

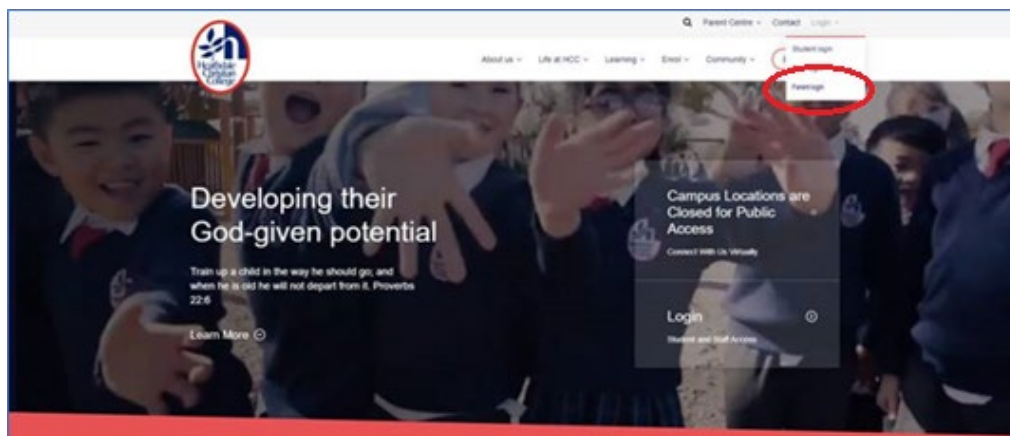
How to Book Parent Teacher Conversations

This is a step-by-step guide on how to sign in to the Heathdale Application Portal to book Parent Teacher Conversations.

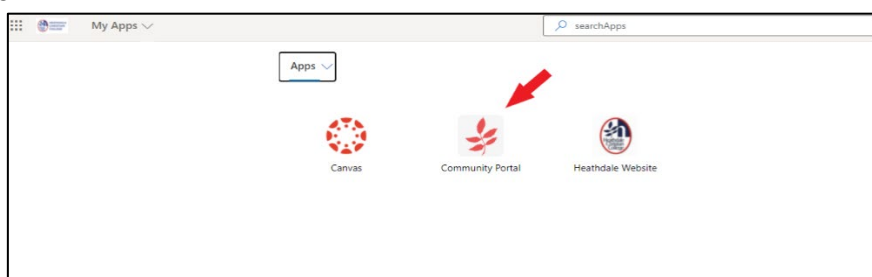
To use the Heathdale Application Portal, your email address must be associated to the Portal as a Parent Access Account. All parents had been invited via email to create this association. If you are a new family to the College and have not received this invitation, please email servicedesk@heathdale.vic.edu.au for assistance.

Step 1: Signing in to the Heathdale Application Portal

- A. Go to Heathdale Christian College’s website <https://www.heathdale.vic.edu.au/>. Locate the ‘Login’ button on the top right of screen and select ‘Parent login’



- B. Sign-in using your email address and password that you have created during the Heathdale Parent Access Account registration.
(Note: if your email address and password is linked to your company or workplace’s Microsoft 365 account, you may be directed to a login page that has your company or workplace’s branding on it. Do proceed to sign-in with your workplace password and you will then be directed back to the Heathdale Application Portal.)
- C. If you have forgotten your password, please refer to the guide “How to Reset Heathdale Application Portal Password”.
- D. After signing in, you will see these Apps icons on the web page. Click on the ‘Community Portal’ icon.

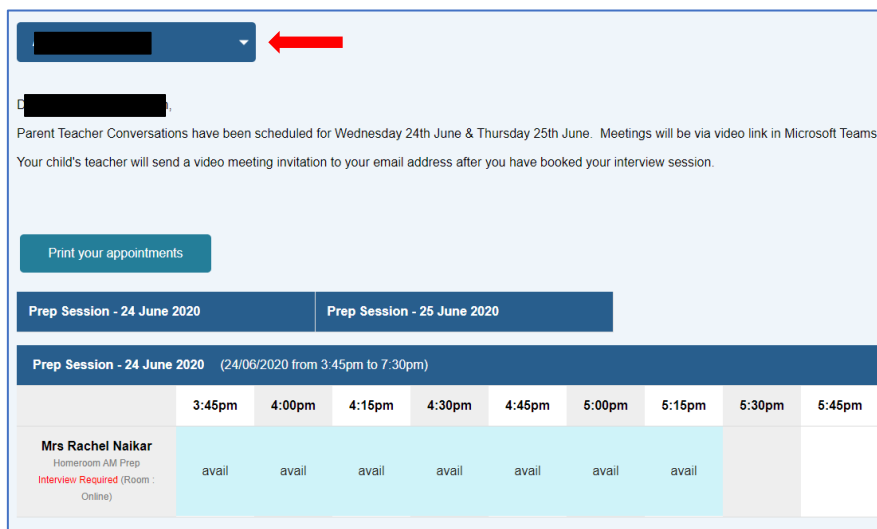


Step 2: Booking a Time for Parent Teacher Conversation

- E. In the Community Portal, you will see these three Tabs on the top left of screen. Click on the 'Interviews' Tab



- F. If you have two or more children in the school, you will find their names in the dropdown selection box on the top left of screen. Select the child that you are booking the interview for.



