

# Alfirdaus College & Schoolzine Parent Teacher Instructions



1. Download the Schoolzine app
2. Open the Schoolzine app
3. Tap on the yellow **Parent Teacher Interview** tile
4. You will be request to enter in the email address and password you used when downloading the app.
5. Tap on **Book a Time**
6. You will see your linked children. You can add child/ren if they are not already on Schoolzine. To do this you will need to tap on the **Add Student** button, enter in your child's **First Name** and **Last Name** and tap **Save**. You can enter more than one child.
7. Once your child has been added to Schoolzine, tap on the box with your child/ren's name so it is highlighted green. You can select more than one child if required. Only chose the child/ren if you intend to speak with their teacher
8. Tap **Save and Continue**
9. **Select Staff** – in the **Search Staff box**, you can enter the centre your children attend or their teachers name to simplify your search and find the teacher
10. **Scroll through the list and find the correct teacher** – tap the box with your child/ren's teachers name so it is highlighted green
11. Scroll to the bottom of the page and tap on the **Next** button
12. **Select Times** – select the time of your booking from the list provided. You can use the arrows next to the calendar icon to choose an appropriate date. Once you have selected the time and date that suits you, tap **Next**
13. **Review Times** and add your **mobile number in the notes** (so the teacher can call you) before tapping **Next** to confirm your booking
14. You will receive a confirmation email with your interview details once the Schoolzine process is complete
15. If you require assistance please refer to the blue **Parent Booking Guide** tile on the Schoolzine Home Page
16. If you still have any issues or need assistance, please call 9791 6777 between 8am to 4pm, Mon to Thurs