

Central Parent Portal

How to book your “Student Led Conferences”

Book from Central Parent Portal

Login into Central Parent Portal and select **Student Led Conferences**

<https://central.silverton-ps.vic.edu.au/portal2>

The screenshot shows the 'Home' page of the Central Parent Portal for Silverton Primary School. The user is logged in as a parent. The page features a navigation menu on the left with options like Messages, Absences, Newsletters, Daily Notices, Student Led Conferences (highlighted), School Resources, School Forms, My Details, My Access, and Help & Information. The main content area displays a 'Home Feed' with two posts: 'End of Term details and Newsletter' and 'REMINDER tomorrow is World Oceans Day'. On the right, there are sections for 'Upcoming Events' (including 'Grade 3/4 Museum/IMAX Excursion' and 'Sister School Visit') and 'Student Activity' (listing attendance records for a student).

Select Timeslots

You will need to select for each child.

The screenshot shows the 'Interviews' page in the Central Parent Portal. The user is logged in as a parent. The page displays details for a '2018 Student Led Conference' with a 'Select Timeslots' button. The conference details are: Session date: 26/07/2018, Session duration: 20 minutes, and Registration open until: 26/07/2018 09:00. The navigation menu on the left is similar to the Home page, with 'Student Led Conferences' highlighted.

Select the **timeslot** you would like and hit **Save Bookings**

2018 Student Led Conference

Session date: **26/07/2018**
Session duration: **20 minutes**
Registration open until **26/07/2018 09:00**

2018 Student Led Conference

Student NAME
12E
Ms Nicola TYME

26/07/2018 Thu

<input type="radio"/> 9:30am	<input type="radio"/> 12:10pm	<input type="radio"/> 2:50pm	<input type="radio"/> 5:30pm
<input type="radio"/> 9:50am	<input type="radio"/> 12:30pm	<input type="radio"/> 3:10pm	<input type="radio"/> 5:50pm
<input type="radio"/> 10:10am	<input type="radio"/> 12:50pm	<input type="radio"/> 3:30pm	<input type="radio"/> 6:10pm
<input type="radio"/> 10:30am	<input type="radio"/> 1:10pm	<input type="radio"/> 3:50pm	<input type="radio"/> 6:30pm
<input type="radio"/> 10:50am	<input type="radio"/> 1:30pm	<input type="radio"/> 4:10pm	<input type="radio"/> 6:50pm
<input type="radio"/> 11:10am	<input type="radio"/> 1:50pm	<input type="radio"/> 4:30pm	<input type="radio"/> 7:10pm
<input type="radio"/> 11:30am	<input type="radio"/> 2:10pm	<input type="radio"/> 4:50pm	<input type="radio"/> 7:30pm
<input type="radio"/> 11:50am	<input type="radio"/> 2:30pm	<input type="radio"/> 5:10pm	

Selected appointments

Your interview time will be displayed.

2018 Student Led Conference

Session date: **26/07/2018**
Session duration: **20 minutes**
Registration open until **26/07/2018 09:00**

Appointments

- **26/07/2018 Thu 12:30pm** with Ms Nicola TYME for Student NAME (12E)

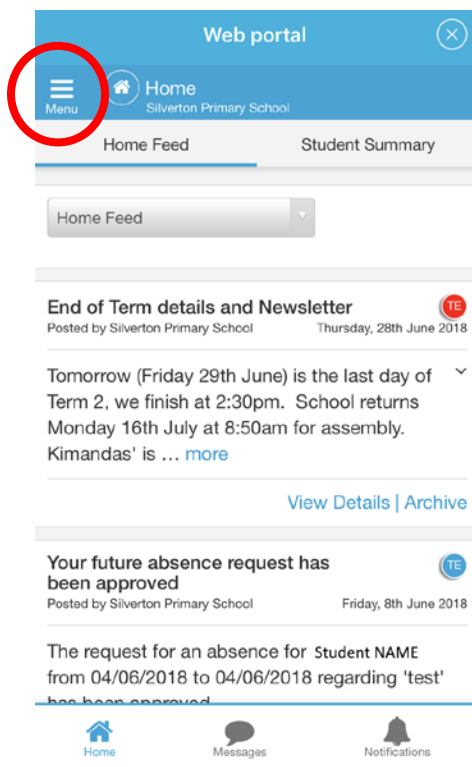
If you need to edit, this click, **Edit Bookings**.

NB: Please ensure you make a booking for each of your children.

