

Parent Portal: Book a parent-teacher interview

 support.schoolbytes.education/hc/en-us/articles/9332994472335-Parent-Portal-Book-a-parent-teacher-interview

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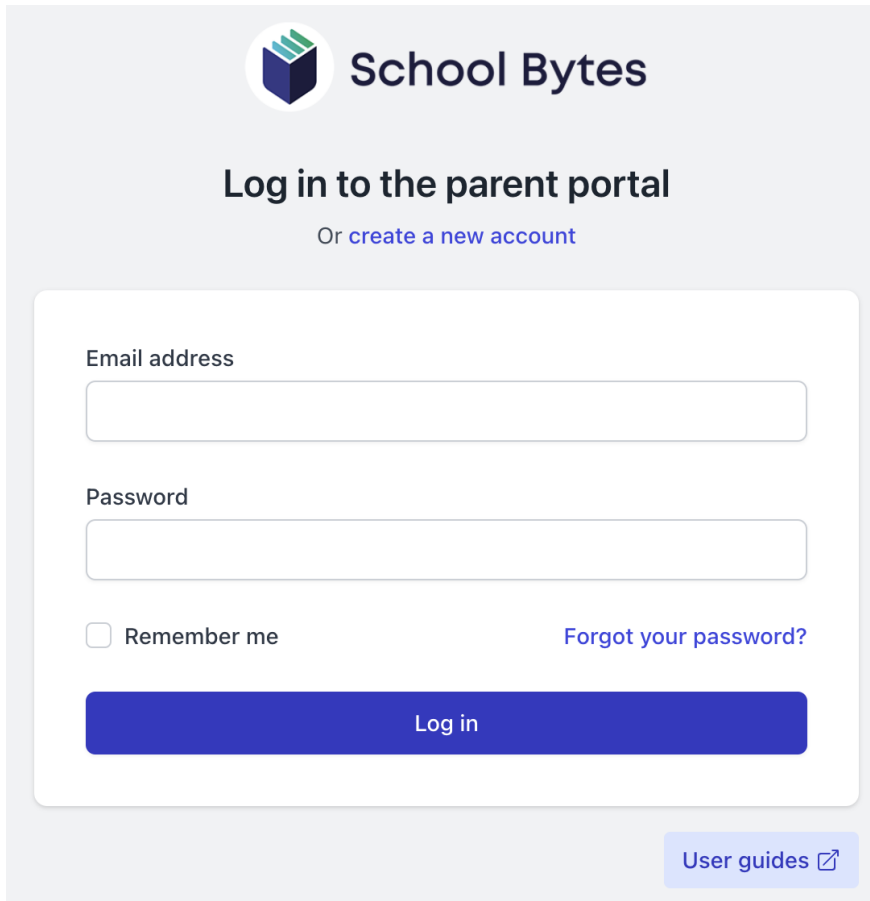
Last updated: February 11, 2025

The School Bytes parent portal provides parents and carers with a booking system for parent-teacher interviews. The streamlined booking system ensures simplicity while instantly securing your preferred interview time slot in real time.

Please note: The interviews booking system is also available in the School Bytes app version of the parent portal. A parent-teacher notification banner will appear on the home screen with a link to make the booking. To view the interviews you will need to ensure you have the latest version of the parent app.

