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2 Introduction

This document describes key steps for successfully setting up Sentral for Parent/Teacher Interviews. This document describes the top-level setup of the Interviews Module.

A detailed description for the setup of each area in Parent Interviews has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

3 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Interviews module.

3.1 Parent Portal

Schools that create Parent Teacher Interviews need to be using the Parent Portal so parents can book times online.

3.2 Staff

For the Interviews module to operate, you must have user accounts created for staff members at the school, as well as roll classes (Primary Schools), classes setup in Timetables and PXP (for High Schools).

3.3 User Permissions

Staff will need to view the User Permissions for Parent Interviews via the **Sentral Cog Wheel > Setup Enterprise > Permissions > Interviews Setup**.

3.4 The timing of interviews

Schools wishing to implement this module, need to consider when these are scheduled for. Most schools set this up with the view that Academic Reports have been published or sent to parents.

Interviews may also need to be staggered over a course of time to ensure the availability of staff from different years groups. High Schools may need to set up Year based Interviews.

3.5 Will session be online or face to face

Schools can now add URL links for remote sessions so schools need to determine the type of parent teacher interviews and clearly articulate to parents via newsfeed and messages where, when and how parent teacher interviews will take place.

4 Setup Interviews

The following is a description of the setup for each area in the Interviews setup. These details will guide you through the critical configurations you need to setup. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Parent Interviews > Setup Parent Interviews**.

4.1 Add new Interview Session

This section covers how to create Parent Teacher Interviews. There are three processes to creating a new Interview Session.

- **Creating** the Interview Session

- Selecting **Dates** and Times
- Managing the **Classes**.

4.1.1 Creating Interview Session

The start date should be set with enough notice to parents to ensure that they have a chance to select their appropriate time frame and the end date being a cut-off to say that registrations have now been closed.

Add new Interview Session

Schools need to consider what day(s) the interviews are taking place and work backwards to identify when the registration window will be open and for how long to 'allow parents' to book in session.

1. Interview Session Name – the name parents will see in the Portal
2. Registrations window- when will this be visible to parents
3. Timeslot Duration – the length of the interview with that teacher
4. Years- highlight the year groups. Click on Cells to turn them Grey if year group is not to be included.
5. Import Roll Classes and Classes – importing of these classes from datalayer source and/or timetables.
6. Can teachers manage availability - can staff manage their own availability.
7. Can teachers view staff breaks - This specifies whether the teachers with non-admin rights have the option of viewing all staff breaks
8. Parent can Edit Bookings – allows parent to edit current bookings
9. Parents can select not required - This will disable or enable the ability for parents to set an interview time as not required
10. Parents can request an interpreter This will disable or enable the ability for parents to request for an interpreter for an interview.
11. Hide Teacher Names in Portal - This option will hide the teacher names in Portal
12. Display Full Teacher Names in Portal - If teacher names are to be displayed in full such as Mrs Lydia Brown, or shortened such as Mrs Brown
13. Use Online Sessions - controls whether interview sessions will be conducted online or face to face.
14. Students will attend with parents – yes/no. This option will block out interview timeslots where an interview booking has already been set for the student at this specific timeslot. This can be useful when the student is attending the interview bookings.
15. Add to Event Calendar- display on one of the school's calendars



Interviews Setup

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Add a new Interview Session

Interview Session Name:

Event Description:

Event Location:

Registrations Window: 16/04/2021 09:00 AM to 16/04/2021 05:00 PM

Timeslot Duration: Minutes

Alternate Timeslot Duration: Minutes

Years: Kindergarten Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Import Rollclasses: Yes

Import Classes: Yes

Can teachers manage availability: Yes No

Can teachers view staff breaks: Yes No

Parent Can Edit Bookings: Yes No

Parents Can Select Not Required:	<input type="checkbox"/>	No
Parents Can Request an Interpreter:	<input type="checkbox"/>	No
Hide Teacher Names In Portal:	<input type="checkbox"/>	No
Display Full Teacher Names In Portal:	<input type="checkbox"/>	No
Hide Teacher Emails In Portal:	<input type="checkbox"/>	No
Students will attend with parents:	<input type="checkbox"/>	No
Use Online Sessions:	<input checked="" type="checkbox"/>	Yes
Add Event to Calendar:	--none-- <input type="button" value="v"/>	

4.1.2 Selecting Date and Times

Note: Once you have set the start and end times, the software will calculate the number of Session Blocks as set above within that that time frame.

