

Parent Teacher Interview Booking system Staff Instructions

1. Visit the website <http://sobs.com.au> (Your school may have a link on your intranet – check there first)
2. Click the 'Parent/Teacher Interview Bookings' icon



3. If prompted to login enter your username and password. Depending on the authentication method your school uses will depend on what username and password you use here. Check with your IT support if you are unsure.

Login

Username:

Password:

4. If you can't remember your password you can click the 'Trouble remembering your password?' link. This will prompt you to enter your email address – assuming your email address is the same as the one registered in Sobs the system will immediately reset your current password and send an email with this new password to the address specified. When you next login you will then be prompted to set a new password. If your email is not registered in Sobs then you will get a message indicating that the email was not found.

[Trouble remembering your password?](#) | [Register as a Guest](#)

5. You also have the option here to register as a guest. This is normally for parents or friends of the school. Staff should see their IT support about obtaining valid login details.
6. At your first login you **may** be prompted to specify which year level(s) you teach. If this changes at any time you can adjust the year level(s) by clicking “My year levels” in the main menu.

Please identify which year levels you teach?

Year levels: Enrolling for 2014 Yr1 Yr2 Yr3 Yr4 Yr5 Yr6 Yr7

7. After you have successfully logged in you will be presented with a list of the current interview rounds. You can always return to this screen by clicking “My Interviews” in the main menu.

Click on the 'View my bookings' button (in the Options column).

Description	Year levels (My classes)	Dates	Information	Options
	Y5 ✓	June 2014	State: 42	<input type="button" value="View my bookings"/> <input type="button" value="Home"/>
Term2 Interviews	Y6	Interviews: Thu 05:06 - Thu 17:07	Bookings: 1 (1%)	<input type="button" value="Search"/> <input type="button" value="More events"/>
	Y7	Staff: 05:08 10:30am - 17:07 04:03pm		

8. Early in the process there will not be any bookings visible, the time slots (shared by all staff) will appear in green indicating they are currently available for booking.

Green = Available to be booked
 Red = Currently booked
 Grey = Unavailable

Interview Round: Term2 Interviews

Availability | Email | Printer Friendly | Download | 25 Select date | Help

Thursday 05th Jun 2014	Friday 06th Jun 2014
03:00pm - 03:10pm	09:00am - 09:10am
03:10pm - 03:20pm	09:10am - 09:20am
03:20pm - 03:30pm	09:20am - 09:30am
03:30pm - 03:40pm	09:30am - 09:40am
03:40pm - 03:50pm	09:40am - 09:50am
03:50pm - 04:00pm	09:50am - 10:00am
04:00pm - 04:10pm	10:00am - 10:10am

9. If the school has given you permission to mark times that you are unavailable on the “Availability” icon in the toolbar. Follow the instructions provided on the screen to make individual times or a block of time unavailable.

Interview Round: Term2 Interviews

Availability | Email | Printer Friendly | Download | 25 Select date | Help

This option is enabled for staff

Mark your unavailability: hold down the Control key (Windows) or the Shift key (Mac) and click a green slot. This will mark that slot as unavailable. Repeat this action to make the slot available again.

Toggle availability for all slots | Toggle availability for a time range

Thursday 05th Jun 2014	Friday 06th Jun 2014
03:00pm - 03:10pm	09:00am - 09:10am
03:10pm - 03:20pm	09:10am - 09:20am
03:20pm - 03:30pm	09:20am - 09:30am
03:30pm - 03:40pm	09:30am - 09:40am
03:40pm - 03:50pm	09:40am - 09:50am

10. If the interview round spans a number of days you will have an option to select a specific day to view, click the 'Select date' icon. The 'Help' icon provides generic help regarding making, moving and cancelling booking. Please be aware that all actions by staff and parents are recorded.

Availability | Email | Printer Friendly | Download | 25 Select date | Help