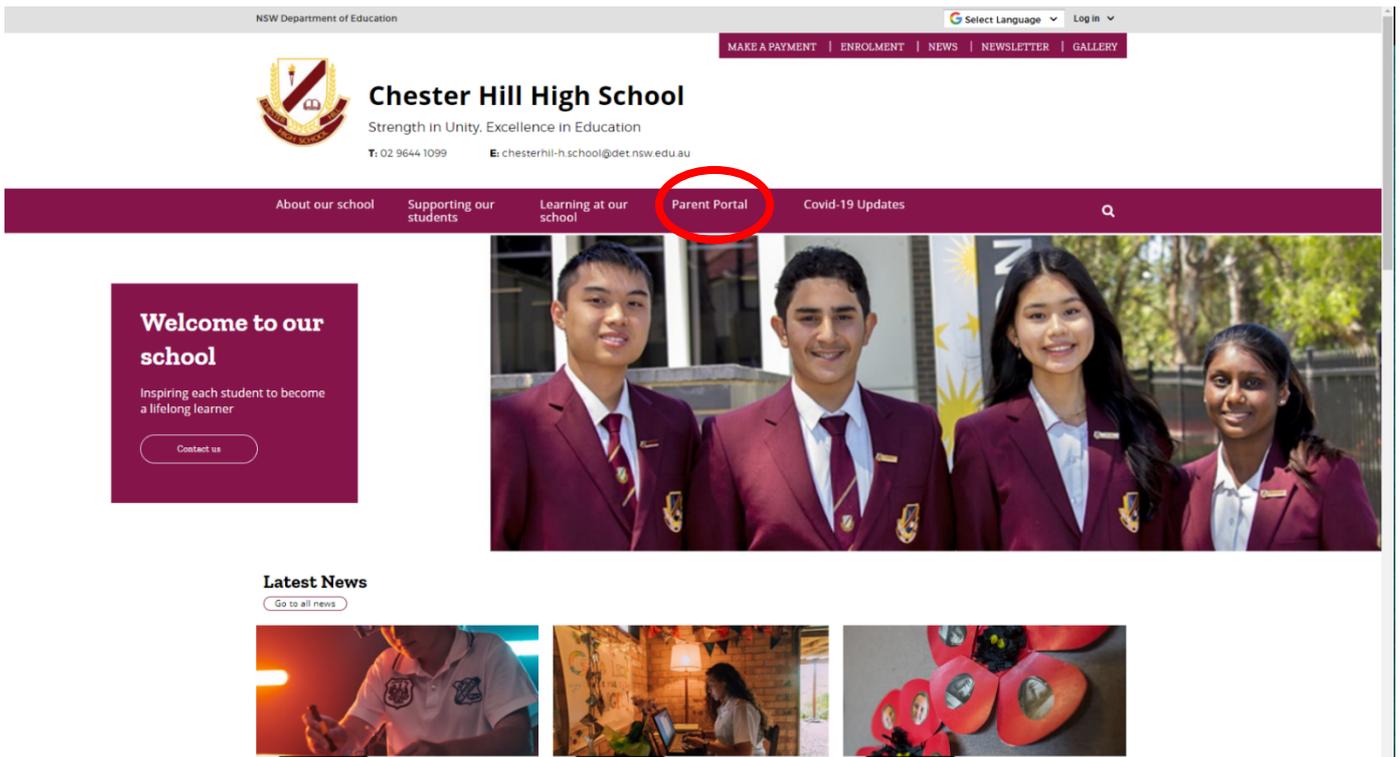


Hướng dẫn phụ huynh cách hẹn giờ họp

1. Starting at the Chester Hill High School website (<https://chesterhil-h.schools.nsw.gov.au/>) click on 'parent portal'

Phụ huynh vào trang mạng của trường Trung Học Chester Hill (<https://chesterhil-h.schools.nsw.gov.au/>) bấm vào 'parent portal'

