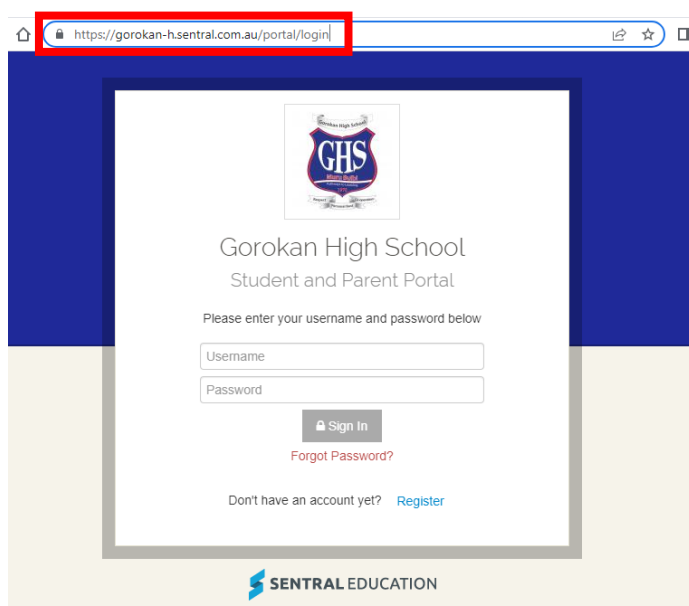


# Parent Teacher Evening BOOKING INSTRUCTIONS



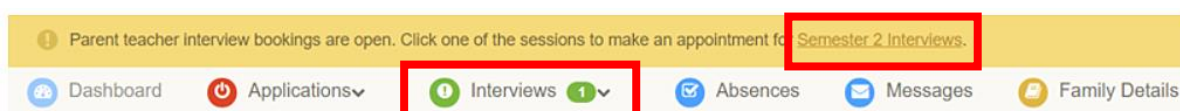
## 1. Log into Sentral parent portal

- To access parent teacher evening bookings, log into Sentral parent portal
- Parent/carers need to login with their email and password, not the students.
- PARENT PORTAL LINK: <https://gorokan-h.sentral.com.au/portal/login>



## 2. Select Interviews

- Click the 'parent-teacher interview session' in the yellow bar OR Select Interviews menu
- Detailed instructions will also be available on the Interview page.



Welcome - Select the student you'd like to view below

Welcome to Sentral Parent Portal

Each of your children that attend Gorokan High School will be shown below. Simply select which child you'd like to review by clicking on their photo. You can always toggle between each of your children by clicking on the student name located in the top right of your view.



### 3. Select timeslot

- For each teacher you would like to meet, click the **SELECT TIMESLOT** button.

Welcome to the Year 12 Parent Teacher Evening bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are no suitable timeslots available, click on the **Select Timeslots** button and then click on the blue **"Request interview with teacher"** button.
5. If there are a number of teachers you don't feel the need to see, click on the **Select Timeslots** button and then click on the red **"Click if interview not required"** button.
6. Once you have made a selection for all of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
7. The reserved bookings you selected will now be **confirmed**.

**Please note:** You have a **10 minute inactivity session timeout** whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

Subject	Class	Teacher
PDHPE Yr12	12PDH1	[Teacher Name]
	Careers	[Teacher Name]
	Learning Support Teacher	[Teacher Name]
Community & Family Studies Yr12	12CASF1	[Teacher Name]
Earth & Environmental Science Yr12	12EES1	[Teacher Name]
English Standard Yr12	12ENS2	[Teacher Name]
Society and Culture Yr12	12SOC2	[Teacher Name]

**Appointment Time**  
No appointments available  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Confirm Appointments]

SENTRAL EDUCATION

- For each class, select an available timeslot. Blue is available, grey is unavailable.

**Timeslots** Not required

10/04/2019 Wed

4:00pm	4:05pm	4:10pm	4:15pm	4:20pm
4:25pm	4:30pm	4:35pm	4:40pm	4:45pm
4:50pm	4:55pm	5:00pm	5:05pm	5:10pm
5:15pm	5:20pm	5:25pm	5:30pm	5:35pm
5:40pm	5:45pm	5:50pm	5:55pm	6:00pm
6:05pm	6:10pm	6:15pm	6:20pm	6:25pm

[Request interview with teacher]

**Appointment Time**  
No appointments available  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]  
[Select Timeslot]

### 4. Confirm appointments

- Once complete, ensure that you select the **CONFIRM APPOINTMENTS** button.
- Please note that there is a 10-minute time limit to confirm your bookings.
- When you have confirmed the appointments, you will then have saved an Interview Summary for your reference. At the bottom of the page, you have the options to download or print.