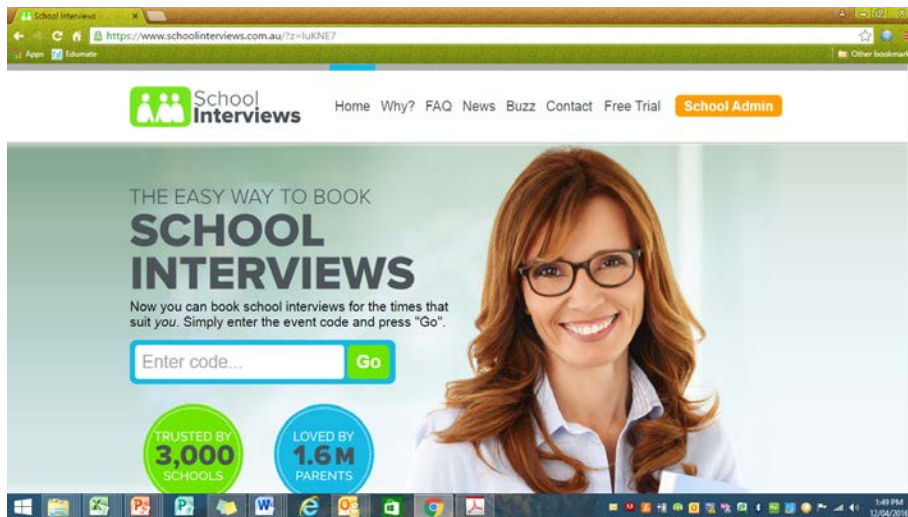


BHS SCHOOL INTERVIEWS

The information shown is an example of what you will need to do in order to book parent teacher interviews for your child(ren) at Ballarat High School. You are encouraged to book the interviews with your child (ren) present and log in to the parent portal of Edumate to see your child's timetable.

The process to book interviews is similar to what it was for parent teacher interviews in term 1 2017.

1. Go to www.schoolinterviews.com.au

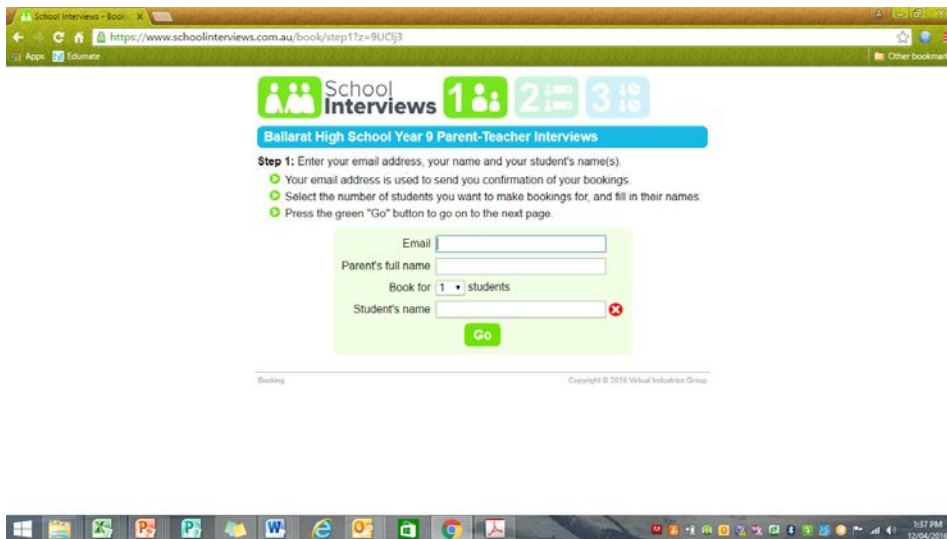


2. Enter the event code:

cc9m8 – for Year 7, 8, 9 electives,
10,11,12

wt7wh – for Year 9 Core

3. Enter your email, full name, number of students you are booking for, and the student's given name and surname. *Please note, more than one parent may use the event code to log in and make bookings.*

