

Step 2 – How to allocate pupils to a Parents’ Evening

Once you have selected the pupils associated with this Parents’ Evening, the system will work out:

- What subjects they all do
- Who their teachers are

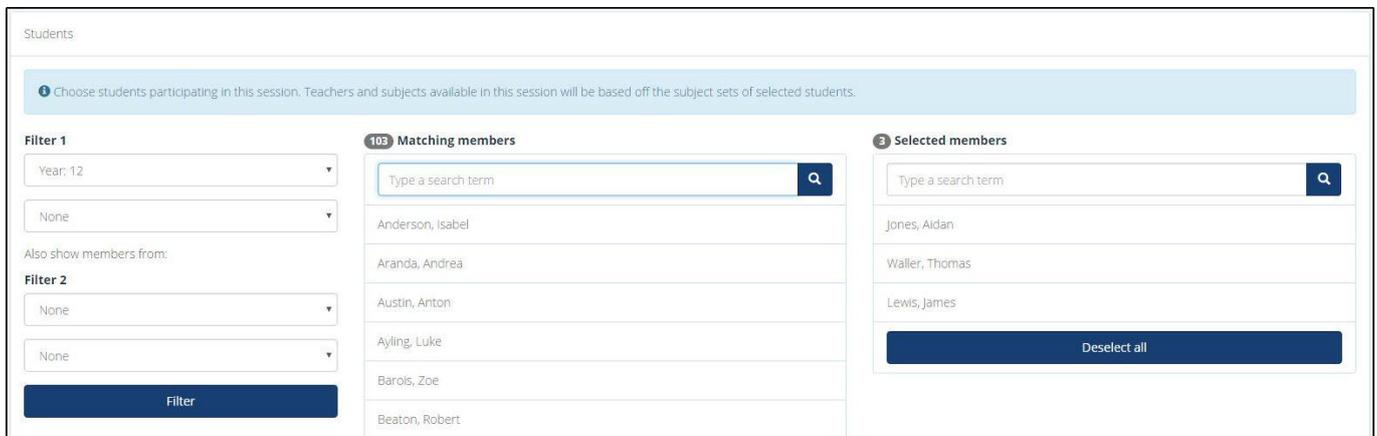
And then create a booking table ready for parents to select appointment times with the appropriate teachers.

Selecting pupils for the Parents’ Evening

From the list of sessions (you may have several planned), click the ‘Options’ button and click ‘Edit Session’.

Scroll down to the ‘Students’ section.

1. Using the ‘Filter’ drop-down menu, select the appropriate group. Click ‘Filter’.
2. Select individual pupils from the group by clicking their name. This will move them to the right under ‘Selected Members’. Alternatively, select all pupils by scrolling down and clicking ‘Select All’.



The Student section ‘Filter’ options

3. Deselect pupils by clicking their name in the ‘Selected Members’ column.
4. When this list is populated with the pupils you want, click ‘Save’.
5. Click the ‘Close’ button.

You will now see the session is populated with a number of students.

Status	Start Date	Title	Booking	Students
Draft	14/02/17	Year 12 Parents' Evening	Closed	103

The Parents’ Evening session populated with students