



# ST JOSEPH'S COLLEGE

## HUNTERS HILL

28<sup>th</sup> February, 2017

Dear Parents and Carers of Year 7 students,

**Re: Years 7 Parent-Student-Teacher Interviews -Year 7 and Year 8 classrooms – Fri 7<sup>th</sup> April, 2017**

**Essential details including instructions to obtain your Login PIN**

Parent-Student-Teacher interviews for any students in Year 7 will take place in the Year 7 and 8 classrooms between **8.30am and 1.00pm on Friday 7<sup>th</sup> April.**

For these interviews we will again use an internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book from any internet-connected computer or devise a 6 minute interview time with each of your son's teachers that suits you best.

Parents and Carers living in the country or overseas will be able to access this system and book interview times as from **7am Friday 10<sup>th</sup> March until midnight Monday 3<sup>rd</sup> April.**

Metropolitan families will be able to access and book interview times as from **7am Monday 13<sup>th</sup> March until midnight Monday 3<sup>rd</sup> April.**

**The PTO online booking facility will only operate after these opening times so please do not try and make bookings prior to these dates.**

In order to access the online booking facility of PTO please use the link provided:

<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=dn7rp>

1. On the home screen of this booking facility you will see two options on the right side under the heading 'Need Help'. Please select 'Obtain PIN/Password' [see graphic 1 on page 3]
2. This link will ask you for your email address which is the same one recorded with the College. After entering your email address select 'Send email' which will result in an automatic email being sent to your email address. [see graphic 2 on page 4] Contained within that email will be your Surname/Login and PIN/Password.
3. Within this email to you, located immediately below your Surname and PIN, you will see a direct link you may choose to use that will take you directly into the booking facility without having to use your Surname or PIN.
4. If you do choose to return to the home screen please select 'Login' under the Need Help banner. This selection will then ask for your Surname/Login and PIN / Password. Once you enter this information you will be able to access the interview booking page. You could

either follow this step if you choose to return to the booking page at a later date, or simply follow steps 1 to 3 above again.

5. The link provided above will also be available on the College webpage [under the tab of 'Joeys Online'] for you use.

Please note the following points:

- When you login, the system will display only your son's teachers. **As each family is only provided with one PIN, bookings are made for a family and not for individual parents/guardians.**
- You will only see time slots which are available at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, please print and store a *report* of your bookings in time order in readiness for the actual day. You can login and change bookings any time **up to midnight Monday 3<sup>rd</sup> April. After this closing date no further access of interview lists will be possible to make changes but the list of final interview bookings may still be printed. PTO does allow you to immediately send the interview times to your electronic calendar.**
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- In the middle of the week prior to this interview day a map showing the classroom each teacher will be located in to hold their interviews will be sent out via email.
- On the actual interview day please arrive in good time to start your interviews punctually. The map showing teacher locations will be available from the Student Services Office.
- If you encounter any problems using PTO, or if you do not have access to the internet please contact Mrs Bernadette Clark [(02) 9816 0816 or [bclark@joeys.org](mailto:bclark@joeys.org) ] in the Teaching and Learning Office at the College for assistance.

**In the event of timeslots not being available** with a particular teacher on the day, we would invite you to do the following:

1. Determine some suitable days and times for the interview(s).
2. Phone Mrs Clark at the College on (02) 9816 0816
3. Inform Mrs Clark of your most suitable days and times, the teacher(s) you would like to meet with, and your contact details.
4. Once these additional interviews have been arranged you will be informed of the interview times that have been organised for you.

Limited parking will be available on site on the day. Tea and coffee will be available on the ground floor adjacent to Reception of the main building.

Please contact Mrs Clark on (02) 98160816 or myself [Mr Mark Williams - Dean of Studies] on (02) 98160888 if you have any queries or questions about the Parent - Student - Teacher Interviews.

I am sure the system will be of benefit to the students, parents and the staff.

We look forward to your participation in this important College function.

Yours sincerely,

Mr Mark Williams

**Dean of Studies**

### Graphic 1:

The screenshot displays the PTO Login page in Internet Explorer. The browser's address bar shows the URL: <https://bookings.parentteacheronline.com.au/Logon2.aspx?school=dn7rp>. The page features a large image of a brick building. Below the image is a login form with two input fields: 'Surname/Login:' and 'PIN/Password:', followed by a 'Login' button. To the right of the form is a 'Need help?' section with two links: 'Obtain PIN/Password' and 'Login'. A red arrow points from the 'Obtain PIN/Password' link to a callout box on the right that reads 'Step 1 - Select 'Obtain PIN/Password''. At the bottom of the page, a yellow banner states 'This system is currently unavailable to teachers'. The Windows taskbar at the bottom shows the system tray with the time 3:52 PM and date 27/02/2014.

## Graphic 2:

PTO - Login - Windows Internet Explorer provided by St Joseph's College

https://bookings.parentteacheronline.com.au/Logon2.aspx?school=dn7rp

Step 2 – Enter your email address which is registered at the College, and select 'Send email'

Log in to PTO

Email Address:

Send email

Need help?

- ▶ Obtain PIN/Password
- ▶ Login

To obtain your PIN/password or have it resent, enter your email address and click 'Send email'.  
**The email address you enter must match the address in your school's records.**  
If you already have your PIN/password, click Login.

This system is currently unavailable to teachers

Internet | Protected Mode: On 100% 3:53 PM 27/02/2014