Available

* Choose Appointment: 4:30pm - 4:40pm ▼ * An interview has been requested by the teacher

Attending Parent Details

Parent Attending/Name: Parent name

Contact Email: Parent email Parent phone

Parent Comment (0 of 4000)

Appointments Already Booked

Back Confirm

4. You will be able to see which teachers and times you have appointments booked under **Confirmed Appointments**. Any additional teachers you have not booked with will be displayed under **Teachers Available**. It is not necessary to book an appointment with every one of your child's teachers, but you are encouraged to book an interview time if you would like to discuss your child's progress.

Teachers Available - Student name						
Teacher		Subject		Teacher Request	Appts. Free	Action
Teacher 2		Subject 2			16	Book an appointment
Confirmed Appointments - Student name						
Teacher		Subject		Date / Time		Action
Teacher 1		Subject 1		Wed 12 Apr 4:30pm - 4:40pm		Cancel appointment
Back						

5. If you need to cancel an appointment, click **Cancel Appointment**. A confirming screen will appear to ensure you have selected the correct appointment to cancel. Click **Confirm**.

Cancel Appointment - Student name		
Subject 1		
Teacher 1		
Wednesday, 12 April 2023 4:30pm		
Duration: 10mins	Room: 133	* This interview has been requested by the teacher
Attending Parent Details		
Parent Attending/Name:	Parent name	
Contact Email:	Parent email	Parent phone
Parent Comment (4 of 4000)	test	
Back		Confirm

6. If you require any further assistance with this, please contact the College on 8368 3311 and someone will be able to book an appointment on your behalf.