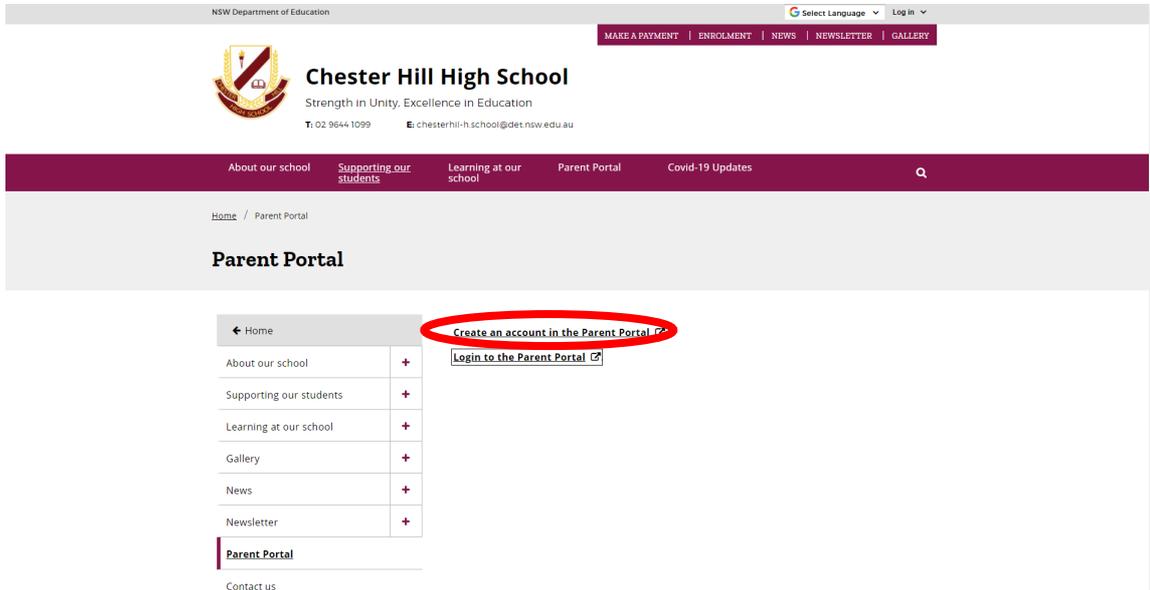
'Phần này dành cho Phụ Huynh'



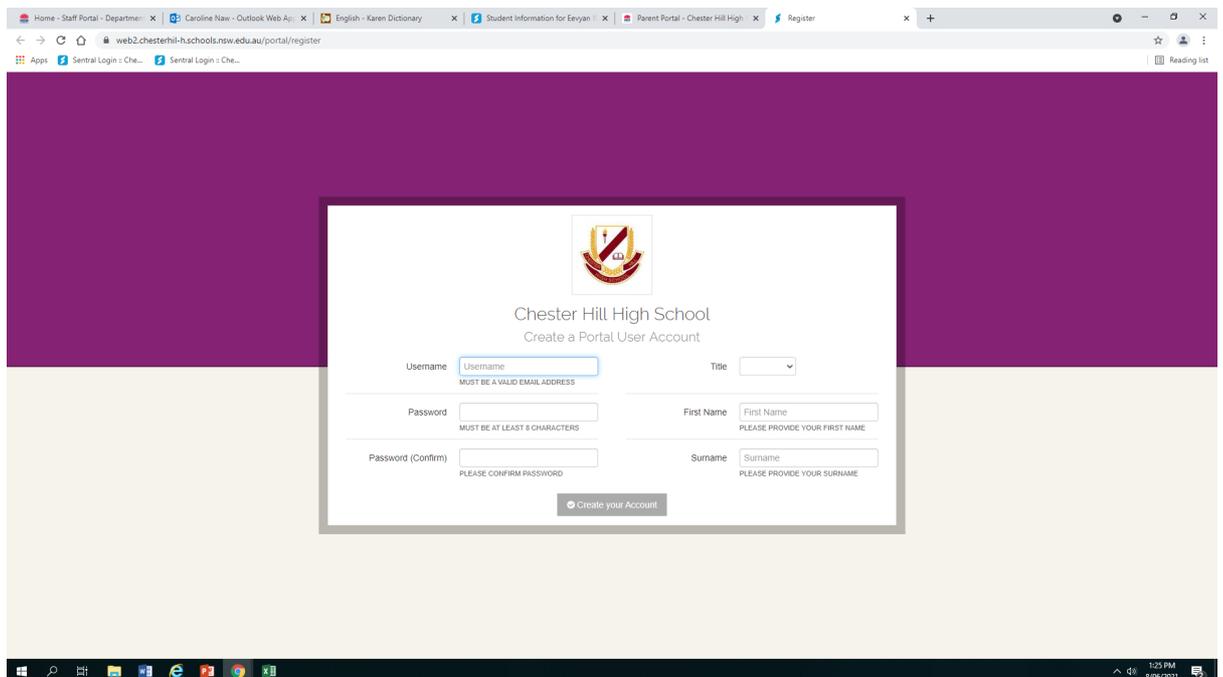
The screenshot displays the homepage of Chester Hill High School. At the top, there is a navigation bar with links for 'MAKE A PAYMENT', 'ENROLMENT', 'NEWS', 'NEWSLETTER', and 'GALLERY'. Below this is the school's logo and name, 'Chester Hill High School', with the tagline 'Strength in Unity. Excellence in Education'. Contact information is provided: 'T: 02 9644 1099' and 'E: chesterhil-h.school@det.nsw.edu.au'. A secondary navigation bar contains links for 'About our school', 'Supporting our students', 'Learning at our school', 'Parent Portal' (which is circled in red), and 'Covid-19 Updates'. Below the navigation bar is a large banner image of four students in maroon school uniforms. To the left of the banner is a 'Welcome to our school' section with the text 'Inspiring each student to become a lifelong learner' and a 'Contact us' button. Below the banner is a 'Latest News' section with a 'Go to all news' button and three small thumbnail images showing students in various activities.

