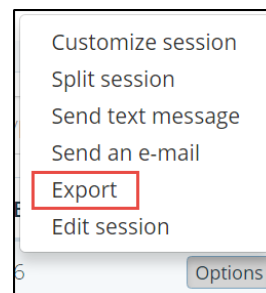


## How to export a Parents Evening session

The Parents' Evening 'export' function provides a schedule summary for each session in a spreadsheet format, giving administrators an easy to view guide of whose parents are seeing which teacher at what time. Appointment summaries in PDF format are still available to download via the 'Booking' pages; however the session export gives administrators an easy to read outline of the evening's appointments.

### How to export a Parents' Evening Session

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Sessions' in the Parents' Evening Zone on the Dashboard.
3. Click the 'Options' button and click 'Export'. A Parents' Evening schedule summary will automatically download.



	A	B	C	D	E	F	G	H
1	Title	Year 12 Parents' Evening						
2	Description	Year 12 Spring Term Parents' Evening						
3								
4								
5								
6	Teacher	14/02/17 18:00	14/02/17 18:05	14/02/17 18:10	14/02/17 18:15	14/02/17 18:20	14/02/17 18:25	14/02/17 18:30
7	Gregory, Timothy		Newton, Max	Finn, Alexander	Brown, Lucy		Salter, William	
8	Hart, Julian	Finn, Alexander			Robinson, Joseph			
9	Hawkins, Jennifer		White, Alexandria					
10	Jinks, Breege	Wall, Jamie					Harry, Alexander	
11	Joseph, Daniel		Bennett, Harry	Frost, Nicholas				
12	Kagawa, Kazuhiro		Wall, Jamie					
13	Kettlewell, Steve							
14	Kirkton, Adam	White, Alexandria						
15	Linford, Jennifer	Newman, Adam			Harry, Alexander			
16	Lockyer, Darren							
17	Loten, Angela					Brown, Lucy		
18	Molinero Quiralte, Maria							
19	Nazir, Paul							
20	Phillips, Tony D	Newton, Max	Finn, Alexander	Brown, Lucy	Newman, Adam	Salter, William		
21	Pilgrim, Dan			Bennett, Harry				
22	Pothecary, Nicolas							
23	Reynolds, Eddy	Bennett, Harry	Frost, Nicholas	Harry, Alexander				
24	Roberts, Susan		Anderson, Isabel					
25								

An example of the schedule export