The screenshot shows the booking interface. At the top, there is a dropdown menu with a red arrow pointing to it. Below the dropdown, there is a text box containing the following information:

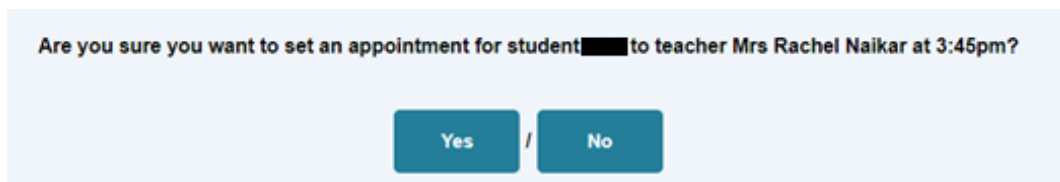
Parent Teacher Conversations have been scheduled for Wednesday 24th June & Thursday 25th June. Meetings will be via video link in Microsoft Teams. Your child's teacher will send a video meeting invitation to your email address after you have booked your interview session.

Below the text, there is a button labeled 'Print your appointments'. Underneath, there are two tabs: 'Prep Session - 24 June 2020' and 'Prep Session - 25 June 2020'. The 'Prep Session - 24 June 2020' tab is selected, and it shows a table of available times for Mrs Rachel Naikar.

	3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm
Mrs Rachel Naikar Homeroom AM Prep Interview Required (Room : Online)	avail	avail	avail	avail	avail	avail	avail		

- G. Book your interview time with a teacher by clicking in the blue area under your desired time.

- H. In the next screen, confirm your appointment time by clicking on the 'Yes' button.



The screenshot shows a confirmation dialog box with the following text:

Are you sure you want to set an appointment for student [redacted] to teacher Mrs Rachel Naikar at 3:45pm?

Below the text, there are two buttons: 'Yes' and 'No'.

labelling a Booked Appointment

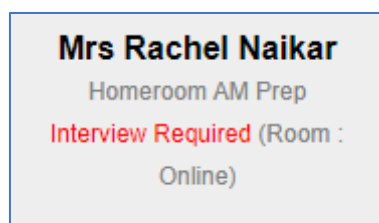
- I. If you wish to cancel your appointment, simply click on the 'Cancel' button and confirm the cancellation on the next page.

Prep Session - 24 June 2020 (24/06/2020 from 3:45pm to 7:30pm)				
	3:45pm	4:00pm	4:15pm	4:30pm
Mrs Rachel Naikar Homeroom AM Prep Interview Required (Room : Online)	cancel			

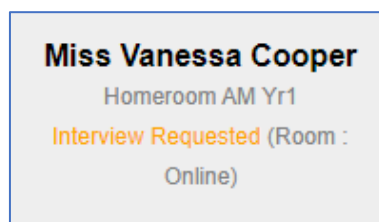
- J. If you wish to book another appointment time, follow Steps 5 to 8 again.

Meeting Request by Teachers (for Primary School Students)

- K. If your child's teacher wants to meet you for an interview discussion, you will find an 'Interview Required' notice in red letters below the respective teacher's name. Please ensure you book an interview with the teacher.



- L. If your child's teacher would like to meet you for an interview discussion, you will find an 'Interview Requested' notice in amber letters below the respective teacher's name. Please accommodate the request by booking an interview with the teacher.



- M. If you do not see any 'Interview Required' or 'Interview Requested' notice as in Step 2K or Step 2L, this means that the teacher has not asked to meet with you. However, you can still book an appointment if you would like to have a conversation with your child's teacher.

Booking Appointment for Next Child

- N. To book an appointment for your next child in the school, refer to Step 2F.
- O. In the dropdown selection on the top left, click on the down arrow and select the name of your next child. The screen will refresh to show the available timeslots for your child's teacher.

School students have been scheduled for Wednesday 24th June & Thursday 25th June. Please book your desired meeting time by clicking on one of the teacher's available timeslots below.

Meetings will be via video link in Microsoft Teams. After you have booked your interview session, your child's teacher will follow up in the next few days by sending a video meeting invitation to your email address.

For any enquiries, please email your respective school at werribeeprimary@heathdale.vic.edu.au or meltonprimary@heathdale.vic.edu.au

Print your appointments

Year 5 Session - 24 June 2020 Year 5 Session - 25 June 2020

- P. If, in Step 2O, your screen does not refresh to give you the new timeslots for your child, please click on the 'Documents' tab (next to the 'Interviews' Tab) and return to 'Interviews' to make the new booking.
- Q. Follow Steps 2F to 2H to book this next appointment.

