Parent Interviews User Guide

Contents

Parent Interviews

Target Audience

- Teachers
- Administration Staff

Content

Within this course staff will learn about:

- Accessing Interviews
- Upcoming Interviews
- Manage Bookings
- Enter Bookings Manually
- Print Schedules
- Export Attendees and Non-Attendees
- Request an Interview
- Parent Request for Interview
- Refresh Students
- Booking Overview
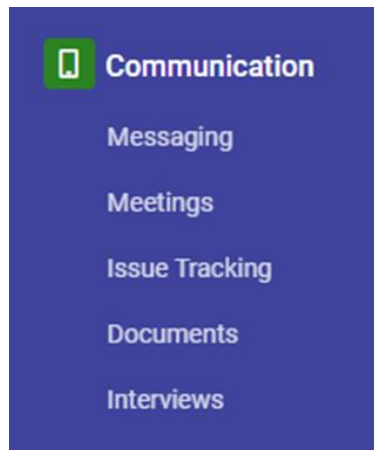- Manage Online Session Details
- Publish to Portal

Overview

Staff will learn how to access Interviews Module and manage bookings.

Accessing Interviews

The following procedure is to show users how load absences for staff and covering the teachers.

1. To select the Interviews module, select the **waffle** button .
2. The Sentral module screen displays select **Interviews** from Communication Group.

The **Interviews** screen displays.

Note: The Home screen will default to any upcoming **Parent Interview Session(s).**

From this home page teachers can manage their availability for interviews as well as:

- printing and exporting Interview schedules
- parent requests and
- Interview management and confirmations.

Upcoming Interviews

1. From the Sentral Parent Interviews home screen a pie chart represents the percentage attending, not attending and yet to book. Scroll to the right-hand side of screen to view the graph percentages.

2. Click on the **Chart Print** Icon (☰). You can print the chart or download it as an image. Select the image type you want from the drop-down list.
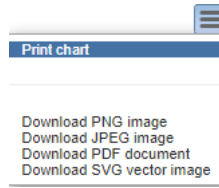
At the top left of the panel are three buttons that allow you to view **Upcoming**, **Past** and **All Interview** sessions.
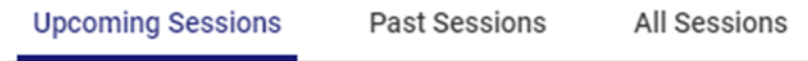
3. To select a session type for **viewing** (past interviews, upcoming interviews, all interviews), click on the tab.

Manage Unavailability

Each session has a **Manage Availability** button for the teachers of classes linked to that session.

Note: If this feature has been switched on, you will only see and be able to manage your own sessions. You will not see or be able to manage other teachers' sessions.

1. Click on the **Manage Unavailability** [Manage Unavailability] button.

2. Select the **Date** from the drop-down list, select the **Times** you are **NOT** available and enter a Reason.
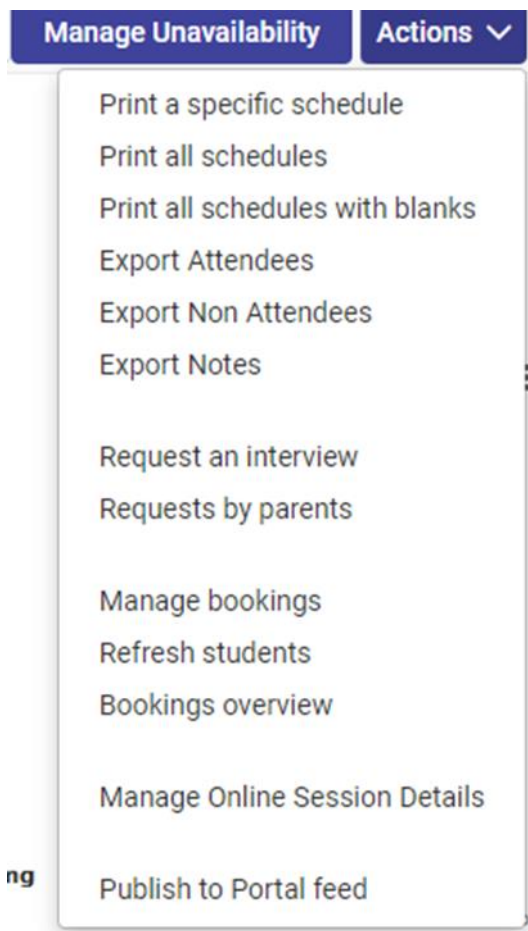
3. Click on the **Save** [Save] button.

