

How to manually book appointments on behalf of parents

If a parent is unable to book appointments for a Parents' Evening session, a PE administrator can book for them on their behalf to ensure they do not miss out on their preferred appointment times.

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Booking' in the Parents' Evening Zone, and click 'Students' in the left-hand menu.
3. Use the drop-down to select the appropriate Parents' Evening session (you may have several created).

Parents' Evening Zone / Booking / Students

Year 12 Parents' Evr Load

Show Filter Refresh

Student	Appointments
Allingham, Katinka	9
Simmons, David	0
Simmons, Kate	3

4. Search for the appropriate pupil; click 'Options' and click 'Book appointments'.
5. A list of subjects will display, use the drop-down next to each subject to select an appointment time. Times that have already been booked cannot be selected.

Appointments

Choose a time or select not attending for each subject and book appointments to update your schedule.

<p>Form: 12ALO <input type="text" value="10/03/17 18:25"/></p> <p>Appointment with Mr Vernon</p> <p>History <input type="text" value="10/03/17 18:30"/></p> <p>Appointment with Mr Smith</p> <p>Physics <input type="text" value="10/03/17 18:35"/></p> <p>Appointment with Mrs Roberts</p> <p>Book appointments</p> <p>Choose a time and click Book appointments to update your schedule</p>	<p>Schedule</p> <p>Begin Friday at 18:00</p> <p>18:00 to 18:05 Trash Biology - Mrs Jones</p> <p>18:05 to 18:10 Trash Chemistry - Mr Taylor</p> <p>18:10 to 18:15 Trash Design Technology - Mr Angier</p> <p>Finish at 18:15</p>
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6. After selecting the appropriate subject appointment times, click 'Book appointments' to save.

Parents will be able to view any appointments booked on their behalf in the Parent Message Centre.