

Synergetic eLearning Presents:

PARENT TEACHER INTERVIEWS SCHEDULING

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. It also describes how parents will use the Community Portal interface to book their own PTI times.

Course Outline:

- Creating PTI Cycles
- Creating PTI Sessions
- PTI Maintenance
- PTI Session Staff
- Schedule Tab
- Scheduling PTIs
- Other Schedule Tab Functionality
- Searching for PTI Cycles
- Configuring PTIs
- Booking PTIs through the Community Portal

Learning Outcomes:

- Define a parent teacher interview (PTI) cycle.
- Add sessions to cycles and define year levels, staff and time slots for sessions.
- Enter PTI appointments for parents.
- Preview and print PTI reports.
- Understand how parents may book PTI interviews through the Synergetic Community Portal.

Perfect For:

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