Your unavailability will now be altered and registered with the Interview Session Details.
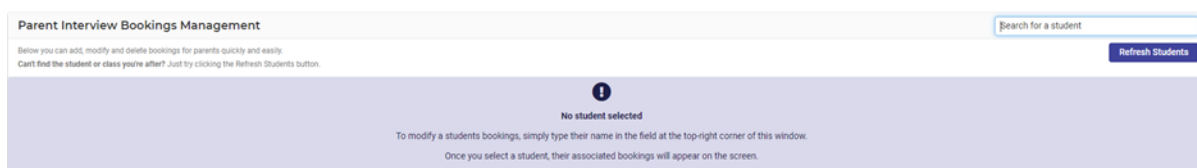
Manage Bookings

**Manage Bookings** enables the school to add, modify and delete bookings from parents quickly and easily.

1. You can either click on the **Manage Bookings** Manage Bookings link in the details to the left of the session panel or click on the Actions button and select **Manage Bookings** from the list.

Manage Unavailability	Actions ∨

Print a specific schedule

Print all schedules

Print all schedules with blanks

Export Attendees

Export Non Attendees

Export Notes

Request an interview

Requests by parents

Manage bookings

Refresh students

Bookings overview

Manage Online Session Details

Publish to Portal feed

Your screen should open to a search field like the one shown below. This is where you can add, modify and delete bookings from Parents.

Parent Interview Bookings Management

Below you can add, modify and delete bookings for parents quickly and easily.
Can't find the student or class you're after? Just try clicking the Refresh Students button.

Search for a student

Refresh Students

!

No student selected

To modify a students bookings, simply type their name in the field at the top-right corner of this window.

Once you select a student, their associated bookings will appear on the screen.

2. To modify a student booking, enter the student's surname in the search bar (top right-hand corner) and select the student from the list.

n

👤	Bock, Nguyet	9
👤	Brahe, Nikia	9
👤	Corey, Nancie	6
👤	Delprat, Nicolasa	4
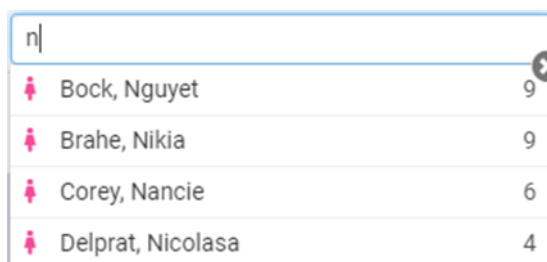
The following Dialog screen displays.

Dialog   ×

Please select a parent you want to perform this action against or enter a parent name in the textbox and click "OK"

Portal Parents

Taisha Wonggu

Create Custom Parent

Parent Name

[   ]

Save Cancel

3. Select the parent and select the Timeslot. You should now see a list of selected interview times for the student you searched for.
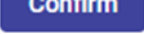
Timeslots   Not required

24/09/2020 Thu			⌄
9:00am	9:15am	9:30am	9:45am
10:00am	10:15am	10:30am	10:45am
11:00am	11:15am	11:30am	11:45am
12:00pm	12:15pm	12:30pm	12:45pm
1:00pm	1:15pm	1:30pm	1:45pm
2:00pm	2:15pm	2:30pm	2:45pm
3:00pm	3:15pm	3:30pm	3:45pm
4:00pm	4:15pm	4:30pm	4:45pm

4. To modify an appointment time, click on the time button in the appointment column. Ensure you also look a the date selector in case interviews are across more then one day.