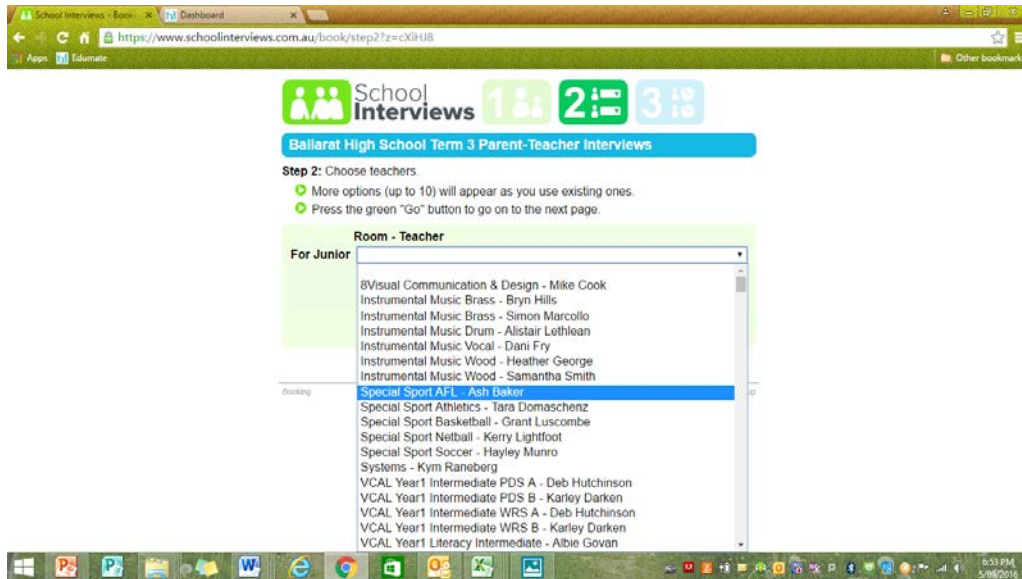


The screenshot shows a web browser window with the URL <https://www.schoolinterviews.com.au/book/step1z=9UCj3>. The page title is "Ballarat High School Year 9 Parent-Teacher Interviews". The page content includes a "Step 1" instruction: "Enter your email address, your name and your student's name(s)". Below this are three bullet points: "Your email address is used to send you confirmation of your bookings.", "Select the number of students you want to make bookings for, and fill in their names.", and "Press the green 'Go' button to go on to the next page." The form fields are: "Email" (text input), "Parent's full name" (text input), "Book for" (dropdown menu showing "1" selected and "students" as the label), and "Student's name" (text input with a red "X" icon). A green "Go" button is at the bottom of the form. The footer of the page says "Copyright © 2016 Virtual Industries Group".

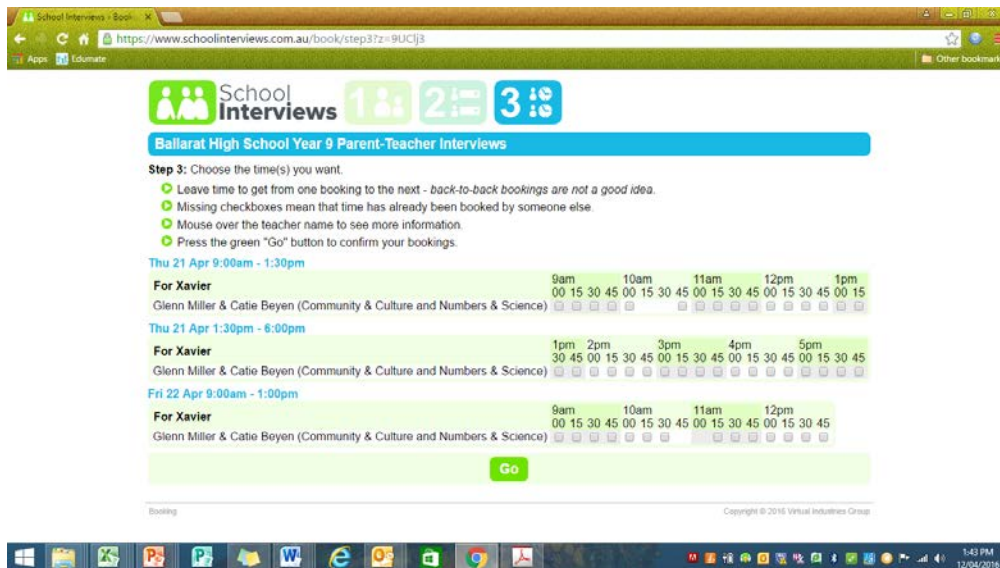
4. On the following screen you'll find where you can select your child's teacher and classes. If you are unaware who these are please:

a. Ask your child or

b. Log in to the parent portal of Edumate to see your child's timetable.



5. After choosing your classes and teacher you'll get to choose a timeslot



NOTE: If you hover the cursor over the teacher's name their location for interviews will appear.

The location of the teacher for interviews will also be made known to you upon booking confirmation. The rooms used for interviews are shown in yellow on the map at the end of this document.

Simply choose your timeslot by ticking the box and click “Go”

6. The next screen will show your booking details and you should receive a booking confirmation email. We look forward to seeing you at the parent teacher interviews.

BALLARAT HIGH SCHOOL

ROOM LOCATION MAP

