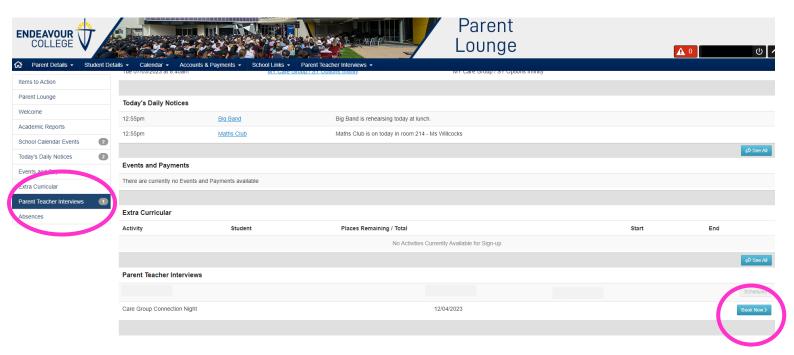


BOOKING LEARNING CONVERSATIONS IN PARENT LOUNGE

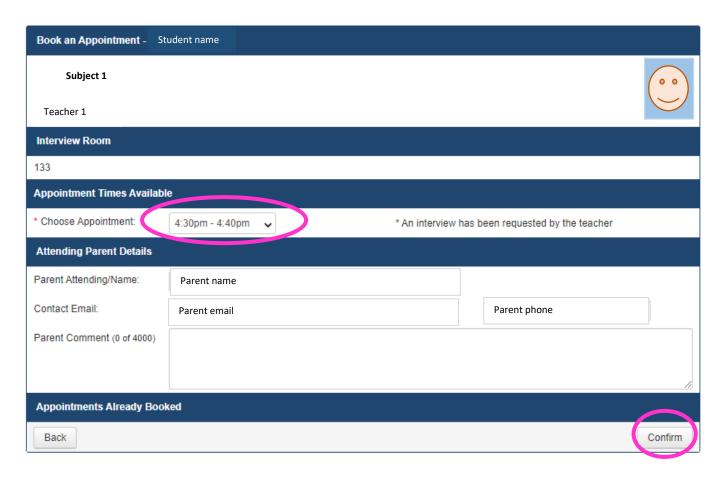
On TASS Parent Lounge https://tass.endeavour.sa.edu.au/parentlounge, click on Parent Teacher Interviews. You will be able to see all available events. Click on Book Now next to the event you wish to book for.



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**.



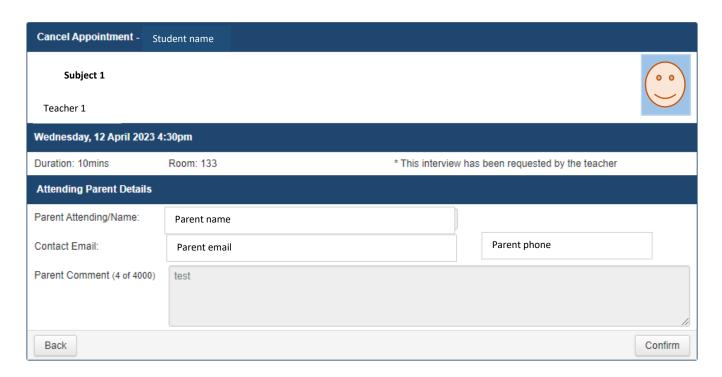
3. This screen will indicate which room the teacher will be meeting in and confirm the class. Select an appointment time from the drop down box next to **Choose Appointment**. You can enter a comment if you wish, but this is not essential. Click **Confirm.**



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.



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**.



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.