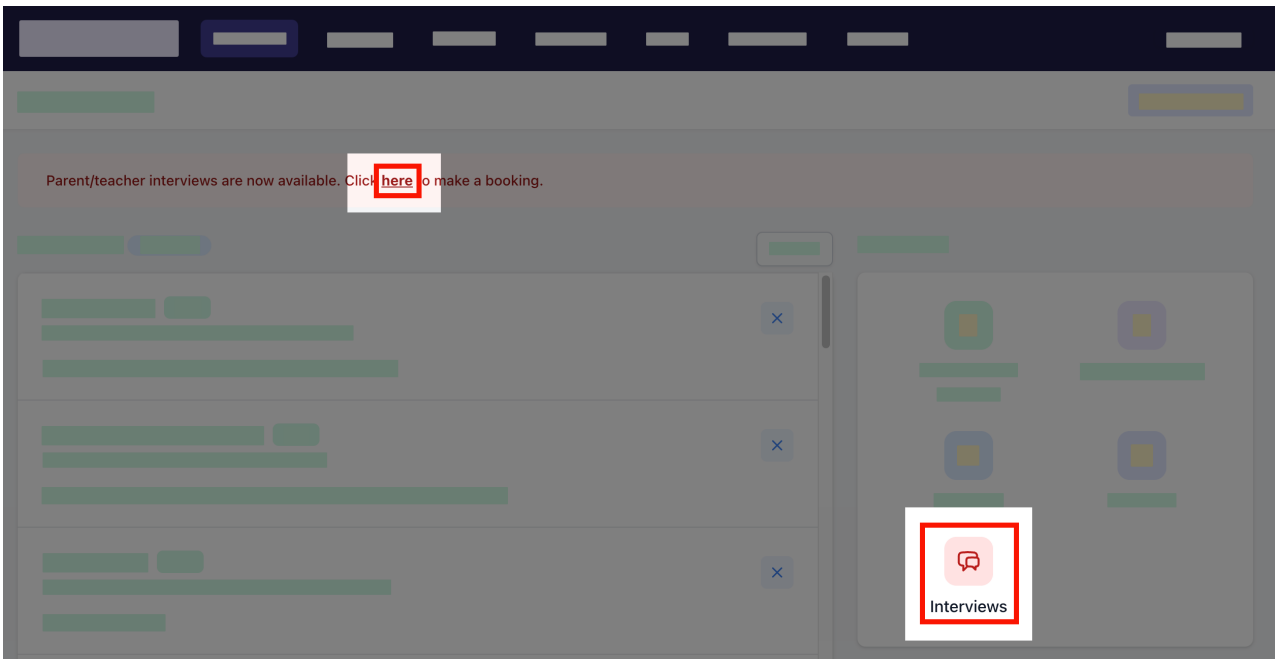
Detailed steps

1. Log into the parent portal –
[**https://portal.schoolbytes.education/auth/login**](https://portal.schoolbytes.education/auth/login)



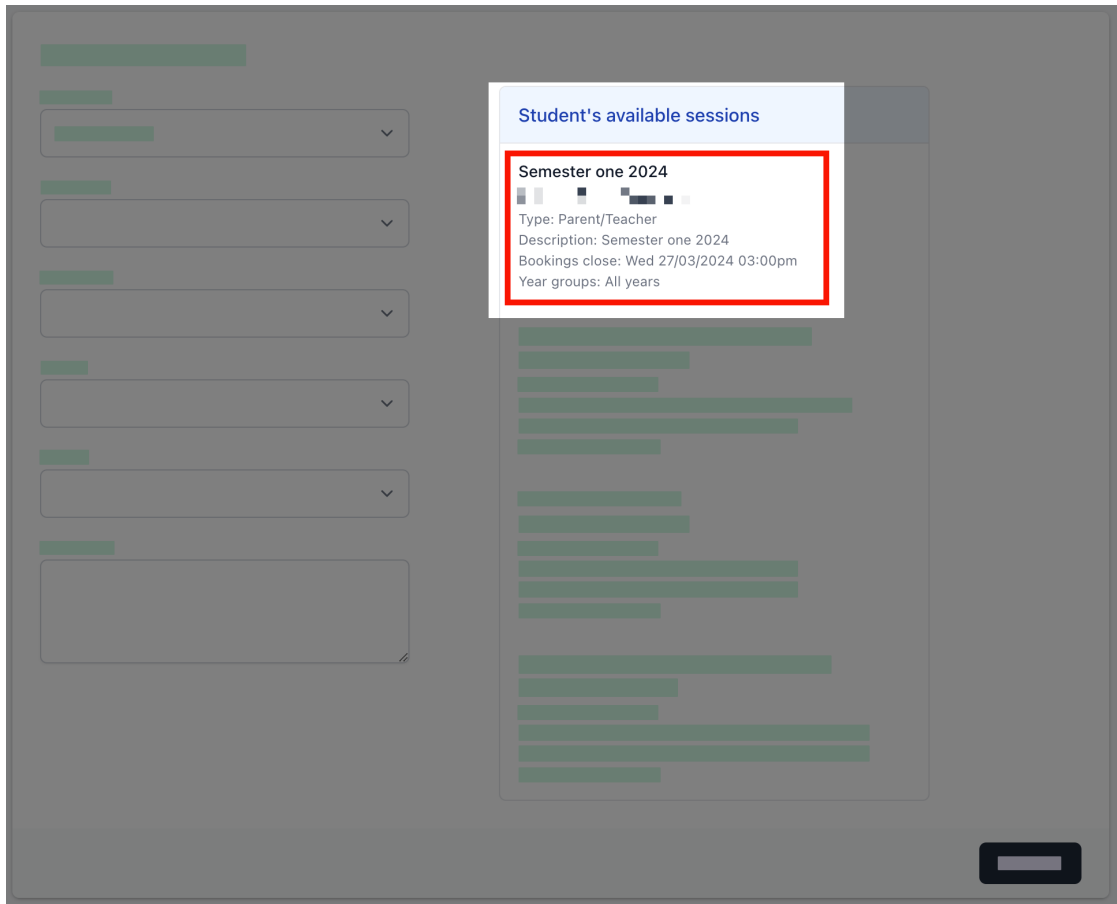
On the dashboard screen, a red banner will appear, notifying you that parent-teacher interviews are now available for booking.

