



PARENT LOUNGE 'HOW TO' | PARENT TEACHER INTERVIEWS

We have put together a simple step-by-step guide together to demonstrate how to book a Parent/Teacher Interview through the Parent Lounge.

A 'How To' video is available [HERE](#), should you prefer a more detailed explanation. Please ignore the log in instructions at the start of the video, and instead follow Step 1 and Step 2 below.

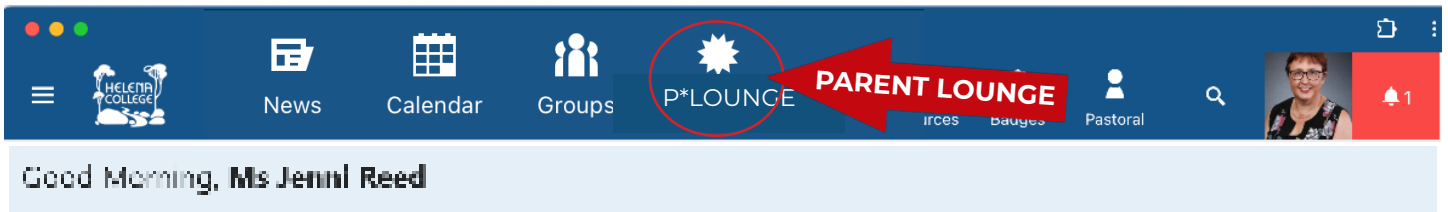
STEP 1: LOG IN TO MY.HELENA

My.helena: <https://my.helena.wa.edu.au/login/>

If you need help with logging in, please see the [Parent Tools](#) page on the College website.

STEP 2: NAVIGATE TO THE TASS PARENT LOUNGE

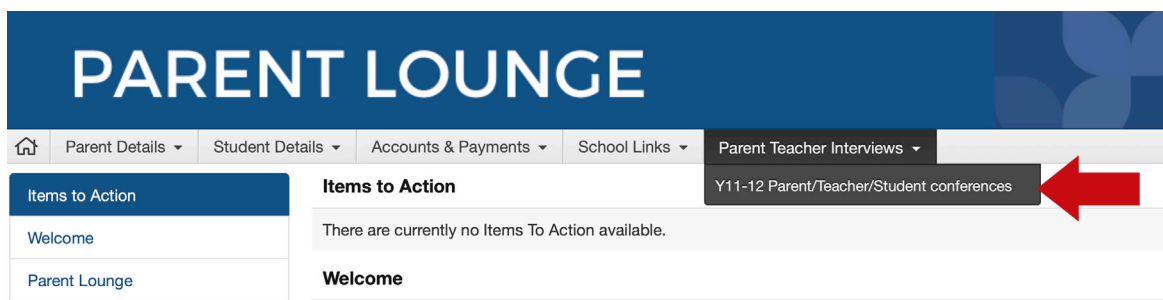
In my.helena you will see the Parent Lounge link in the top navigation bar. Tap or click on that, which will automatically take you through to the Parent Lounge. Please note that home screen are customised to each family, so may slightly different to the example below.



STEP 3: BOOK YOUR INTERVIEWS

3.1 In the top navigation, go to Parent Teacher Interviews, and in the drop down menu, tap or click on the event. This will take you to the booking page.

Please note: In the example below, it lists the event as 'Y11-12 Parent/Teacher/Student Conferences'. Depending on the date and the year group your child is in, this could read 'K-Y5 Parent/Teacher Conferences', or 'Y6-10 Parent/Teacher/Student Conferences', or a combination of more than one if you have children on both campuses and if the events are happening on or around the same time. You will only see events relevant to your child/ren.



3.2. On the next screen, a list of your child's teachers will appear. If the teacher has specifically requested an appointment, this will be noted in the 'Teacher Request column'. Simply tap or click on the 'Book an appointment' option of the teacher/course you would like to meet with.

PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.

Teacher	Subject	Teacher Request	Appts. Free	Action
Samuel Davy	Year 11 Engineering Stud Gen (Yr 11 Cls 1)		45	Book an appointment
Kirsten Greenshaw	Year 11 Careers & Ent & WL (Yr 11 Cls 1)		45	Book an appointment
Naeem Meer	Year 11 English General (Yr 11 Cls 1)		32	Book an appointment
Meiyi Tan	Year 11 Maths Essential Gen (Yr 11 Cls 1)		38	Book an appointment
James Waterhouse	Year 11 Phy Ed Studies Gen (Yr 11 Cls 1)		38	Book an appointment

[Back](#)

3.3. This will bring up a list of available timeslots with the relevant teacher. Select the timeslot that best suits you. If you would like to add in any comments or notes, you are welcome to do so. Then tap **Confirm**.

Then repeat the process until all the appointments you would like are booked. Once completed, you will see a complete list of all your appointments. You also have the option of printing out a list of all your timeslots.

The screenshot shows a web form titled "Book an Appointment" for "Year 11 Engineering Stud Gen (Yr 11 Cls 1)" with a profile picture of Samuel Davy. The form includes sections for "Interview Room" (Gym Main), "Appointment Times Available", and "Attending Parent Details". A dropdown menu is open under "Choose Appointment:" showing a list of time slots for "Session 1 - Thu 3 Apr". A red arrow points to the 4:10pm - 4:15pm slot. The "Attending Parent Details" section has input fields for "Parent Attending/Name:", "Contact Email:", and "Mobile Phone:", along with a text area for "Parent Comment (0 of 4000)". At the bottom, there is a "Back" button and a "Confirm" button, which is circled in red with another red arrow pointing to it.

Book an Appointment

Year 11 Engineering Stud Gen (Yr 11 Cls 1)

Samuel Davy

Interview Room

Gym Main

Appointment Times Available

* Choose Appointment: ✓

Attending Parent Details

Parent Attending/Name:

Contact Email:

Parent Comment (0 of 4000)

Mobile Phone:

Appointments Already Booked

Back Confirm

Session 1 - Thu 3 Apr

- 3:45pm - 3:50pm
- 3:50pm - 3:55pm
- 3:55pm - 4:00pm
- 4:00pm - 4:05pm
- 4:05pm - 4:10pm
- 4:10pm - 4:15pm
- 4:15pm - 4:20pm
- 4:20pm - 4:25pm
- 4:25pm - 4:30pm
- 4:30pm - 4:35pm
- 4:35pm - 4:40pm
- 4:40pm - 4:45pm
- 4:45pm - 4:50pm
- 4:50pm - 4:55pm
- 4:55pm - 5:00pm
- 5:00pm - 5:05pm