



PARENT-TEACHER MEETINGS (PTM) MODULE

Although a number of schools have been using various modules in the SCHOOLEVENT KIOSK for more than a year, the PTM Module has only recently been made available.

The PTM Module simplifies the process of setting up events for parents and teachers to meet to discuss student's learning. No more student excuses of "I lost the form", or requiring parents to queue to see each teacher! Parents can simply book online or phone the school office to have their booking entered.

There is no software or systems to install on your computers or server — all you need to use SCHOOLEVENT is a standard Internet browser (eg. Internet Explorer, Mozilla/FireFox, Safari).

The PTM Module is available for the next three months as a one-off special offer rate as shown below.

School Enrolment	Special Offer Price
0-99	\$100
100-199	\$200
200-399	\$350
400-599	\$500
600-999	\$700
1000-1499	\$850
1500-1999	\$1000

Parent Meetings Book

- List parent-teacher meetings
- Setup new parent-teacher meetings
- Print/email list of meetings
- Download PTM data

Parent-Teacher Meetings Scheduled
Albert College
07-07-2008 – 09-06-2008 [Edit](#) [Delete](#) [Add/Remove Teachers](#) [Block-book Report](#)

Setup New Parent-Teacher Meeting
Albert College

- ▶ [Set Dates](#)
- ▶ [Set Times](#)
- ▶ [Set Appointment Details](#)
- ▶ [Set Teacher Availability](#)

[Create Session](#)

Add Teacher Details Manually

Teacher's Full-Name (for Display) *

Email address* (to notify bookings)

Add Teacher Details by Uploading a File

[Select file](#)

Set length of Appointments

No of minutes

SCHOOL OFFICE STAFF...

- Set-up each set of PTMs by entering basic information into the online template.
- Add teacher names.
- Reserve appointment times for specific parents.
- Block-out the times that individual teachers are not available.
- Print the appointment schedule for each teacher.
- Call 03 9534 2934 for free support.

Set Teacher Availability

Check the box for each teacher available for this session

- Mr Graham Enders
- Miss Jane Francis
- Dr Jean Thompson
- Mr Peter Underwood
- Mr Tony Vincent
- Mrs Beth Yelland

Download Appointments File

Select Teacher(s)

- All
- Graham Enders
- Jane Francis
- Jean Thompson
- Peter Underwood
- Tony Vincent
- Beth Yelland

PARENTS...

- Visit the link you place on your homepage to book.
- Make appointments to meet with individual teachers — time slots are allocated on a first-come-first-served basis.
- Receive an email confirming the details of their appointments.
- Phone the school office to have their appointment entered for them, if they do not have access to the Internet.

Book Meetings with your Children's Teachers

Please enter your contact details

First Name

Last Name

Email Address

Please enter the name of the child

Child's First Name

Child's Last Name

Book Meetings with Teachers

Select a Parent-Teacher Session

15-Jun-2008 - 15-Jun-2008

Note for the teacher

[Schedule Meeting](#) [Cancel](#)

19:00	Please click here to book this time
19:15	Please click here to book this time
19:30	You have booked a meeting with Christine Norse Note to Teacher: I would like to discuss John's progress in maths and how we can give him some extra support at home
19:45	Please click here to book this time
20:00	Reserved

To access the PTM Module, simply register your school at www.radii.org — this will provide free access for 14-days for you to explore the PTM Module — to use the PTM Module, purchase item: PTM-SPO-90DAY for 90-days access at www.radii.org/shop

radii.org provides free phone support for the PTM Module — call us — in a 30-minute phone call you will get your next round of parent-teacher meetings up-and-running.

The PTM module is provided under the mission of radii.org to make advanced online services available to schools at low cost.

Copies of this Newsletter and the PTM User Guide can be downloaded at: www.radii.org/help