



# CANBERRA HIGH SCHOOL

## BOOKING APPOINTMENTS IN PTO

1. Logon to PTO through:  
<https://bookings.parentteacheronline.com.au?school=9mc76>

2. Click on Obtain PIN/Password.

3. Enter the home email recorded with the school and your logon and pin will be sent to you.  
Alternatively, call the school and your logon details will be provided.

- 4a. **Manual Booking:** Pick a date from the drop-down list.

You will then be able to book appointment times for each of your child's subjects.

- 4b. **Automatic Booking:** Click the Automatic Booking Mode button at the top of your screen

You will then be able to book appointment times for each of your child's subjects.  
Click on the drop down menus next to each teacher for available times.

# JOINING A PARENTS' EVENING MEETING

1. Log-in to your **PTO account**.  
You will see a list of appointments with teachers.



**Canberra High School**  
**Bookings for A PARENT**  
Printed: 25/8/2020

TIME	STUDENT	CLASS	TEACHER
<b>Wednesday 16 September</b>			
Wed 16/9 3:30pm (7 min)	<b>A STUDENT</b>	FISHER - ACE	Teacher <a href="#">(Click link to Join meeting)</a>

2. Click on the link to join.

FISHER - ACE

Teacher

[\(Click link to Join meeting\)](#)

3. You will be taken to a webpage with options on how to join in the Teams Meeting.

- a) You can download the app for Windows or Mac.
- b) You can use your web browser.
- c) You can open with the Teams app if you already have it downloaded.

**How do you want to join  
your Teams meeting?**

a)



**Download the Mac app**

Use the desktop app for the best experience.

b)



**Continue on this browser**

No download or installation required.

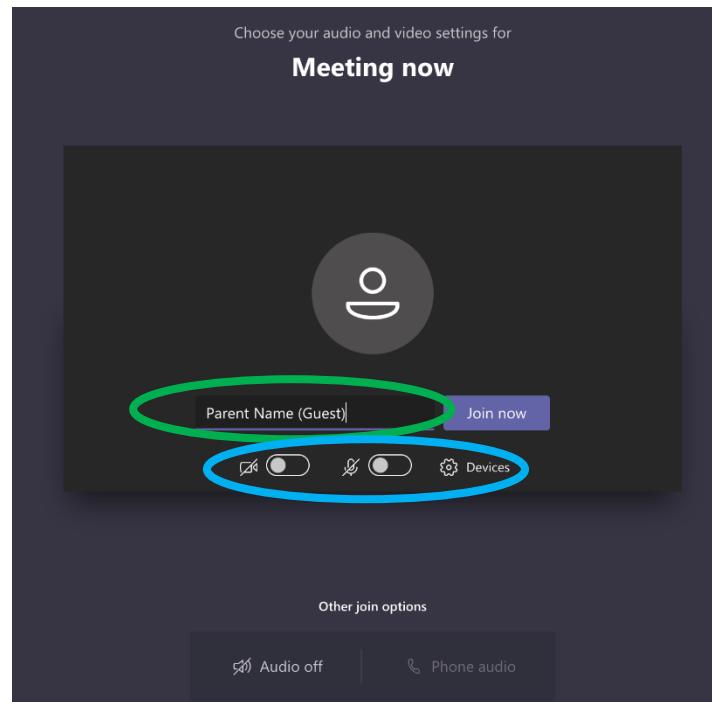
c)



**Open your Teams app**

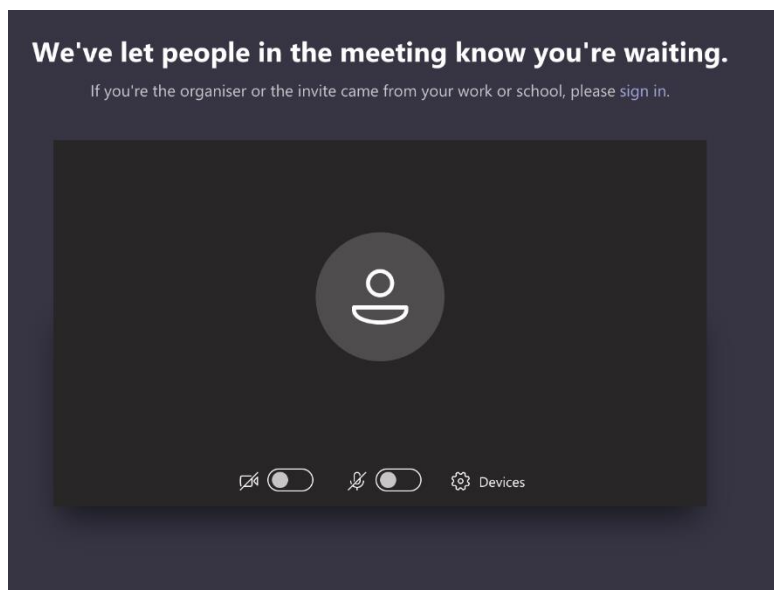
Already have it? Go right to your meeting.

4. When you are ready to join you will be asked to **type your name** and check your camera and microphone settings.  
Please use the name on your PTO so that teachers can cross check times.



You can **toggle the camera and microphone on and off**. Having these switched off whilst you are in the lobby will help save your bandwidth.

5. After you click **Join now** you will be placed in the **lobby**. At the start of your appointment the teacher will admit you into the Meeting.



Appointments are 5 minutes long and around the 2-minute mark the teacher will let you know that the appointment is almost finished. They will have the next parent waiting.