



Booking Parents  
Evening appointments  
in the Parent Portal

## Important Information

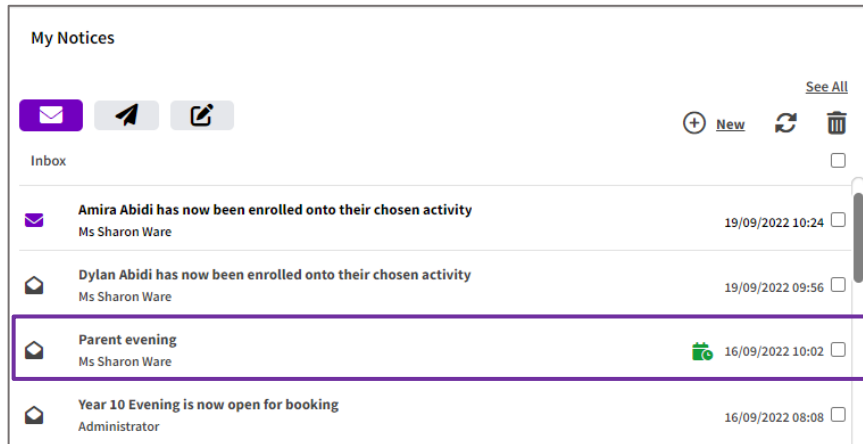
- This document describes how to view and book Parents Evening appointments in the Parent Portal. The Parent Evenings page in the Parent Portal allows parents to view available timeslots with their children's teachers, make bookings and send notes to Staff. Parents can also export a Parents Evening summary to PDF or excel.
- Parents must have an active Parent Portal account to be able to access the Parents Evening page. If you do not please contact your school.
- Please ensure you are running the latest version of the software for the most up to date functionality.
- If you are unsure of any part of this process please raise a case in the Support Centre.

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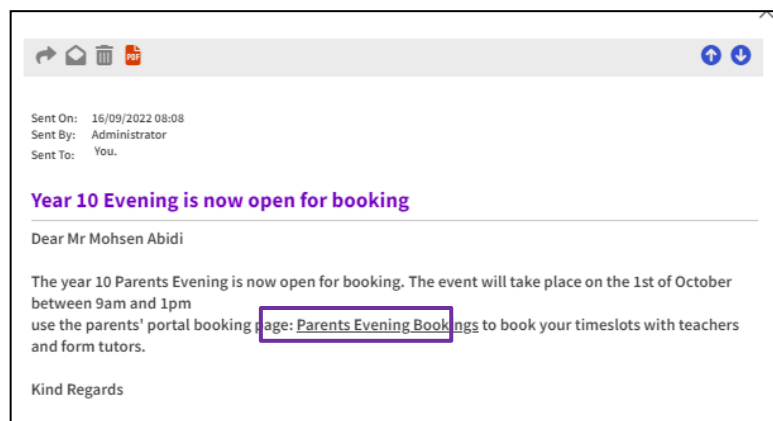
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## Booking Parents Evening in the Parent Portal

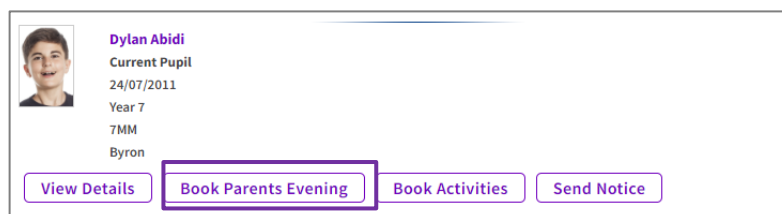
1. There are 2 ways of accessing the **Parents Evening** bookings screen in the **Parent Portal**. When you log into the **Parent Portal**, in the **My Notices** section you will have a notice about the **Parents Evening**.



2. Click on the **notice** to see a link to the **Parents Evening Bookings** page.



3. Alternatively, next to each child who has a **Parents Evening** there will be a **Book Parents Evening** button. N.B if the school has made the Parents Evening **Read Only** the button will say **View Parents Evening**. Click to go to the **Parents Evening** screen.



4. A grid will display the timeslots and teachers for that **Parents Evening**. Any timeslots that are unavailable for booking will be **grey**. If the **teacher** has booked the appointment for you it will show as a **green** booking. The top of the page shows how many bookings are needed for completion.