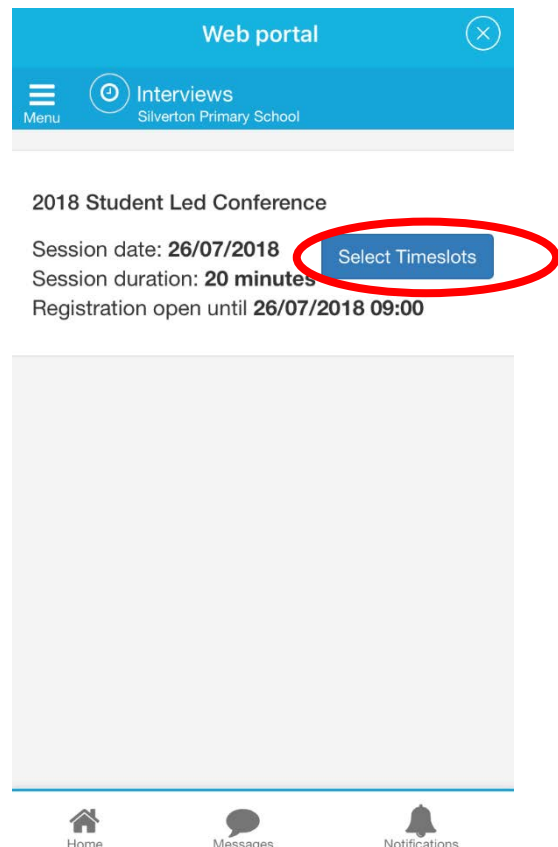
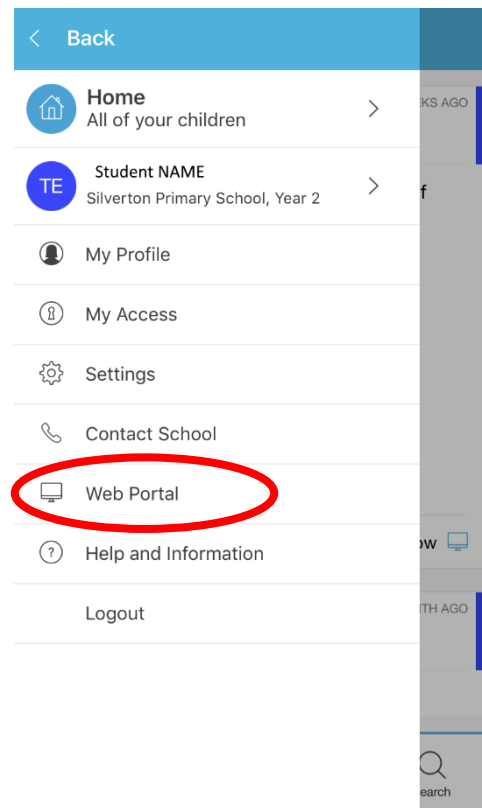
Book from Sentral Parent App

1. Open the App and go to **Web Portal** in the menu items

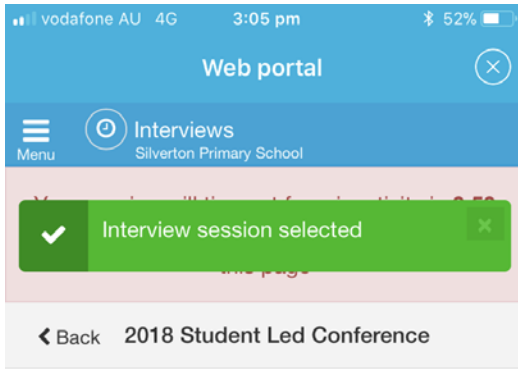
Your account should be linked to the portal automatically. If not, you will need to enter your email address as the username and Portal password.



