

How to set up your account and make an appointment:

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachel'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The 'Student's Details' section includes fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

The screenshot shows a 'Parents' Evening' selection screen. It features a green header with the text 'Parents' Evening'. Below the header, there is a paragraph: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there is a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a blue link that says 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a 'Choose Booking Mode' selection screen. It has a header 'Choose Booking Mode' and a sub-header 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown SENDO

Mrs A Wheeler Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Minamara	Andrew	French L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	+	✓	+
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Home

My Bookings

My Calendar

My Profile

Parent Evening Booking

Friday, 18th April

This parent evening is for parents of year 10. Please select the subject for the slot you wish to book. This page will then show the times you are able to book. Booking is available for the time shown on this page.

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English E6
16:30	Mr J Brown	Ben	English E6
16:30	Mr J Brown	Ben	English E6
16:30	Miss B Patel	Andrew	Mathematics M2
16:30	Miss B Patel	Andrew	Mathematics M2

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

1. Log in and go to the Evening

On the day of the video appointments, log in to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.



You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call prior to the start of your first appointment.

Video Parents Evening - M

First appointment: 26/03/2020 15:50

Join Video Appointments

2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.



Now: Miss K Burrows Art

Up Next: Mrs F Turner Class 7D

in 3:57

Start Appointment



Schedule

16:35 Miss K Burrows Art

16:40 Mrs F Turner Class 7D