5. Click on the green **Confirm Appointments** [**Confirm Appointments**] button.

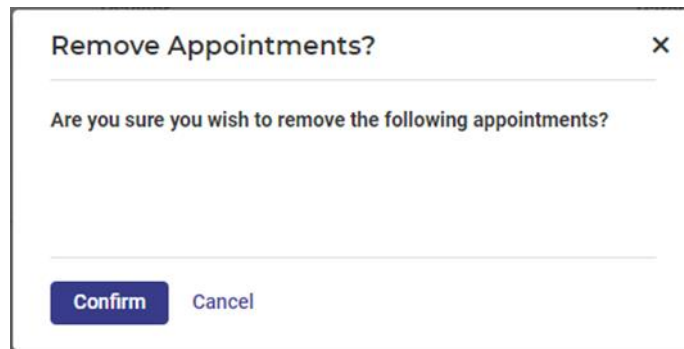A pop-up window displays, prompting you to confirm the following appointments.
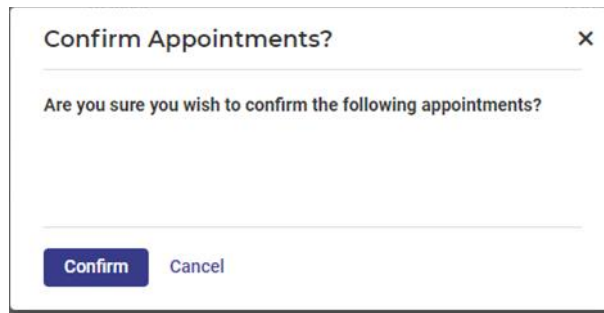
6. Click on the blue **Confirm** [Confirm] button. The screen updates with a summary for the student.

7. To remove Appointments, click on the green **Remove Appointments** [Remove Appointments] button.

A pop-up window displays, prompting you to confirm the following appointments.

8. Click on the blue **Confirm** [Confirm] button. The screen updates with a summary for the student.
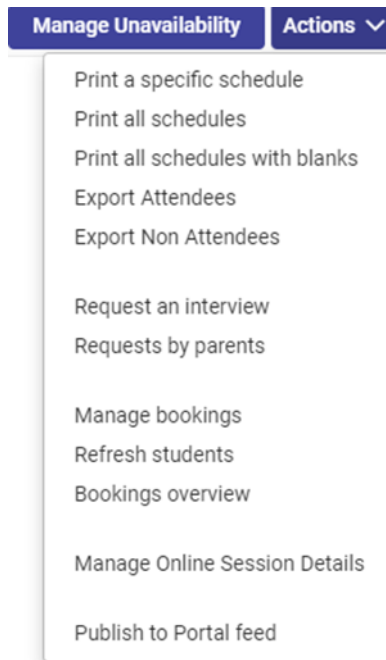
Print Schedules

There are three options for **Printing Interview Schedules**:

- Print a **Specific Teacher's Schedule**, with or without the bookings to date;
- **Print All Teacher's Schedules**; and
- **Print All Schedules with Blank Spaces**. This feature is only for Teachers. Administrators can perform the same action via the Specific Teacher's Schedule process.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** [Actions ⌄] button at the far right of the panel.

2. Click on the **Print** option you would like to print.

If you chose to Print a Specific Schedule, a popup window comes up to choose a teacher first and whether to include blank timeslots. You choose and then click a blue Print button to get to the generation of the report. You can either **View in Browser** or **Download Report**.

Export Attendees and Non-Attendees

You can **Export Household members** who are **attending the Interview** and those who are **NOT attending the interview**.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.

2. Select **Export Attendees**. This creates an excel spreadsheet that you can save to file and print.

3. Select **Export Non-Attendees**. This creates an excel spreadsheet that you can save to file and print.

Export Notes

Staff are able to add notes from each interview.