2. This will take you to a page like this. Then click on 'Login to the Parent Portal'.

Quý vị sẽ nhìn thấy giống như vậy. Sau đó bấm vào 'mật khẩu dành riêng cho Phụ Huynh'.



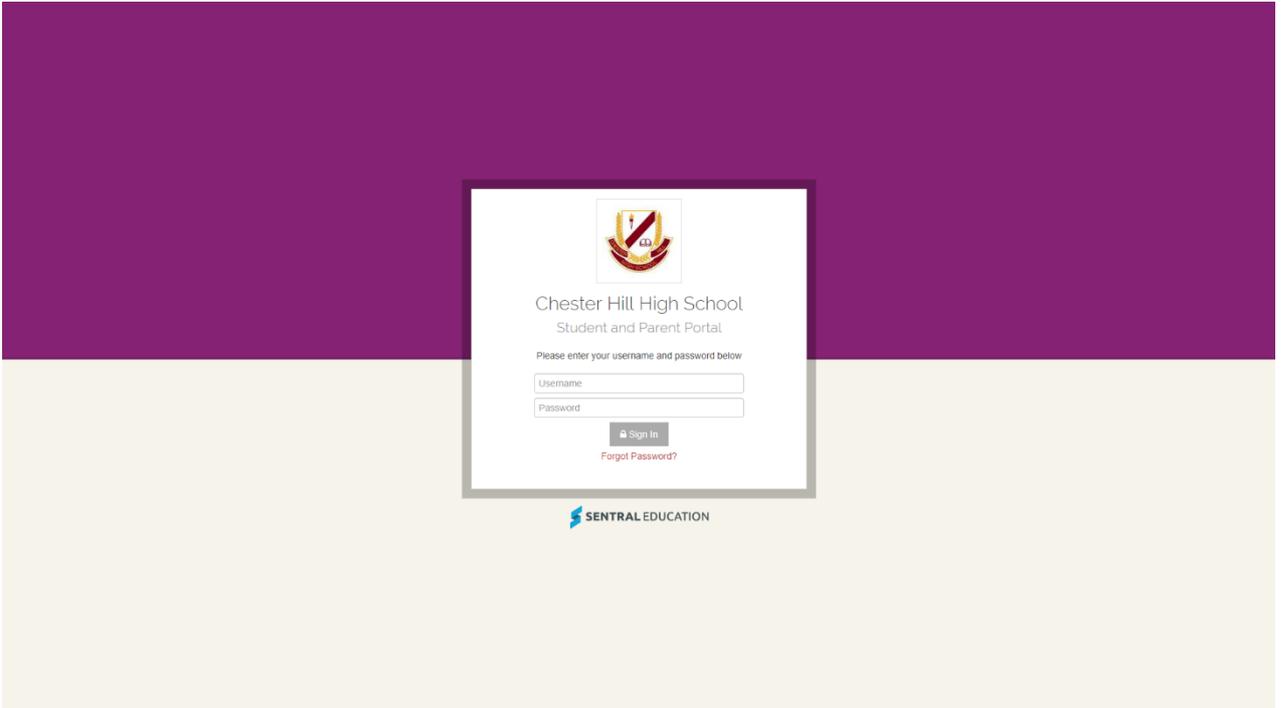
Và đánh vào tên họ và mật khẩu để vào được tài khoản của Phụ Huynh



