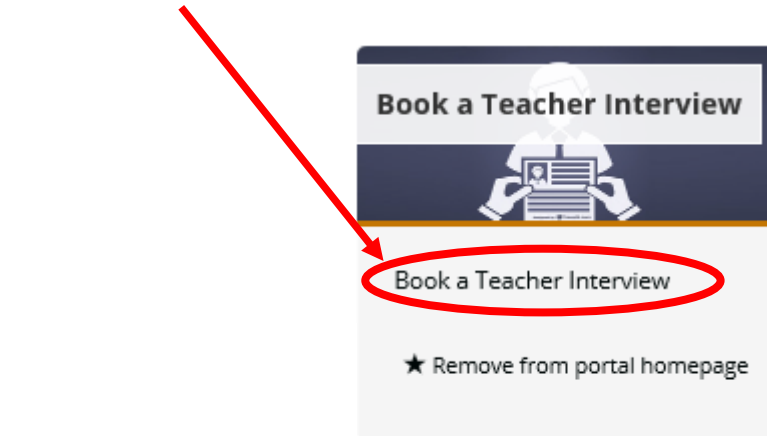


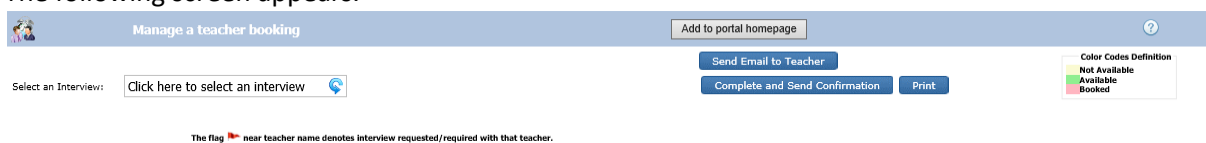
## How to Book a Parent/Teacher Interview

Login to the Padua Parent Portal. <http://pcschool.padua.qld.edu.au/spider>

Click on the Book a Teacher Interview link under the Book a Teacher Interview Icon.

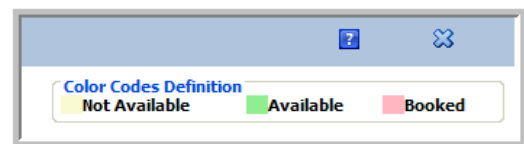


The following screen appears.

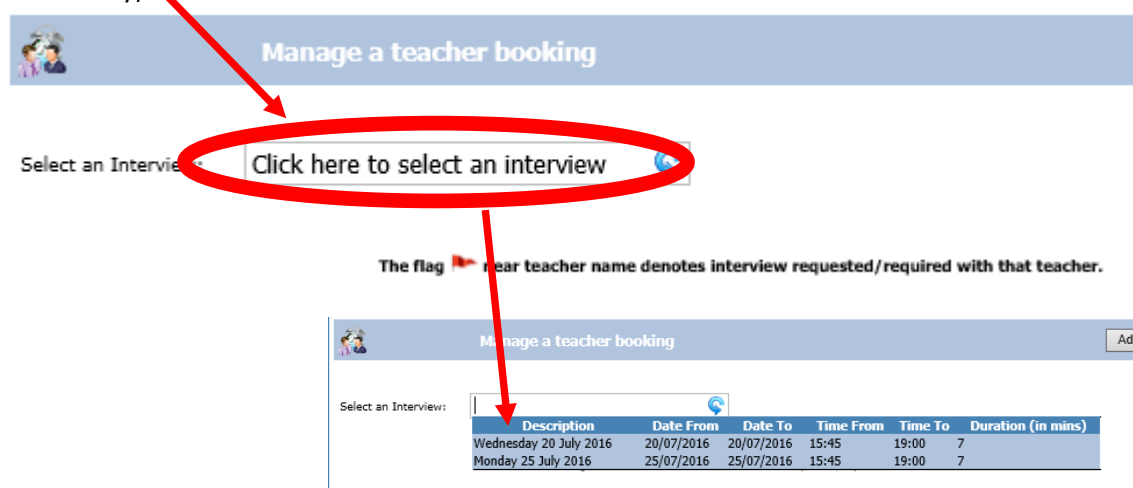


In the upper right hand corner is a description of the colour coding of the boxes plus a Help and Close icon.

