

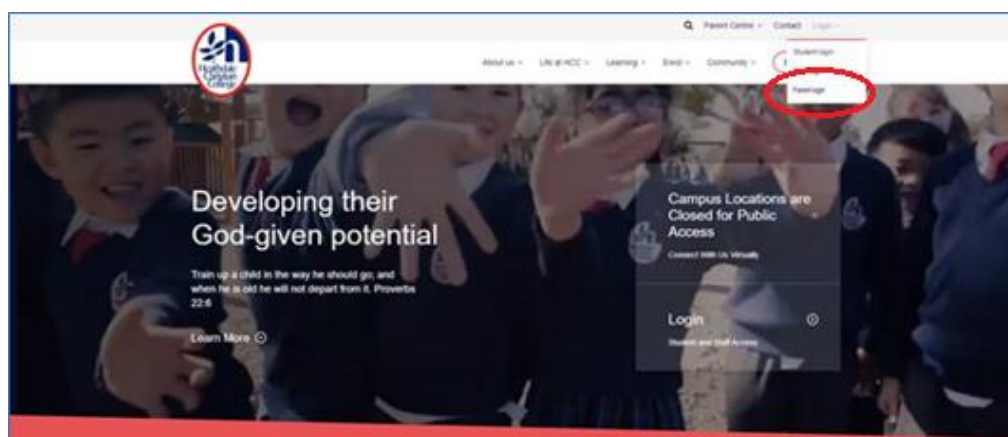
How to Book Parent Teacher Conversations (for Heathdale Primary School Parents)

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

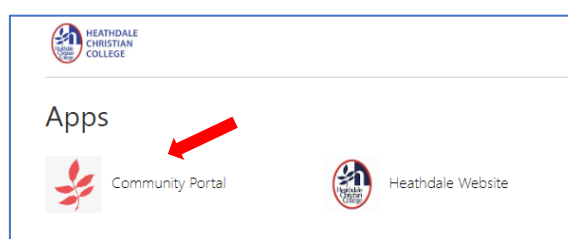
To use the Heathdale Community Portal, your email address must be associated to our College as a Parent Account. Parents have been invited via email to create this association in June 2020. If you are a new family to the College and have not received this invitation, please email portalsupport@heathdale.vic.edu.au for assistance.

Step 1: Signing in to Heathdale Community Portal

1. 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'



2. Sign-in using your email address and password that you have created during the Heathdale Christian College Parent 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 Heathdale's Application Portal.)
3. If you have forgotten your password, please refer to the guide "How to Reset Community Portal Password".
4. After signing in, you will see these Apps icons on the web page. Click on the 'Community Portal' icon.

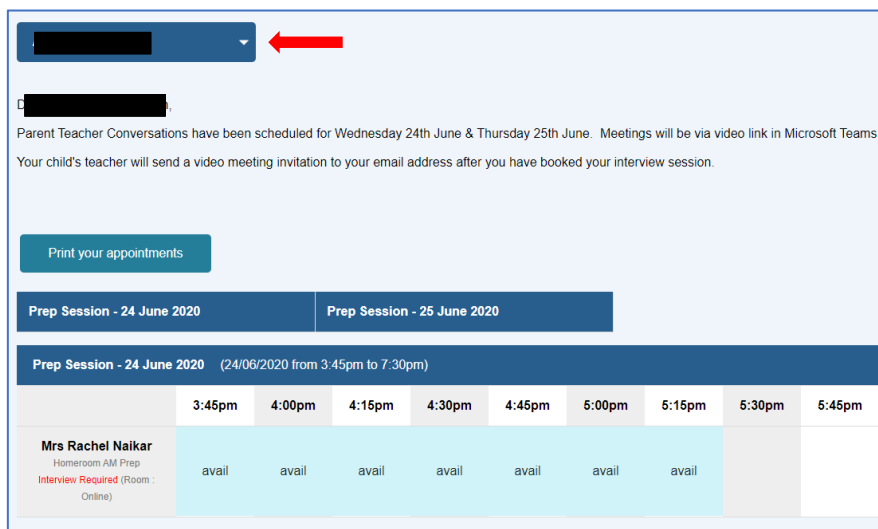


Step 2: Booking a Time for Parent Teacher Conversation

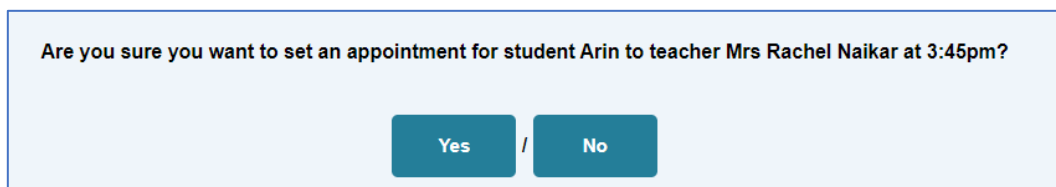
5. In the Heathdale Community Portal, you will see these three Tabs on the top left of screen. Click on the 'Interviews' Tab