2. Click on the 'here' hyperlink or select interviews.



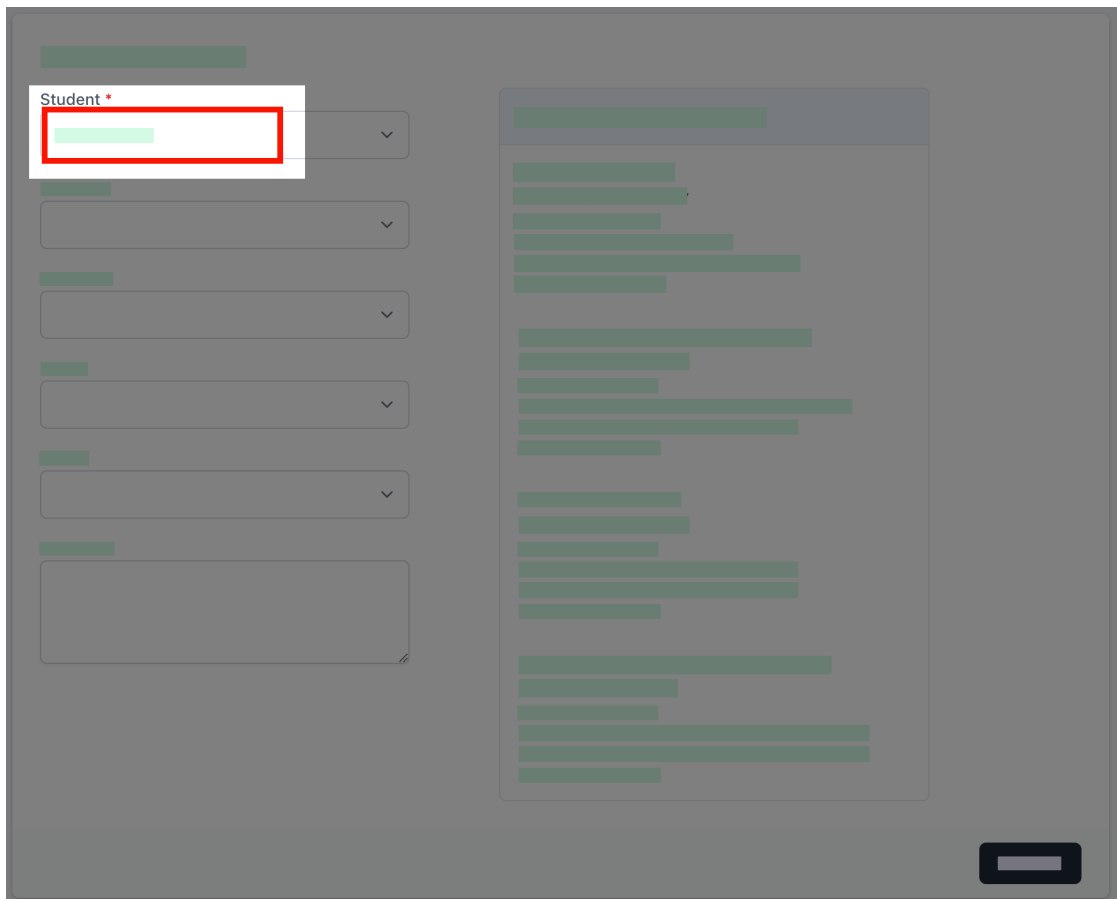
You will be re-directed to the interview booking panel to create a new booking.

Students' available sessions will display on the right-hand side of the bookings panel.



3. Select the student's name.

This is your child's name, and if you have multiple children, select the required child.