An Interview Session can run across multiple days and times. Specify the dates and times this session will run for. You can also specify any breaks (such as morning tea, lunch, coffee break, etc) that may occur during this session.

It is important to note that sessions cannot conflict with other sessions at present. Please ensure your new session dates/times do not conflict with another session you are planning.

Click **Add a new session date.**

Interview Session Date(s)

ⓘ An Interview Session can run across multiple days and times. Specify the dates and times this session will run for below. You can also specify any breaks (such as morning tea, lunch, coffee break, etc) that may occur during this session. It is important to note that sessions cannot conflict with other sessions at present. Please ensure your new session dates/times do not conflict with another session you're planning.

Session date: Session is held on 3/09/2020 from 09:00 AM to 05:00 PM ⓐRemove this session date

Break: Break description: Break name (eg. morning tea) This break runs from 09:00 AM to 10:00 AM ⓐRemove this break

ⓐAdd a break to this session

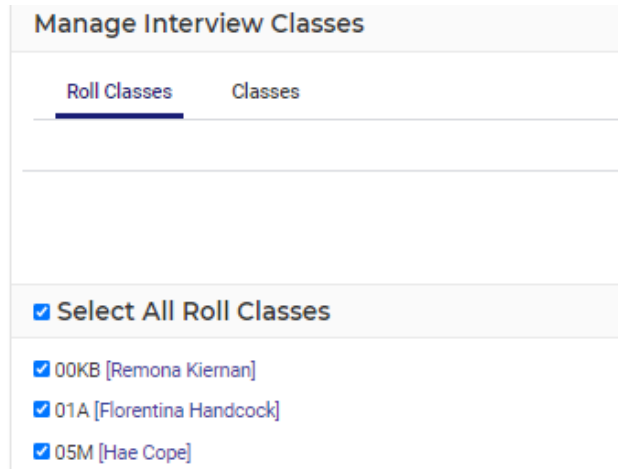
ⓐAdd a new session date

Save Session

Define the date and the time this interview session will take place. Staff break can be added. **Save Session.**

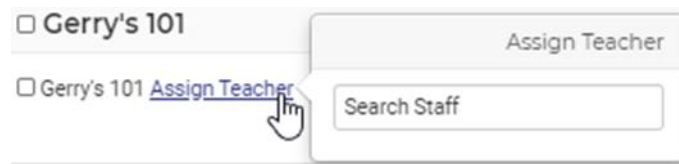
4.1.3 Manage Interview Classes.

Note: that you have two tabs for classes, one states **Roll Classes** and one **Classes**.



Make sure that all the appropriate classes that require Interviews with parents have a tick in the check box in front of the class name.

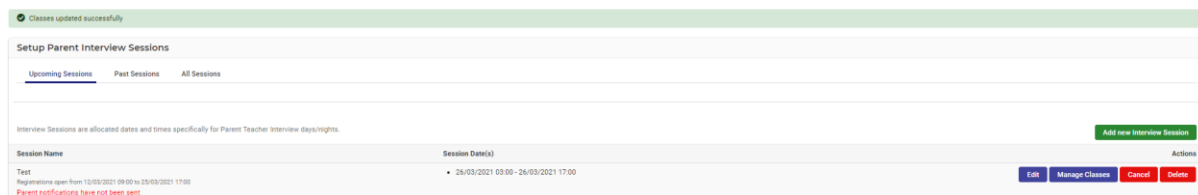
If you notice that a teacher has not been assigned to a class, click on the **Assign teacher** link beside the class name and select the teachers from the list.



When a new booking session is created, schools will now have the option to "Save" or "Save and Notify Parents". "Save" will save the booking session but not send an email notification to parents. A notification has also been added to alert the user that parent notifications have not been sent.



Schools can then Edit, Manage Classes, Cancel or Delete the session.



5 Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Parent Interviews module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Interview Sessions</i>	Create Interview Session	As Required