2. Click on the **Menu**



3. **Select Timeslots**



4. Select the timeslot you would like and scroll down

Student NAME

12E

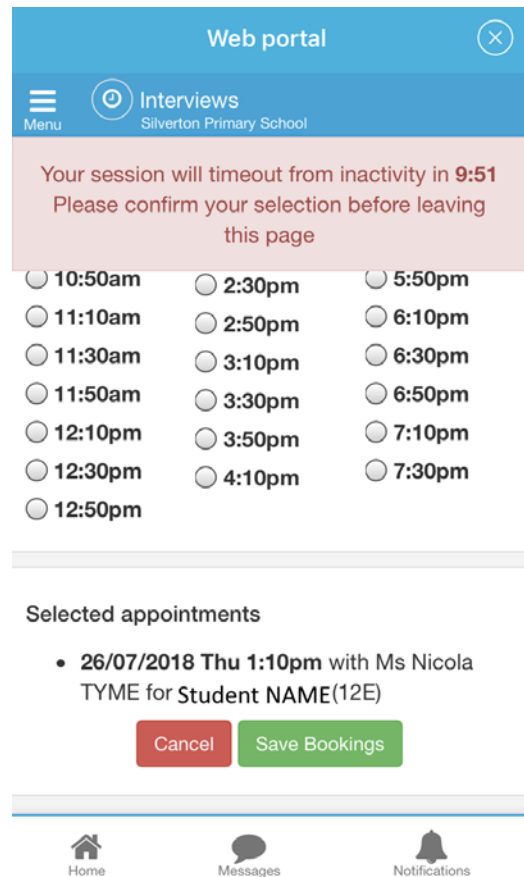
Ms Nicola TYME

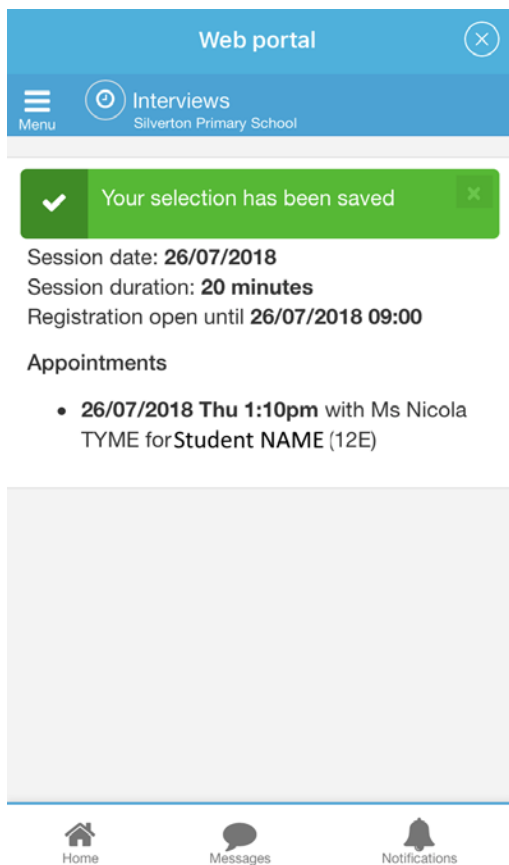
26/07/2018 Thu

<input type="radio"/> 9:30am	<input checked="" type="radio"/> 1:10pm	<input type="radio"/> 4:30pm
<input type="radio"/> 9:50am	<input type="radio"/> 1:30pm	<input type="radio"/> 4:50pm
<input type="radio"/> 10:10am	<input type="radio"/> 1:50pm	<input type="radio"/> 5:10pm
<input type="radio"/> 10:30am	<input type="radio"/> 2:10pm	<input type="radio"/> 5:30pm
<input type="radio"/> 10:50am	<input type="radio"/> 2:30pm	<input type="radio"/> 5:50pm
<input type="radio"/> 11:10am	<input type="radio"/> 2:50pm	<input type="radio"/> 6:10pm
<input type="radio"/> 11:30am	<input type="radio"/> 3:10pm	<input type="radio"/> 6:30pm

Home Messages Notifications

5. The Selected appointment details are at the bottom of the screen. Hit **Save Bookings**





6. Your selection has been saved.

NB: Please ensure you do this for all your children.

Confirmation Email

From: admin@silvertown-ps.vic.edu.au <admin@silvertown-ps.vic.edu.au>
Sent: Monday, 16 July 2018 1:23 PM
To: Parent Email<parent@email.com.au>
Subject: 2018 Student Led Conference Confirmation

Dear Parent or Guardian,

Your booking for 2018 Student Led Conference at Silvertown Primary School has now been confirmed. Please find below a copy of the details for your reference. We look forward to seeing you there.

Parent Teacher Night Details

Dates:
 26/07/2018 9:30am - 8:00pm

A copy of your schedule in order of appointments is below:

Date	Time	Child	Class	Teacher
26/07/2018	13:10:00	Student NAME	12E	Ms TYME

For your convenience, a copy of your schedule is attached in iCal format for you to add to your calendar.

Silvertown Primary School

77 -123 Jacksons Road

Noble Park North

Phone: 03 9795 5033 | Fax: 03 9795 7163 | Email: silvertown.ps@edumail.vic.gov.au