


Parent Teacher Online (PTO) Parent User Instructions

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. If you do not have internet access at home or elsewhere, a computer will be available in the **Library** during School hours (8.00 am – 4.30 pm Monday to Thursday and 8.00 am to 3.30 pm Friday).

Go to the school's home page www.mazenod.vic.edu.au



- **Click the PTO icon as shown here** ... and enter your username and password/PIN.
- When you log on, the system displays only your own child/children. Bookings are made by families using your family username and password/PIN.
- Parents/Guardians seeking alternative arrangements should call the College.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for Teachers, those time slots are no longer displayed as available. PTO prevents double-booking of Teachers or Parents/Guardians.
- When you have made all the bookings you require, you can download or email a list of your bookings, in time order, for printing.
- You can log in and **change bookings** any time **up to midnight on the day before the interviews**.
- If you see this symbol  displayed along side the class name, it means this Teacher recommends that you book an interview.
- If you encounter any problems using PTO please contact the School Office by phone on 9560 0911.

To obtain PIN/password click here:



www.parentteacheronline.com.au
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Mazenod College

[Obtain PIN/Password](#)

Login



Username: FAMILY1

PIN/Password: ●●●●

Enter your surname (or alternative login/username that may have been provided to you). This can be UPPER or lower case or Mixed.
Then enter your PIN or password and click Login.
You can obtain your PIN/password (or have it re-sent) by clicking 'Obtain PIN/Password' above.

You can find extra information wherever you see the 'i' symbol:

Click OK to proceed to make your interview bookings:

You are logged in as: FAMILY1 [Sign out](#)
You can add a second login here [Help](#) [Feedback?](#)


You are making bookings in **manual** mode. Leave gaps between bookings


Welcome to PTO

To book an interview, select a time and click

Repeat for each additional interview.

Multiple, optimised bookings are also available. See

When finished, download your interview schedule using the printer button  (top left of page)

To show this information again and get more help, see 

Click here to continue ...

When you have made all your bookings, click the **printer** symbol to download your interview list:

You are making bookings in **manual mode**. Change ↻ Leave gaps between bookings

Student	Class	Teacher	Bookings for FAMILY1
BOOKED (1) ... <i>These are your <u>confirmed</u> bookings, shown in time order.</i>			
Stud Student1	Year 7 History	Mr Staff One	Change Cancel Tue 28/8 4:05pm (5 min)
NOT BOOKED ...			
Stud Student1	Year 7 English	Mr Staff One	Select time ... Make booking
	Year 7 HomeRoom	Mr Staff One	Select time ... Make booking
	Year 7 Italian	Mr Staff One	Tue 28/8 3:50pm Make booking
	Year 7 Mathematics	Mr Staff One	Tue 28/8 4:15pm Make booking
	Year 7 Music	Mr Staff Two	Tue 28/8 4:25pm Make booking
	Year 7 Physical Education	Mr Staff Two	Tue 28/8 4:30pm Make booking
	Year 7 Religious Education	Mr Staff Two	Tue 28/8 4:45pm Make booking

Manual mode – you make all your bookings individually:

It is recommended to leave a gap between interviews – you can untick this if you need to.

Select a time, then click 'Make Booking'

You are making bookings in **automatic mode**. Change ↻ Leave gaps between bookings

STEP 1 - Select the date and time that you want to start seeing teachers: Tue 28/8 3:45pm

Then select the teachers you want to see:

Student	Class	Teacher	Bookings for FAMILY1	
Stud Student1	Year 7 English	Mr Staff One	<input type="checkbox"/>	
	Year 7 History	Mr Staff One	<input checked="" type="checkbox"/>	
	Year 7 HomeRoom	Mr Staff One	<input checked="" type="checkbox"/>	
	Year 7 Italian	Mr Staff One	<input checked="" type="checkbox"/>	
	Year 7 Mathematics	Mr Staff One	<input checked="" type="checkbox"/>	
	Year 7 Music	Mr Staff Two	<input checked="" type="checkbox"/>	
	Year 7 Physical Education	Mr Staff Two	<input checked="" type="checkbox"/>	
	Year 7 Religious Education	Mr Staff Two	<input checked="" type="checkbox"/>	
	Year 7 Science	Mr Staff Two	<input checked="" type="checkbox"/>	
	Year 7 Visual Communication & Design	Mr Staff Two	<input checked="" type="checkbox"/>	
				<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>

You can 'change' to **Automatic mode** if you wish – the system will schedule all your interviews for you

Again, It is recommended to leave a gap between interviews – you can untick this if you need to.

Select all the teachers you wish to see

Select a start time for your interviews, then click 'Next'

You are making bookings in **automatic mode**. Change ↻

STEP 2 - Confirm the time for your first interview then click Next.

(Click the down-arrow to see more options)

Starting	Teacher	Bookings for FAMILY1
Tue 28/8 3:45pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 3:50pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 3:55pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:00pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:05pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:15pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:25pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:30pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:40pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:45pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 4:55pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 5:00pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 5:05pm Total time: 25m	Mr Staff One	<input checked="" type="checkbox"/>
Tue 28/8 6:30pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 6:35pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 6:40pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 6:45pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 6:55pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:00pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:05pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:15pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:20pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:25pm Total time: 30m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:40pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 7:50pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 8:00pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>
Tue 28/8 8:05pm Total time: 25m	Mr Staff Two	<input checked="" type="checkbox"/>

The system will give you a number of start time options, and total duration, select the one you want and click 'Next'

At any time you can change back to Manual mode to change individual interview times or to add some new ones