A teacher will seen on screen a list of parent/teacher interview on screen.
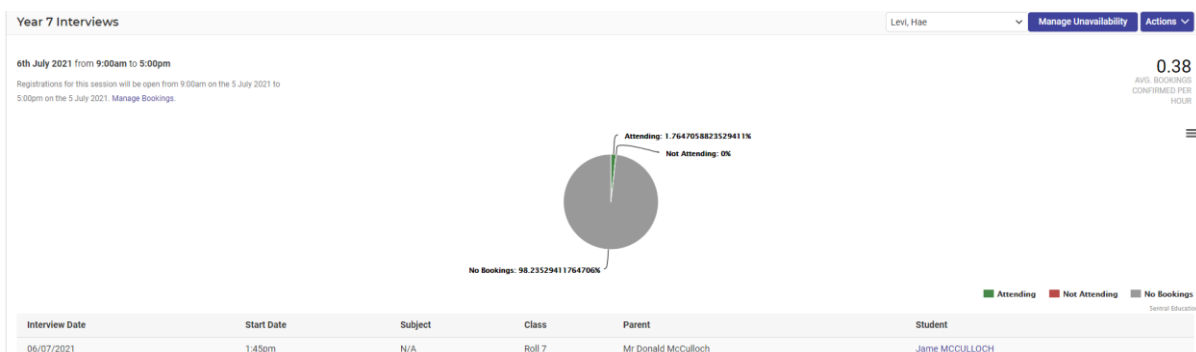
Each teacher can click on the student to add notes from the interview and tick if parents attended the session.

Parents Attendance
☑ Parent(s) attended this interview session
Notes
`<>` ↩ ↪ ¶ B *I* S̶ ☰ ☷ 🔗 **A** ☰
Follow up meeting required

These notes can now be exported.

Request an Interview

As a teacher you can request an **interview with a parent**.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** [Actions ∨] button at the far right of the panel.

2. Select **Request an Interview**.

The Request an interview with a parent screen displays.

Request an interview with a parent	Search for a student/family...
Below are each of the classes that you teach this student. Simply place a tick in the tickbox next to each of the relevant classes. The parent will be informed of this when they go to place their booking.	Refresh Students
❗
No student selected
To request an interview with a parent, simply type a student name in the field at the top-right corner of this window.
Once you select a student, their associated classes will appear on the screen.

3. Enter the student's name in the top right-hand corner.

A dialog screen displays where you click on the parent's name and click **Save**.

Dialog ✕

Please select a parent you want to perform this action against

Portal Parents

Vinnie O'Shea

Save Cancel

The screen updates with the student details and option to Request an Interview.

4. Tick this option.

5. Click on **Confirm Interview Requests** button.

A green pop-up message displays.

Parent Request for Interview

This option displays a list of parents who have requested a meeting with yourself or other teachers of the same class, however there were no timeslots left.

These bookings will need to be placed manually by teachers.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.

2. Select Request by parents.

The Request an interview with a parent screen displays.


3. If there are parents requesting interviews via the Portal and there are no time slots left, their names will be listed on this page.

Refresh Students

This option **re-imports student lists** for this interview session. Classes are 'shadow copied' into the interview module when creating an interview session. This is done to allow a list of students and subjects to be 'frozen' at that particular point in time, so student/class changes afterwards are not reflected.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.

2. Select **Refresh Students** if you would like to update students and subjects for the interview session.

A pop-up window displays to refresh students.

Refresh Students ✕

Are you sure you want to reimport students for this interview session?

Confirm   Cancel
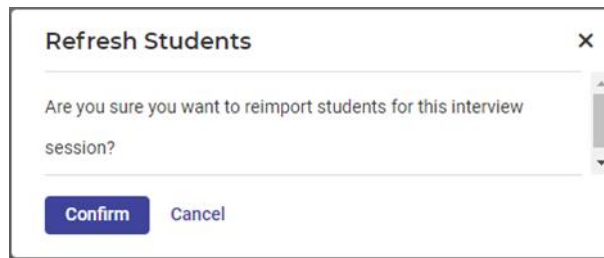
3. Click on the blue **Confirm** button.