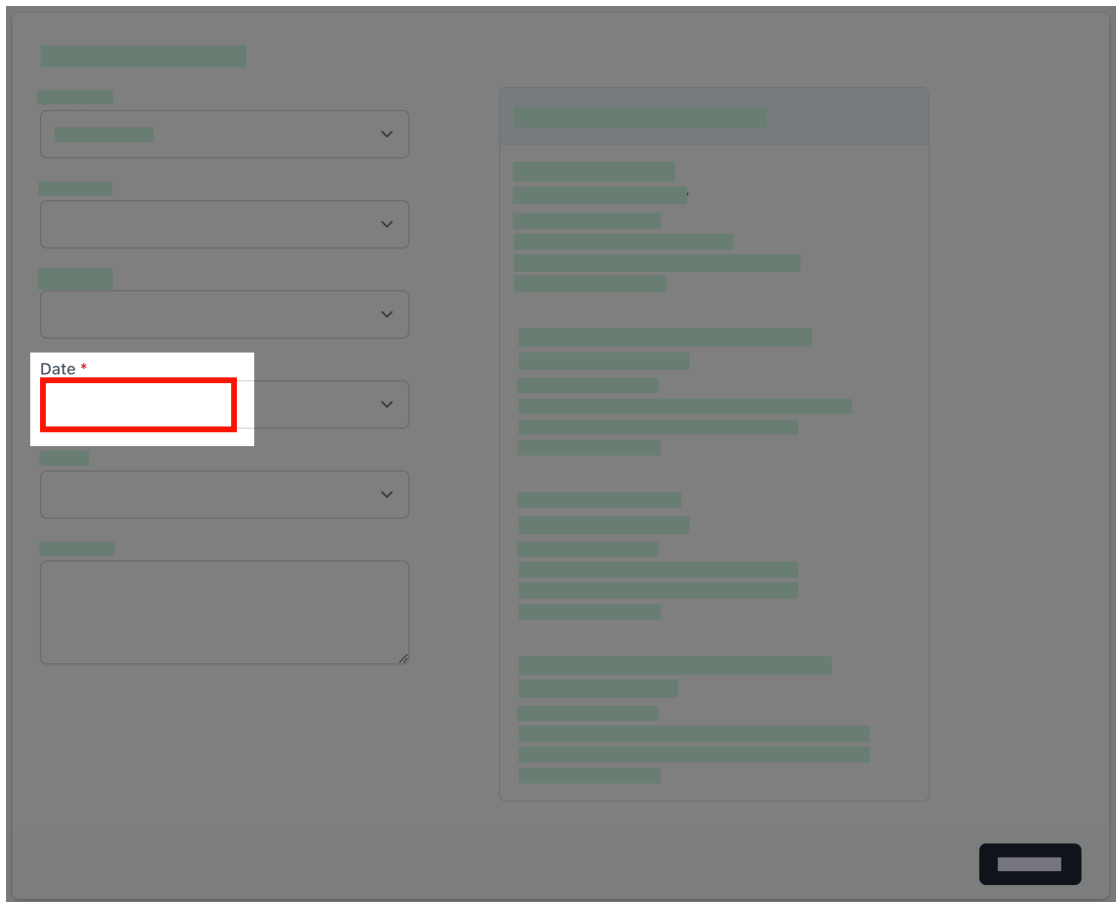
4. Select an interview session.

A screenshot of a form interface. On the left side, there are several dropdown menus. The second dropdown menu from the top is labeled "Session *" and is highlighted with a red rectangular box. Below it are three more dropdown menus and a text input field. On the right side, there is a large list of items, each with a green bar to its left, representing a selection list. At the bottom right corner, there is a black button with a white horizontal bar.

5. Select the teacher.

A screenshot of a form interface, similar to the one above. On the left side, there are several dropdown menus. The third dropdown menu from the top is labeled "Teacher *" and is highlighted with a red rectangular box. Below it are two more dropdown menus and a text input field. On the right side, there is a large list of items, each with a green bar to its left, representing a selection list. At the bottom right corner, there is a black button with a white horizontal bar.

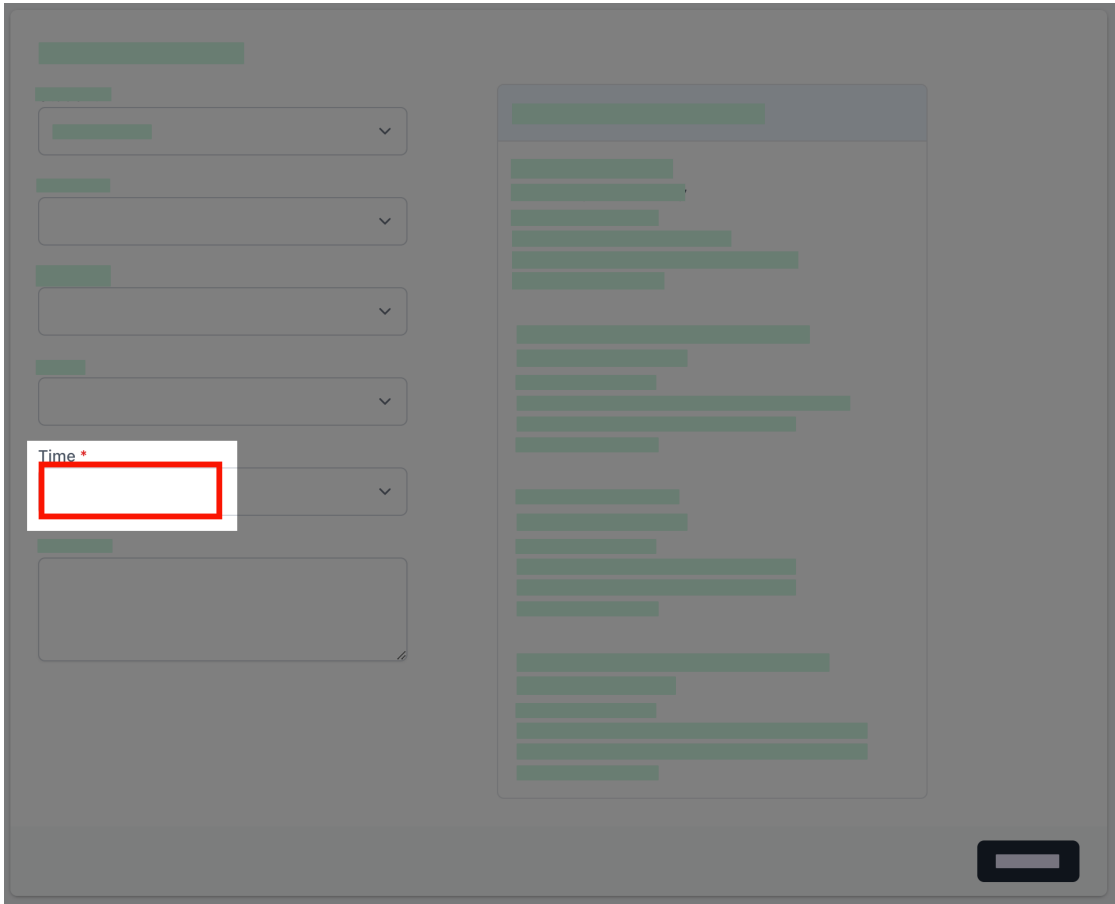
6. Select a date.