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

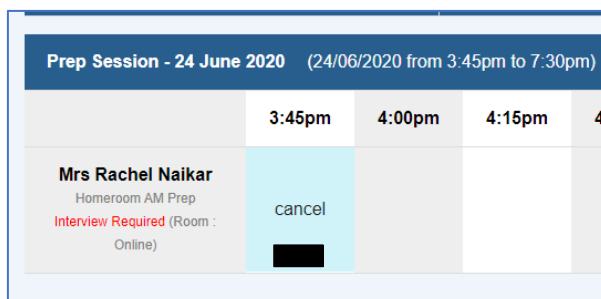
The screenshot shows a booking interface. At the top, there is a dropdown menu with a red arrow pointing to it. Below the dropdown is a text box containing the name of the student. Underneath the text box is a paragraph of text: 'Parent Teacher Conversations have been scheduled for Wednesday 24th June & 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 this text is a 'Print your appointments' button. Underneath the button are two tabs: 'Prep Session - 24 June 2020' and 'Prep Session - 25 June 2020'. Below the tabs is a table showing the available times for the 'Prep Session - 24 June 2020' (24/06/2020 from 3:45pm to 7:30pm). The table has columns for times: 3:45pm, 4:00pm, 4:15pm, 4:30pm, 4:45pm, 5:00pm, 5:15pm, 5:30pm, and 5:45pm. The row for 'Mrs Rachel Naikar' (Homeroom AM Prep) shows 'avail' for the first seven times and is greyed out for the last two. Below the table is a confirmation dialog box.

7. Book your interview time with a teacher by clicking in the blue area under your desired time.
8. In the next screen, confirm your appointment time by clicking on the 'Yes' button.

The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to set an appointment for student Arin to teacher Mrs Rachel Naikar at 3:45pm?'. Below the text are two buttons: 'Yes' and 'No'.

cancelling a Booked Appointment

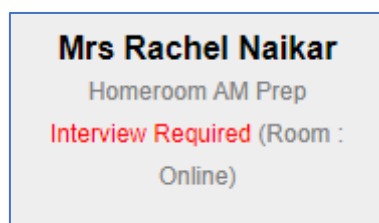
9. If you wish to cancel your appointment, simply click on the 'Cancel' button and confirm the cancellation on the next page.



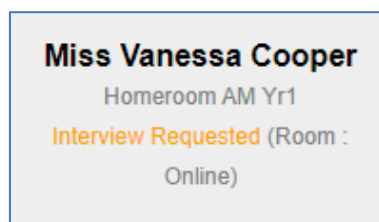
10. If you wish to book another appointment time, follow Steps 5 to 8 again.

Meeting Request by Teachers

11. 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.



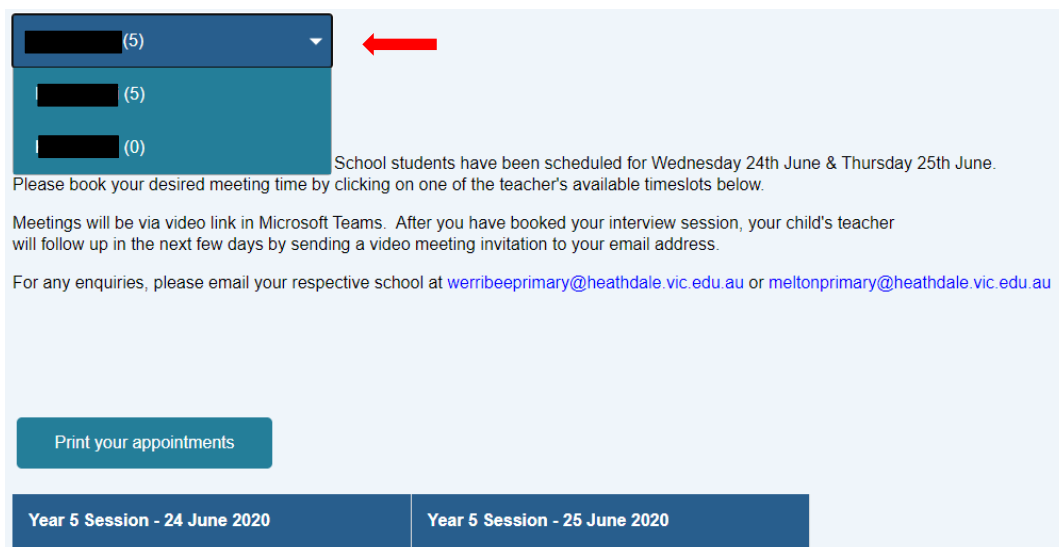
12. If your child's teacher would like to meet you for an interview discussion, you will find an 'Interview Requested' notice in amber letters below the respective teacher's name. Please accommodate the request by booking an interview with the teacher.



13. If you do not see any 'Interview Required' or 'Interview Requested' notice as in Step 10 or Step 11, 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

- To book an appointment for your next child in the school, refer to Step 4.
- 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.



The screenshot shows a web interface for booking appointments. At the top left, there is a dropdown menu with a dark blue header and a white arrow pointing down. Below the header, three options are visible: a blacked-out name followed by '(5)', another blacked-out name followed by '(5)', and a blacked-out name followed by '(0)'. A red arrow points to the white arrow in the dropdown header. Below the dropdown, there is a light blue background with text: '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.' Below this text, it says '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.' At the bottom of this section, there are two email addresses: 'werribeeprimary@heathdale.vic.edu.au' and 'meltonprimary@heathdale.vic.edu.au'. Below the text is a teal button that says 'Print your appointments'. At the bottom of the screenshot, there are two dark blue buttons: 'Year 5 Session - 24 June 2020' and 'Year 5 Session - 25 June 2020'.

- If, in Step 14, 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.
- Follow Steps 5 to 7 to book this next appointment.

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 PortalSupport@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.