

PARENT INSTRUCTIONS

PTO (Parent Teacher Online) Booking System – Nagle Catholic College

Formal Parent/Teacher interview bookings are made by parents through the PTO system.

To log in to PTO

1. Go to the Nagle College website <http://www.ncc.wa.edu.au>



2. Click on the PTO icon →
3. Click on Parent Login
4. Click on Parent Teacher Online
5. Scroll to 'Accessing PTO'
6. Click on the link (#1)

Accessing PTO

1. [Click here](#) to access PTO.
2. Enter your login details. (These login details are posted home when required.)

7. This will take you to the PTO login page where you enter your login details (a Login and Pin, has been supplied in a recent letter from the College) and click on the Log In button.

8. This screen contains instructions/information about using PTO. No action is required - **press 'OK' to continue.**

www.parentteacheronline.com.au
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Nagle Catholic College

You are logged in as: Sweeney, Lisa (Mrs) [Sign out]
You can add a second login here
Help Feedback

You are making bookings in **automatic** mode. [Change](#)

Welcome to PTO

To book your interviews, follow the instructions shown near the top of the page.
Click [Next >](#) to go through each of the 4 booking steps.
You can also make and cancel bookings individually. See [Change](#) for details.
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 ...](#)

9. Select the teachers you wish to see by ticking the box and then click **'Next'** at the top of the page.
Please note that the system is pre-set to automatic mode meaning that once the start time is selected, the system will find the 'best fit' timeslots for you. You can swap to manual mode (and then back to auto at any time) to find the timeslots yourself by clicking on the **'Change'** button (we recommend using 'automatic' mode)

You are making bookings in **automatic mode**. [Change](#)

STEP 1 - Select the date and time that you want to start seeing teachers: Wed 3/6 3:30pm
Then select the teachers you want to see in the list below.

Student	Class	Teacher	Bookings for Sweeney, Lisa (Mrs)
Casey Sweeney	2015S1.1CREL#5	Shelley Alexander Jordan Andreotta	<input type="checkbox"/>
	2015S1.3ACHE#1	Jane Royce	<input type="checkbox"/>
	2015S1.3AENG#6	Paula Van Bladel	<input type="checkbox"/>
	2015S1.3AMUS#1	Simone Bailey-Hough	<input type="checkbox"/>
	2015S1.3APHY#1	James Plunkett	<input type="checkbox"/>
	2015S1.3CMAT#1	Sheila McCrae	<input type="checkbox"/>
	2015S1.B3#1	Mischa Westlake	<input type="checkbox"/>

Click NEXT when you have selected the teachers to see.

10. The next screen is to confirm the **start time** of the first interview. If you wish to change this, select your start time from the drop down menu :

You are making bookings in **automatic mode**. [Change](#)

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

Starting: Wed 3/6 3:30pm Total time: 1h (Click the down-arrow to see more options)

Student	Class	Teacher	Bookings for Sweeney, Lisa (Mrs)
Casey Sweeney	2015S1.1CREL#5	Shelley Alexander Jordan Andreotta	<input type="checkbox"/>
	2015S1.3ACHE#1	Jane Royce	<input type="checkbox"/>
	2015S1.3AENG#6	Paula Van Bladel	<input type="checkbox"/>
	2015S1.3AMUS#1	Simone Bailey-Hough	<input type="checkbox"/>
	2015S1.3APHY#1	James Plunkett	<input type="checkbox"/>
	2015S1.3CMAT#1	Sheila McCrae	<input type="checkbox"/>
	2015S1.B3#1	Mischa Westlake	<input type="checkbox"/>

Click NEXT when you have selected the start time.

11. The next screen is to confirm the times the system has picked for you. If you're happy with these times, click **'Next'**.
 If you are not happy with the times, you can continue as there will be an opportunity later to change these.

