

How to book your child's Parent Evening appointments

- Click on 'Dashboard' at the top of your screen
- In the 'Parents Evening Zone' panel list item on the Dashboard, click on the 'Sessions' tab. The Sessions page will open.
- Only a list of upcoming Parents Evening sessions that are relevant to your child will appear.

Parents' Evening Zone

Sessions

1. Click the 'Book Appointments' icon for the relevant Parents Evening.
2. Clicking the drop-down menu next to the subject name will present a list of appointment times that a teacher is available for.

The screenshot shows the 'Sessions' page with a 'Book Appointments' button. A callout bubble points to the 'Book Appointments' button, stating: 'To book an appointment, simply click the appropriate time you wish to see the subject teacher, and click 'Book Appointments''. Another callout bubble points to the 'Not Attending' option in the 'Oxbridge Candidates' dropdown menu, stating: 'Click 'Not Attending' if you do not wish to attend a subject.' A third callout bubble points to the 'Schedule' section on the right, stating: 'Booked subject appointments will move to the right-hand side.' The 'Schedule' section shows a list of booked appointments with red 'bin' icons for cancellation.

3. If a selected appointment time clashes with one already booked, an error message will display, and an alternative time will need to be selected.
4. To change booked appointment times, click the red 'bin' icon next to the subject name to cancel your booking. This will allow you to select a new appointment time using the same booking process.
5. When your appointments are booked, click 'E-Mail Summary' to receive a summary E-Mail containing your appointment schedule.
6. Click 'Close'.