A green pop-up message displays.

Bookings Overview

This option displays a list of all students in your classes for this interview session and the appointments they have booked.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.

2. Select **Bookings Overview** from the drop-down menu.

The booking overview for the session displays.

Time slots that have been booked will be blocked out in green.

3. To print, click on the blue **Print Schedule for all Teachers** button (top right corner).

Manage Online Session Details

Staff may wish to run online meetings. The user can access and manage this. It is up to the schools to pre-set and organise the online meeting aspect and software used for this.

Within online Session Management you will see:

- All the Staff associated with this interview session
- Staff IDs
- The classes they are associated with
- A Virtual Meeting Link Field – this will be empty until populated by school
- An Other Meeting Details field – this will be empty until populated by school
- Meeting links are distributed on a per staff member basis which means all parents receive the same link and staff need to manage admitting parents to the meeting, lobby, waiting room based on the third-party software being used.

Export Meeting Details generates an XLSX file. Populate the meeting link and other details/comment fields in the file.

It is important that you do NOT edit or change the existing fields or their order as this will break the import.

The link for the meeting must begin with https://

The Other meeting field is unrestricted and can contain phone numbers, notes, directions.

All these details will be visible to the parent.

Import Meeting Detail – select the saved XSM file that has the detail for the online meeting sessions. Once imported correctly, with no errors, the page refreshes and displays the links and details.

Note that the files are interview session specific, so you will need a separate file for each session you run.

If there is a problem with the file, you will see an error message explaining where the problem lies.

Check onscreen that your meeting links look as expected.

If the school needs to correct something (e.g. they attached a link to the wrong teacher), reuploading the file with corrections will overwrite the existing data.

The Parents will see the Virtual Meeting Link AFTER they have booked their interview.

They can click on 'join' to open the meeting link.

The links will be provided in an email confirmation to the parent.

Publish to Portal

This option enables the school to customise the message to the parents in the Parent Portal.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** [Actions ∨] button at the far right of the panel.

2. Select **Publish to Portal Feed** from the drop-down menu.

The Publish to Portal Feed screen displays.

Title: provide a title for the Parents in portal.

Content: description and information for the parent.

Notification: tick to select for parent to receive notification of this message in portal.

3. Click on green **Publish** Publish button.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Parent Interviews. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Title	provide a title for Parents in portal	text
Content	description and information for parent	text
Notification	select for parent to receive notification of this message in portal	tick box
Registration window	This specifies the start and end times for interview registrations	list selection
Timelsot	Specify how long each interview can go for	list selection
Alternate Timeslot Duration	If this is selected booking start times will alternate between the timeslot duration and alternate timeslot duration. The shorter of the two times will be displayed as the duration.	list selection
Years	Select the year levels that this session applies to (by default all years are selected)	list selection
Import Rollclasses	This specifies whether or not to import Rollclasses for this session	Yes/No
Import Classes	This specifies whether or not to import classes for this session	Yes/No
Can manage teacher availability	This specifies whether or not the teachers with non-admin rights have the option of managing their own availability	Yes/No
Can teachers view staff breaks	This specifies whether or not if the teachers with non-admin rights have the option of viewing all staff breaks	Yes/No
Parent Can Edit Bookings	This allows parents to edit current bookings	Yes/No

Parents Can Select Not Required	This will disable or enable the ability for parents to set an interview time as not required	Yes/No
Hide Teacher Names In Portal	This option will hide the teacher names in Portal	Yes/No
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	Yes/No
Students will attend with parents	his 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.	Yes/No
Add Event to Calendar	add to a calendar	list selectio n
Session date	The date of the interviews	Yes/No
Break description	labelling the break	Yes/No
Reason	for teacher unavailability	Yes/No
Print with Blank timeslots	printing of schedules	Tick box
Virtual Meeting link	add WebEx links for remote interviews	text box URL
Other meeting details	details for the WebEx session	text box URL
Assign Faculty Heads	select the faculty heads for Markbook access	list selectio n