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 You can add a second login [here](#)
[Help](#) [Feedback?](#)

You are making bookings in **automatic** mode. [Change](#)

STEP 3 - Click Next to confirm the times shown below.
 Your bookings will only be made if you click Next.

<< Prev Next >>

Student	Class	Teacher	Bookings for Sweeney, Lisa (Mrs)
Casey Sweeney	2015S1.1CREL#5	Shelley Alexander Jordan Andreotta	<input checked="" type="checkbox"/> Wed 3/6 3:50pm (10 min)
	2015S1.3ACHE#1	Jane Royce	<input checked="" type="checkbox"/> Wed 3/6 3:30pm (10 min)
	2015S1.3AENG#6	Paula Van Bladel	<input checked="" type="checkbox"/> Wed 3/6 4:00pm (10 min)
	2015S1.3AMUS#1	Simone Bailey-Hough	<input checked="" type="checkbox"/> Wed 3/6 4:10pm (10 min)
	2015S1.3APHY#1	James Plunkett	<input checked="" type="checkbox"/> Wed 3/6 4:20pm (10 min)
	2015S1.3CMAT#1	Sheila McCrae	<input checked="" type="checkbox"/> Wed 3/6 3:40pm (10 min)
	2015S1.B3#1	Mischa Westlake	<input type="checkbox"/>

12. You will receive a confirmation message. Click **'OK'** (there may be a slight delay at this stage).

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[Help](#) [Feedback?](#)

You are making bookings in **automatic** mode. [Change](#)

STEP 4 - Go to manual mode where you can make more bookings and/or print your schedule.
 Click Next to continue.

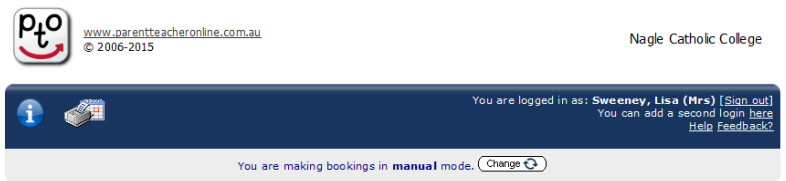
6 bookings were made successfully.

OK

Student	Class	Teacher	Bookings for Sweeney, Lisa (Mrs)
Casey Sweeney	2015S1.1CREL#5	Jordan Andreotta	<input checked="" type="checkbox"/> Wed 3/6 3:50pm (10 min)

13. Click 'Next' to get to this screen...

14. If you wish to cancel or change your bookings, you can do it on this screen/at this stage. Click 'Change' on the appointment you wish to alter.



15. Click on the print button on the top left side to choose a printing option. You can email the list of bookings to yourself or you can download and print them.

This screenshot shows a table of confirmed bookings for Lisa Sweeney. A red arrow points from the 'Change' button in the second row to the text in step 14.

Student	Class	Teacher	Bookings for Sweeney, Lisa (Mrs)	
BOOKED (6) ... These are your confirmed bookings, shown in time order.				
Casey Sweeney	2015S1.3ACHE#1	Sheila Royce	Change	Cancel
Casey Sweeney	2015S1.3CMAT#1	Sheila McCrae	Change	Cancel
Casey Sweeney	2015S1.3AMUS#1	Simone Bailey-Hough	Change	Cancel
Casey Sweeney	2015S1.3APHY#1	James Plunkett	Change	Cancel
Casey Sweeney	2015S1.1CREL#5	Shelley Alexander Jordan Andreotta	Change	Cancel
Casey Sweeney	2015S1.3AENG#6	Paula Van Bladel	Change	Cancel
NOT BOOKED ...				
Casey Sweeney	2015S1.B3#1	Mischa Westlake	Select time ...	Make booking



Don't forget to bring your print out to the interviews!

IF YOU NEED HELP:

For any queries about Parent Teacher Online (PTO), please contact:

Jacky Patience, patience.jacky@ncc.wa.edu.au or telephone (08) 99200 618.