Printing Copy of Appointments for Reference

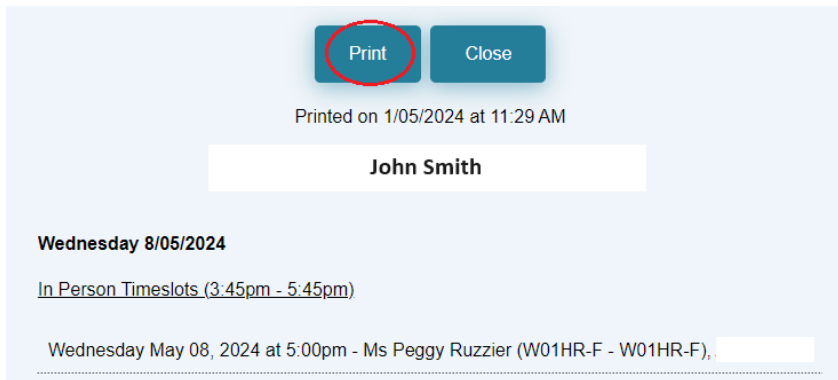
- R. To print a copy of your appointments for reference, look for and click on the 'Print your appointments' button on the booking page.

Print your appointments Email your appointments

In Person Timeslots (8/05/2024 from 3:45pm to 5:45pm) Open for booking from 1/05/2024 12:00pm

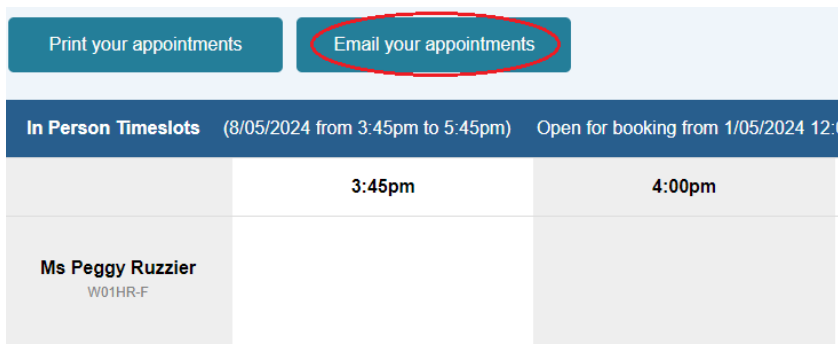
	3:45pm	4:00pm
Ms Peggy Ruzzier W01HR-F		

- S. In the next page, click on the 'Print' button to print a hard copy of the appointment schedule to your printer.

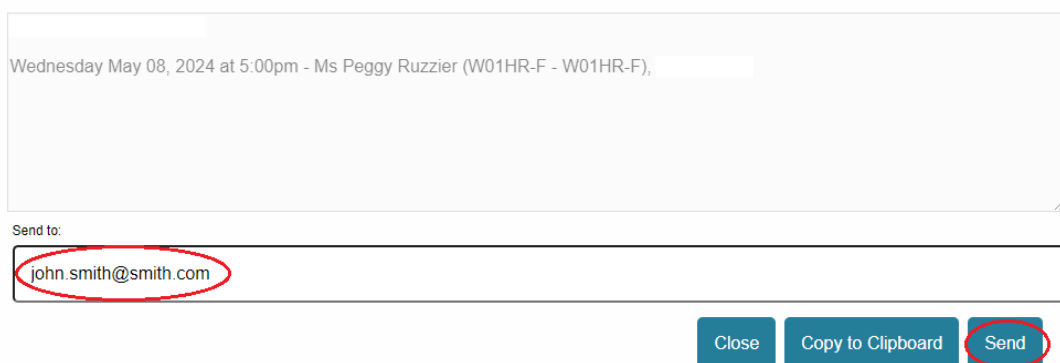


Emailing Copy of Appointments for Reference

- T. To email a copy of your appointments for reference, look for and click on the 'Email your appointments' button on the booking page.



- U. In the pop up dialog box, type into the 'Send to:' box your email address. Click the 'Send' button and check your email inbox for a copy of the appointment schedule.



Questions or Technical Issues?

If you have any questions or issues related to this guide or the booking of appointments, please contact us via the following email address servicedesk@heathdale.vic.edu.au.

Kindly provide the following information in your email:

- Your name, email address in question and your child(ren) full name(s) and Year level(s)
- A brief summary of the issue you're facing or your question
- A phone number and a preferred time during the day when you can be contacted. One of our staff will get back to you as soon as possible.

Please note that we do not provide 'out of hours' support, and while every effort will be made to contact you as soon as possible, we will get back to you within standard business hours or via email.