3. This will take you to the login page. Enter your username and password.

(Parents Portal)

Đây là phần quý vị vào được trang này. Đánh vào tên của quý vị và mật khẩu (Trang này chỉ cho Quý vị Phụ Huynh)



Chester Hill High School
Student and Parent Portal

Please enter your username and password below

Username

Password

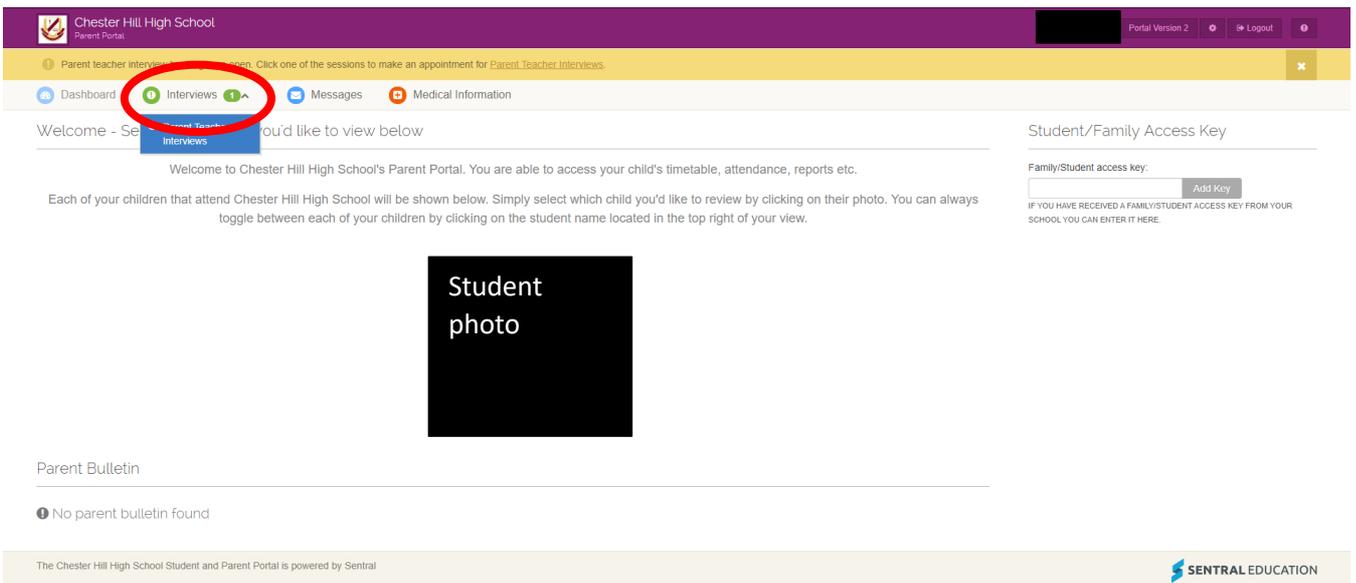
[Sign In](#)

[Forgot Password?](#)



- Once you login, you should come up to this page with a photo of your child. Click on the 'interview' icon.

Một khi quý vị vào được, thì sẽ nhìn được hình của con mình. Bấm vào nút 'phỏng vấn' theo hình phía dưới.



Chester Hill High School
Parent Portal

Parent teacher interviews... Click one of the sessions to make an appointment for [Parent Teacher Interviews](#).

Dashboard **Interviews** Messages Medical Information

Welcome - See [Interviews](#) you'd like to view below

Welcome to Chester Hill High School's Parent Portal. You are able to access your child's timetable, attendance, reports etc.