- Cream = Not Available, this time slot may already be booked or it may be a break time for the teacher
- Pink = this is a booking you have made
- Green = These time slots are open for bookings



Please click on the "Click here to select an interview" text and select the interview day (Wednesday or Monday)



When you select a day (Wednesday or Monday) the screen will refresh with subjects, teachers and interview time options


Date selected: 20 Jul 2016

The flag  near teacher name denotes interview requested/required with that teacher.

Time	Art Miss L Collins	Behavioural Level Mr P Garufi	Design & Technology Mr H Diviney	English Mr G McKeown	Health & Physical Education Mr H Out	History Mrs J Jorgensen	Mathematics Mrs J Jorgensen	Personal And Life Skills Mrs J Jorgensen	R & T Mrs T O'Driscoll	Religious Education Mrs J Jorgensen	Science Mrs J Jorgensen
03:30 PM - 03:35 PM											
03:35 PM - 03:40 PM											
03:40 PM - 03:45 PM											
03:45 PM - 03:50 PM											
03:50 PM - 03:55 PM											
03:55 PM - 04:00 PM											

Click the interview timeslot you want and the box will automatically fill with the required details.



Date selected: 20 Jul 2016

The flag  near teacher name denotes interview requested/required with that teacher.

Time	Art Miss L Collins	Behavioural Level Mr P Garufi	Design & Technology Mr H Diviney	English Mr G McKeown	Health & Physical Education Mr H Out	History Mrs J Jorgensen	Mathematics Mrs J Jorgensen	Personal And Life Skills Mrs J Jorgensen	R & T Mrs T O'Driscoll	Religious Education Mrs J Jorgensen	Science Mrs J Jorgensen
03:30 PM - 03:35 PM											
03:35 PM - 03:40 PM											
03:40 PM - 03:45 PM											
03:45 PM - 03:50 PM											
03:50 PM - 03:55 PM											
03:55 PM - 04:00 PM											


Click "Complete & Send Confirmation" and an email will be sent to you confirming your bookings.


Manage a teacher booking

[Complete and Send Confirmation](#) [Print](#)

Message from webpage x

The flag  near teacher name denotes interview requested/re

 SUCCESS: 1 email(s) has been sent.

[OK](#)

Click "Print"

Manage a teacher booking

Complete and Send Confirmation Print

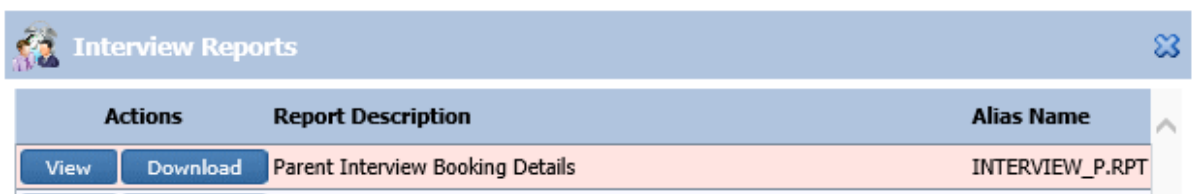


The flag near teacher name denotes interview requested/required with that teacher.

Click "View"

Interview Reports

Actions	Report Description	Alias Name
<a href="#">View</a> <a href="#">Download</a>	Parent Interview Booking Details	INTERVIEW_P.RPT



Your booking details will be displayed. Click print icon.

Main Report

**Padua College Limited**  
**Interview Booking Details**

The following Parent/Teacher interviews have been scheduled for [REDACTED]

Date	Time	Year	Student	Teacher	Subject	Room
20-Jul-2016	15:35 - 15:40	●	[REDACTED]	Mr M Out	Health & Physical Education	