The image shows a dark-themed user interface for booking an interview. On the left side, there is a vertical stack of several dropdown menus, each with a small downward arrow on the right. The fourth dropdown menu from the top is labeled "Date" in red text and has a white rectangular box with a red border around its input area. To the right of these dropdowns is a large, light-colored rectangular area containing a list of horizontal bars of varying lengths, representing available time slots. At the bottom right corner of the interface, there is a dark rectangular button with a white horizontal line inside.

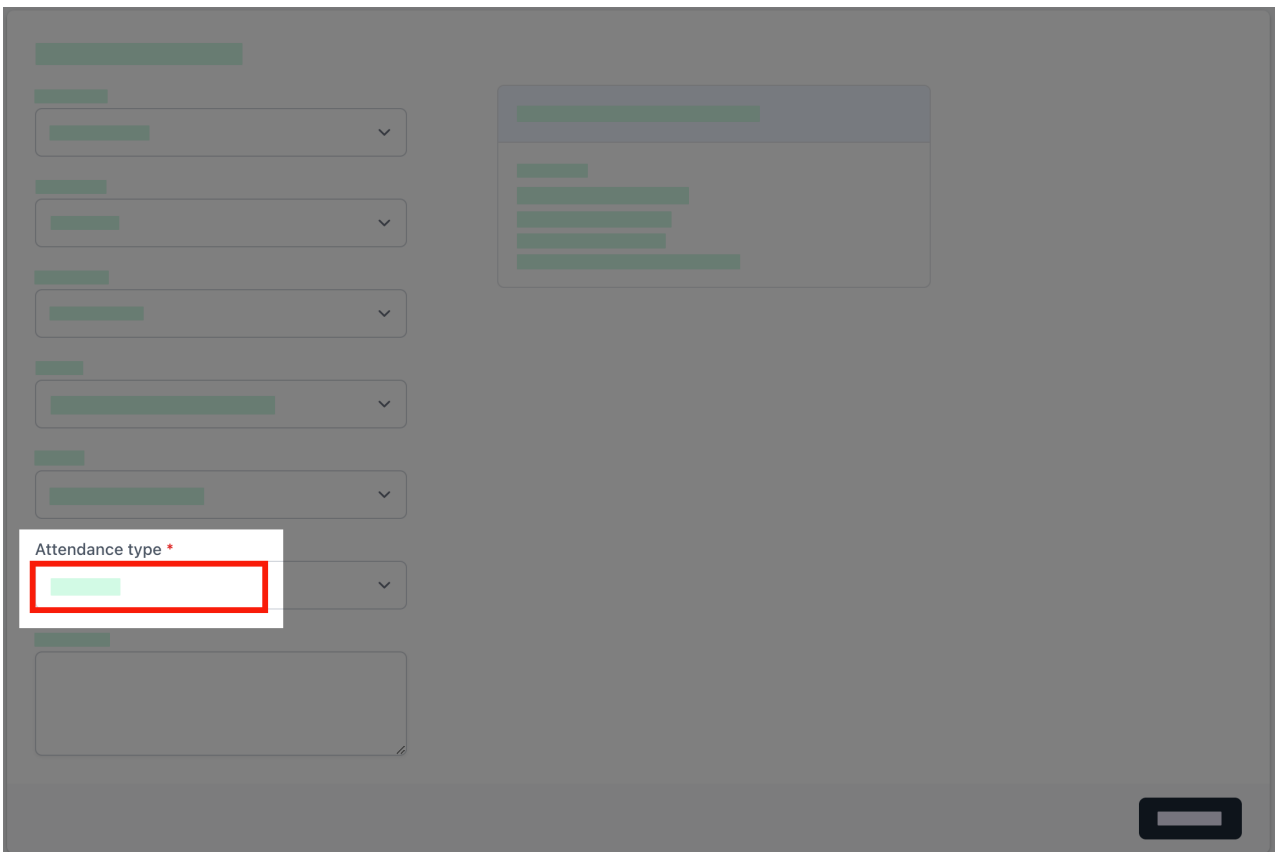
7. Select the preferred interview time slot.