Parents Evening												
Parents Evening: Year 10 Parents Evening 2023												
Year 10 Parents Evening 2023 (Amira Abidi)												
4 Bookings Remaining												
Date	Time	Mr Jack Jones Art A	Mr David Biddlecombe Biology A	Mrs Diana Trotman Business Studies	Mr Joseph Drake Chemistry A	Mr Peter Jessop DT A	Ms Sharon Ware English A	Miss Maggie Gyllam Games	Mr Charles James Geography	Miss Sally Heppenstall German	Mr Adrian Mills ICT A	Ms Geraldine Hesketh Maths A
Thursday 31/08/2023	14:00		14:00 My Booking									
	14:10			Book Time				Book Time				Book Time
	14:20			Book Time				Book Time				Book Time
	14:30				14:30 My Booking							
	14:40						14:40 My Booking					
	14:50											
	15:00	14:50 My Booking										

5. Click on the **Book Time** button to instantly book the timeslot with that teacher. A **notice** will be sent to the **teacher** with the new booking.

Date	Time	Mr Jack Jones Art A	Mr David Biddlecombe Biology A	Mrs Diana Trotman Business Studies	Mr Joseph Drake Chemistry A	Mr Peter Jessop DT A
	14:00		14:00 My Booking			
	14:10			Book Time		
	14:20			Book Time		
	14:30				14:30 My Booking	
	14:40					

6. You can add a **note** for the teacher by clicking on the **Speech bubble icon**. A window will open where a note can be entered. **Undo** the booking by clicking on the **arrows**. This will release the time slot for someone else to book.

Date	Time	Mr Jack Jones Art A	Mr David Biddlecombe Biology A	Mrs Diana Trotman Business Studies
	14:00		14:00 My Booking	

7. Once you have completed your **bookings** a confirmation window will appear at the top of the screen and you will receive a **notice** to say that your booking is complete.

**Parents Evening**

**Year 6 and 7 Parents Evening 2023 (Dylan Abidi)**

Bookings Complete

Export to Pdf Export To Excel

Date	Time	Mr Michael Mounsher Form Tutor	Ms Elizabeth Munroe English C	Mr Anthony Black Physics C	Mr David Biddlecombe Biology C	Mr Michael Pattison Chemistry C
Thursday 31/08/2023	12:00	My Booking				
	12:10					
	12:15		My Booking			
	12:25					
	12:30			My Booking		
	12:40					
	12:45				My Booking	
	12:55					

**My Notices**

See All

Inbox

You have now completed your Year 6 and 7 Parents Evening 2023  
Booking for Dylan Abidi  
Administrator 22/09/2022 13:46

8. You can **export** a **Parents Evening** summary in **PDF** or **Excel** to print out.

**Year 10 Parents Evening 2023 (Amira Abidi)**

2 Bookings Remaining

Export to Pdf Export To Excel

Mr Peter Jessop DT A	Ms Sharon Ware English A	Miss Maggie Gyllam Games	Mr Charles James Geography	Miss Sally Heppenstall German	Mr Adrian Mills ICT A	Ms Geraldine Hesketh Maths A	Miss Kate Holloway Media Studies	Mr Anthony Black Physics A	Miss Abigail Treadgol Form Tutor
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## PDF

Pupil Name:	Amira Abidi		
Parents Evening:	Year 10 Parents Evening 2023	Meeting Duration:	10 min(s)
Parents Evening Date: 31/08/2023			
Booked Time	Subject	Staff Name	Notes
14:00 - 14:10	Biology	Mr David Biddlecombe	
14:10 - 14:20	Business Studies	Mrs Diana Trotman	
14:20 - 14:30	Games	Miss Maggie Gyllam	Test 2345
14:30 - 14:40	Chemistry	Mr Joseph Drake	
14:40 - 14:50	English	Ms Sharon Ware	
14:50 - 15:00	Art & Design	Mr Jack Jones	

## Excel

	A	B	C	D
1	<b>Pupil Name:</b>	Amira Abidi		
2	<b>Parents Evening:</b>	Year 10 Parents Evening 2023	<b>Meeting Duration:</b>	10 min(s)
3	<b>Parents Evening Date:</b>	31/08/2023		
4	<b>Booked Time</b>	<b>Subject</b>	<b>Staff Name</b>	<b>Notes</b>
5	14:00 - 14:10	Biology	Mr David Biddlecombe	
6	14:10 - 14:20	Business Studies	Mrs Diana Trotman	
7	14:20 - 14:30	Games	Miss Maggie Gyllam	Test 2345
8	14:30 - 14:40	Chemistry	Mr Joseph Drake	
9	14:40 - 14:50	English	Ms Sharon Ware	
10	14:50 - 15:00	Art & Design	Mr Jack Jones	