



## BOOKING PARENT-TEACHER INTERVIEWS IN SENTRAL

The screenshot shows the Sentral Home Feed. On the left is a navigation menu with items like Home, Messages, Absences, Newsletters, Daily Notices, School Interviews (1), School Resources, School Forms, Payments, Invoices, My Details, My Access, Help & Information, Links, and Log Out. The main content area shows a notification titled "Year 3 Parent & Carer Teacher Interviews" posted by DoE Example School on Friday, 28th July 2023. The notification text says: "The parent teacher interview session (Year 3 Parent & Carer Teacher Interviews) is now open, you can easily book a date and a time to see a specific teacher for each of your children." Below the text are two buttons: "Requires Action" and "Select Timeslots", with the latter highlighted in red. To the right is a "Student Activity" section listing several attendance and incident records for Hamish ALLEN.

Once logged into the Sentral Parent Portal, you will see **Parent-teacher Interviews** in the home feed.

Click on **Select Timeslots**.

The screenshot shows the Sentral Interviews page. The navigation menu is similar to the home feed, but "School Interviews" is selected and highlighted in blue. The main content area displays details for "Year 3 Parent & Carer Teacher Interviews":  
Session date: 31/07/2023  
Session duration: 10 minutes  
Registration open until 28/07/2023 17:00  
A "Select Timeslots" button is highlighted in red.

Information about the interviews will appear here. Click on the **Select Timeslots** button to select your preferred interview session time.



The screenshot shows the SENTRAL interface for booking an interview. The user is logged in as Tara. The page title is 'Interviews DoE Example School'. A warning banner at the top states: 'Your session will timeout from inactivity in 9:48 Please confirm your selection before leaving this page'. The main content area is titled 'Year 3 Parent & Carer Teacher Interviews' and includes the following details: 'Session date: 31/07/2023', 'Session duration: 10 minutes', and 'Registration open until 28/07/2023 17:00'. On the right, the student's name 'Hamish ALLEN' and teacher 'Miss Dormer' are listed. A grid of time slots for '31/07/2023 Mon' is displayed, with the 11:30am slot selected. A 'Request interview with teacher' button is located below the grid. At the bottom, a 'Selected appointments' section shows the booking: '31/07/2023 Mon 11:30am with Miss Dormer for Hamish ALLEN (3D)'. 'Cancel' and 'Save Bookings' buttons are visible at the bottom right.

Select any available session time, shown in black text. The grey shaded text means that the timeslot is unavailable.

Once selected, confirm your timeslot by clicking **Save Bookings**.

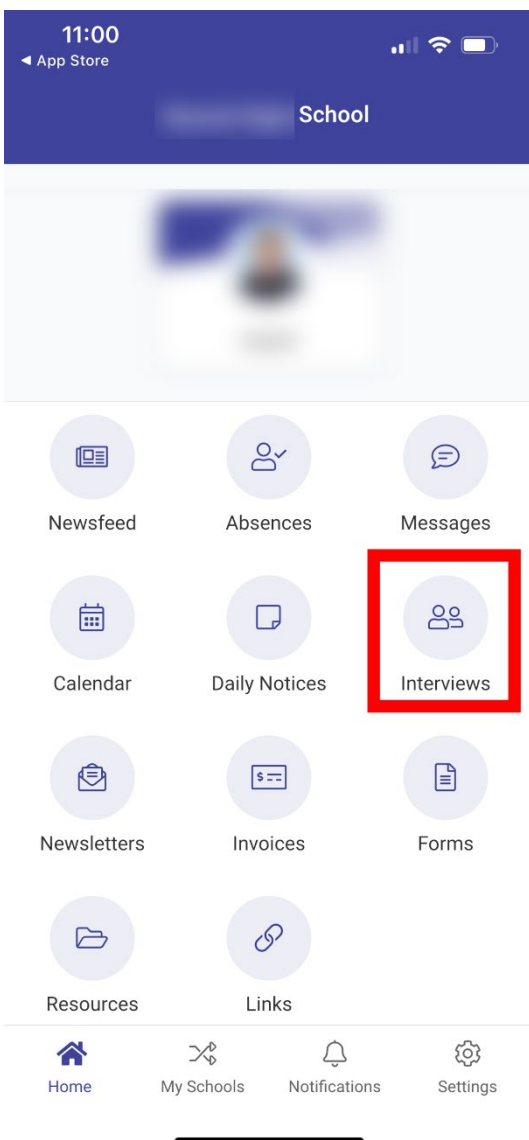
This screenshot shows the confirmation screen after the booking. The 'Year 3 Parent & Carer Teacher Interviews' section is highlighted with a red box. It contains the same session details as the previous screenshot. Below the details, a 'Scheduled Appointments:' section shows the confirmed booking: 'Mon 31/07/2023 11:30am with Miss Dormer for Hamish ALLEN 3D'. A 'Select Timeslots' button is visible in the top right of this section. The 'Save Bookings' button from the previous screen is also visible at the bottom right.

Once saved, your confirmed interview booking time will appear. You will also receive an automatic email notification.



**Note:** You can go back into the Sentral Parent Portal at any time to change your timeslot, up until the registration closing date. The number 1 under the **School Interviews** tab will stay there until the interview session has been completed.

## BOOKING PARENT-TEACHER INTERVIEWS IN SENTRAL PARENT APP



Click on the **Interviews** button which will take you to a similar looking page to the Parent Portal – there may be some differences due to the smaller device.