Only one (1) time slot can be booked at a time.

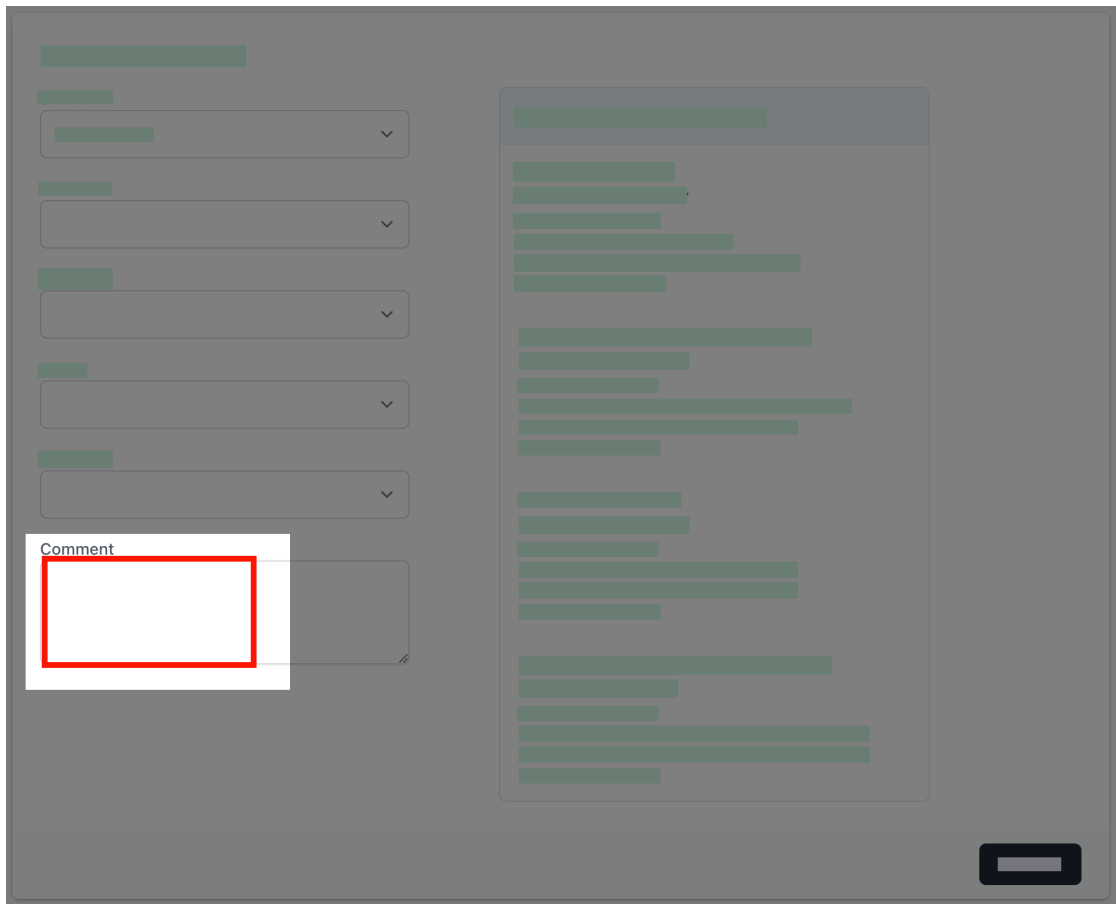


8. Optionally, update the attendance type.

There may be more than 1 option depending on the attendance type/s set by the school.