Each of your children that attend Chester Hill High School will be shown below. Simply select which child you'd like to review by clicking on their photo. You can always toggle between each of your children by clicking on the student name located in the top right of your view.

Student/Family Access Key

Family/Student access key: [Add Key](#)

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

Student photo

Parent Bulletin

No parent bulletin found

The Chester Hill High School Student and Parent Portal is powered by **SENTRAL EDUCATION**

5. Then click on the parent teacher interview icon.

Sau đó quý vị bấm vào phần hẹn giờ để gặp thầy cô.
(Parents teacher)

Chester Hill High School
Parent Portal

Portal Version 2 Logout

Parent teacher interviews bookings are open. Click one of the sessions to make an appointment for [Parent Teacher Interviews](#).

Dashboard Interviews Messages Medical Information

Welcome - Select the student you'd like to view below

Welcome to Chester Hill High School's Parent Portal. You are able to access your child's timetable, attendance, reports etc.

Each of your children that attend Chester Hill High School will be shown below. Simply select which child you'd like to review by clicking on their photo. You can always toggle between each of your children by clicking on the student name located in the top right of your view.

Student photo

Student/Family Access Key

Family/Student access key: Add Key

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

Parent Bulletin

No parent bulletin found

The Chester Hill High School Student and Parent Portal is powered by Sentral

SENTRAL EDUCATION

- Click on the 'Select Timeslot' (1) and then click on the time (2). If you do not wish to meet with a teacher then click on the red 'Not required' button (3). If the timeslot is not available then you can click the blue 'Request interview with teacher' button (4). Once you are finished, click the 'Confirm Appointments' button (5).

Your session will timeout from inactivity in 9 minutes and 0 seconds.

Please ensure that you confirm all of your bookings within the above mentioned time period.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straightforward. Simply follow the steps below to confirm your bookings.

- Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
- Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
- Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
- If there are no suitable timeslots available, click on the **Select Timeslots** button and then click on the blue **"Request interview with teacher"** button.
- If there are a number of teachers you don't feel the need to see, click on the **Select Timeslots** button and then click on the red **"Click if interview not required"** button.
- Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
- The reserved bookings you selected will now be **confirmed**.

Please note: You have a **10 minute inactivity session timeout** whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

You have made some appointments but you haven't made arrangements to see all the teachers. Please make sure you make appointments to discuss student's progress with them.

Subject	Class
Sport Yr12	12SPORT1
Chemistry Yr12	12CHEM3
English Advanced Yr12	12ENGA2
Japanese Continuers Yr12	12JAPC6
Mathematics Advanced Yr12	12MATA1
Mathematics Extension 1 Yr12	12MATX11
Physics Yr12	12PHYS4
Studies of Religion 1 unit Yr12	12SOR15B
Wellbeing Yr12	12WB4

Lựa chọn giờ (1)

- Select Time
- Time

'Not required' – không phù hợp (2)

Timeslot – giờ chọn thích hợp (3)

(request interview with the teacher).Mong muốn gặp thầy cô trong buổi họp (4)

Confirm appointment- Xác nhận với những cuộc hẹn (5)

7. After you confirm appointments, you will be redirected to the screen below where you can download or print the calendar.

Sau khi quý vị đã xác nhận với những cuộc hẹn , quý vị có chụp lại hoặc in ra giờ hẹn.



The screenshot shows the Chester Hill High School Parent Portal interface. At the top, there is a purple navigation bar with the school logo and name, and a user profile dropdown. Below the navigation bar is a secondary bar with menu items: Dashboard, Interviews (with a dropdown arrow), Messages, and Medical Information. The main content area is titled "Interviews Summary - Parent Teacher Interviews" and contains a table with the following data:

Subject	Class	Student	Date	Time
Chemistry Yr12	12CHEM3	[Redacted]	Wed 23/06/2021	5:05pm
English Advanced Yr12	12ENGA2	[Redacted]	Wed 23/06/2021	5:10pm
Japanese Continuers Yr12	12JAPC6	[Redacted]	Wed 23/06/2021	5:15pm

At the bottom right of the table area, there are buttons for "Download ICal" and "Print". The footer of the page includes the text "The Chester Hill High School Student and Parent Portal is powered by Sentral" and the "SENTRAL EDUCATION" logo.