

Synergetic eLearning Presents:

PARENT TEACHER INTERVIEWS for SYSTEM ADMINISTRATORS

Let the parents do the work! Parents can book into interviews themselves through the Community Portal interface.

Parent teacher interviews (PTI) can be set up and scheduled through the Synergetic Windows interface. Once a PTI cycle is set up, administrative staff can schedule parents into sessions in the windows interface and parents can book into interviews themselves through the Community Portal interface.

This course covers how to set up PTI cycles and book interviews in those cycles.

Course Outline:

- Configuring Parent Teacher Interviews
 - Emailing staff members
 - Configuring parent bookings
- Configuring Parent Teacher Interviews in Community Portal
 - Inactivating PTI Cycles
- Setting portal book close dates
- Teacher nominated PTIs
- Excluding classes from PTIs
- Configuration File Maintenance settings

Learning Outcomes:

- Understand different custom configurations and cycle styles in Synergetic and Community Portal.
- Set up different PTI Cycle styles by using Cycle options.

Perfect For:

Anyone who uses Synergetic to manage and maintain Parent Teacher Interviews.