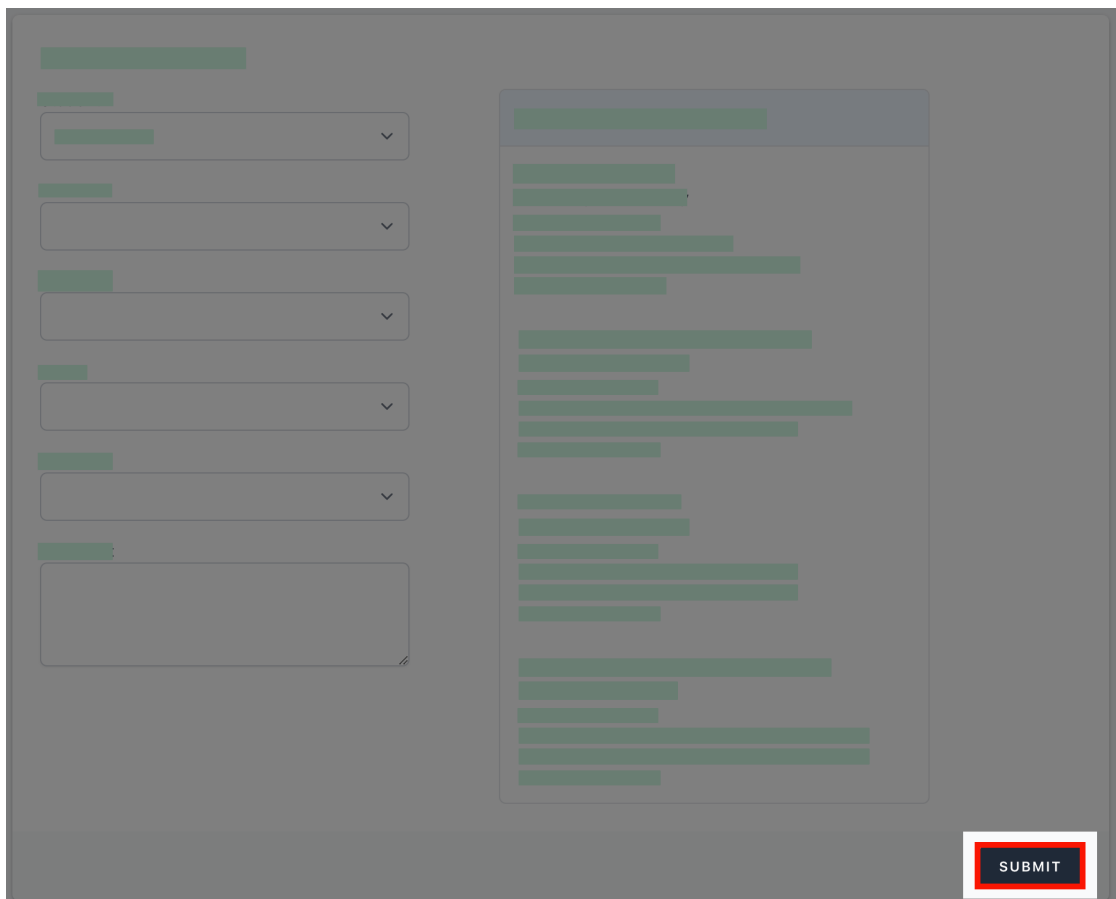


9. Optionally, add comments.



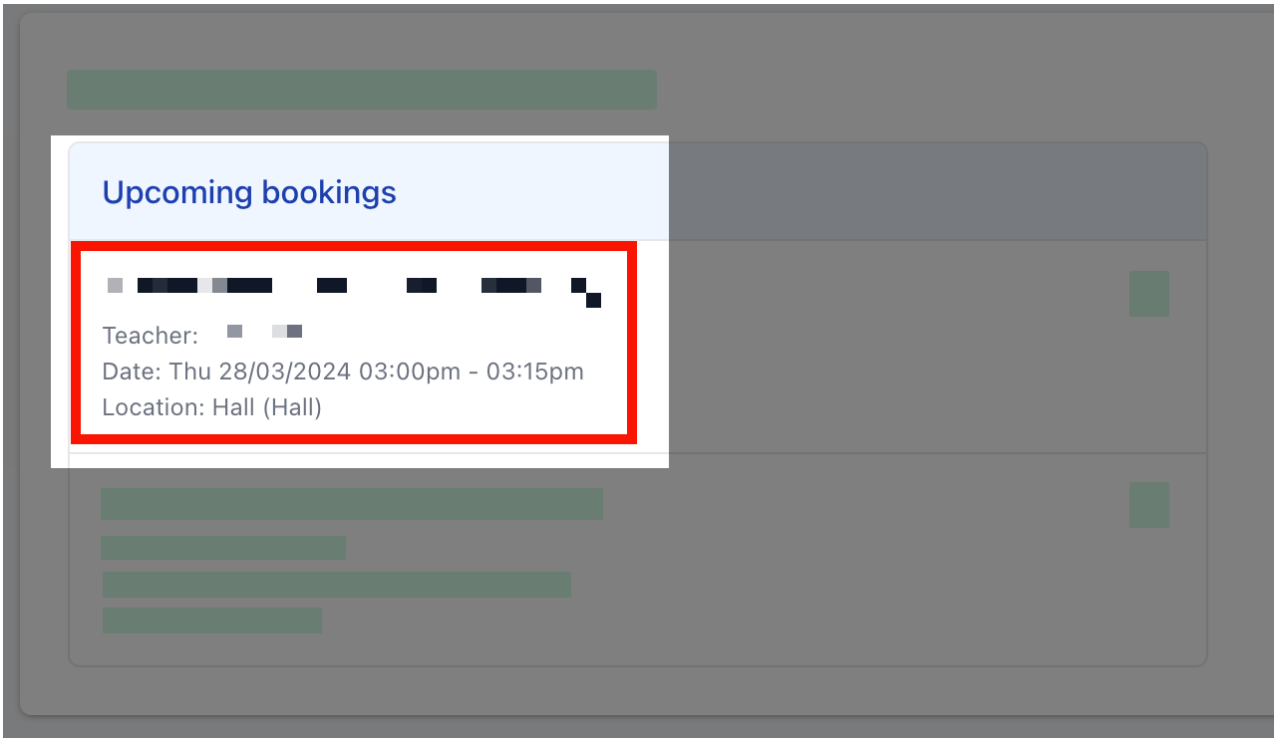
A screenshot of a form interface. On the left side, there are five rows of input fields, each with a dropdown arrow on the right. Below these is a larger text area labeled "Comment" with a red rectangular highlight around it. On the right side, there is a large rectangular area containing several lines of placeholder text, represented by horizontal bars of varying lengths. At the bottom right corner of the form, there is a dark rectangular button with a white horizontal bar inside.

