

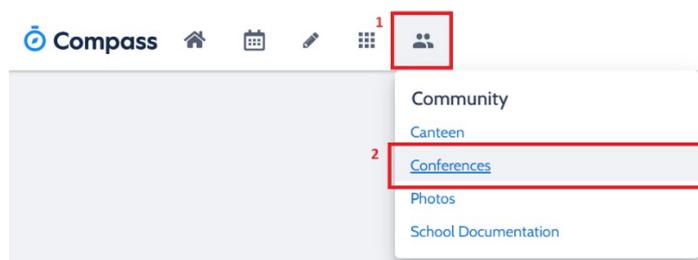


BRIGHTON
SECONDARY COLLEGE

TAPAS Parent Guide

1. Go to CompassPortal page and click on the People icon at the top of the page and then click on 'Conferences'

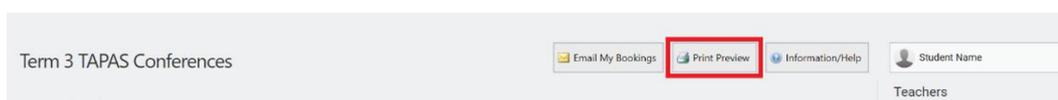
Compass Link: <https://brightonsc-vic.compass.education/>



2. Click on the 'My Bookings'

Conference Cycles	
Cycle Name	
TAPAS- Term 2 Monday 24th April 2023	My Bookings
First Slot: Monday, April 24 2023 - 12:00 PM, Last Slot: Monday, April 24 2023 - 06:55 PM	
TAPAS- Term 2 Wednesday 26th April 2023	My Bookings
First Slot: Wednesday, April 26 2023 - 08:50 AM, Last Slot: Wednesday, April 26 2023 - 04:25 PM	

3. Click on 'Start Booking Now'
4. Click on 'Print Preview'

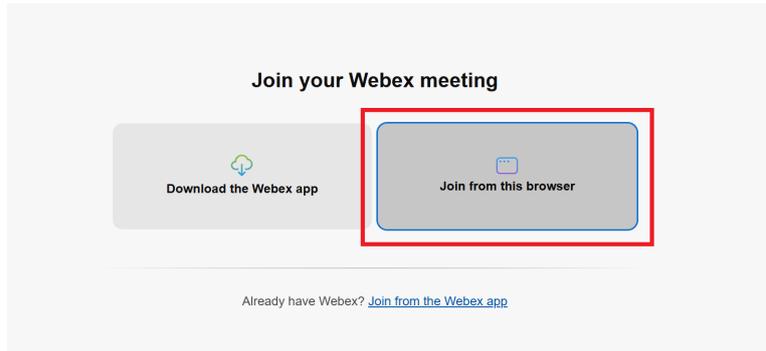


5. Click on 'Conference Link: Teacher Name' and you will go straight to the Waiting Room for your meeting.

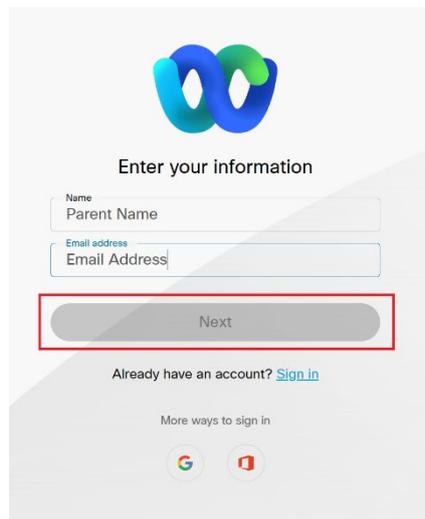
Booking Time	Teacher Photo	Student Photo	Student and Parent Information	Interview Information
Monday 24/04 04:30 PM			Student: Bart SIMPSON Parents: Ms Marge SIMPSON, Mr Homer SIMPSON	Teacher: Karen Smith Teacher for Y 10 English Location: Conference Link : SMITH, Karen



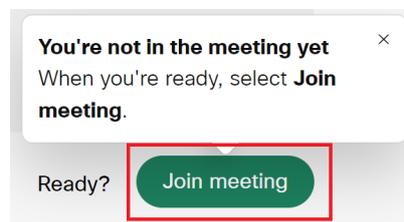
- You'll have to wait 10 seconds for the page to completely load. Once the page is fully loaded, click on Join from this browser.



- Enter your details then click **Next**.



- Once you're on the next page, click **Join**.



Upon joining the meeting, you will be directed to a waiting room where you will be temporarily placed until the staff member is available to accept you into the meeting room.



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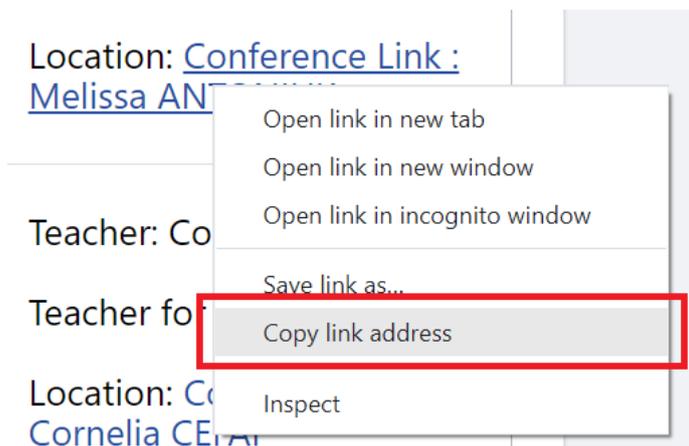
Sharing Meeting Links

If you wish to share the meeting link with your child or partner, please follow the instructions below:

1. Right-click on the Hyperlink “Conference Link: Teachers Name”

Booking Time	Teacher Photo	Student Photo	Student and Parent Information	Interview Information
Monday 24/04 04:30 PM			Student: Bart SIMPSON Parents: Ms Marge SIMPSON, Mr Homer SIMPSON	Teacher: Karen Smith Teacher for Y 10 English Location: Conference Link : SMITH, Karen

2. Select “Copy link address”



3. Paste the meeting link on your selected messaging app. (i.e. Email, Messenger, SMS)
4. Send the copied link through E-mail, SMS, or any messaging app