10. Select submit.

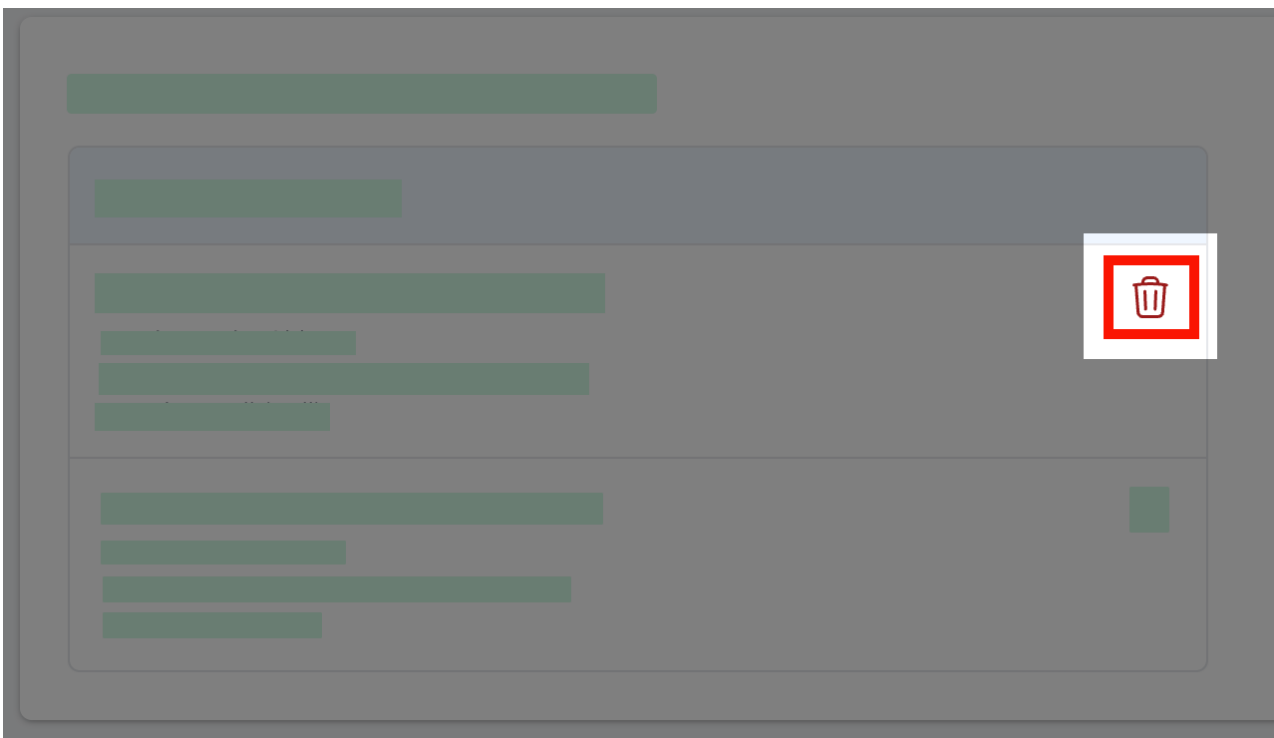


A screenshot of the same form interface as in the previous image. The "Comment" field is no longer highlighted. Instead, the dark rectangular button at the bottom right corner, which contains the word "SUBMIT" in white capital letters, is highlighted with a red rectangular border.

Your booking has been secured and will show on the 'Your bookings panel' at the bottom of the screen.



11. Optionally select the bin icon to cancel a booking.



Repeat the above steps to make further bookings.

Further assistance

If you have any questions relating to this article, please contact your school.

