

Parent Guide - Part 1: How to Book an Appointment

The process explained below applies whether you are making an appointment to come onto campus to meet with staff in person or if the appointment is to be held by video call.

Please go to our campus website: www.brookvalegroby.com Click on 'Parents' then 'Progress Evenings'

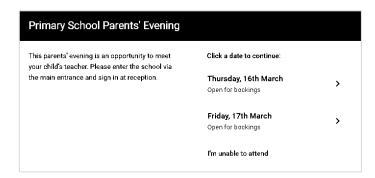
| arents' | Evening Sy | stem | | | | |
|-------------------------|------------|--|-------------------|--------------------------|-----------------|--|
| | | rents' evening booking Ire your email address i | | nents can be amended via | a link from the | |
| our Deta | ails | | | | | |
| Title | First Name | First Name | | Surname | | |
| Mrs | * Rachael | | А | Abbot | | |
| Email | | | Confirm Email | | | |
| rabbot4@gmail.com | | | rabbot4@gmail.com | | | |
| Student's First Name | Details | Surname | | Date Of Birth | | |
| Ben | | Abbot | | 20 - July | 2000 | |

Step 1: Login

Please fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to you.

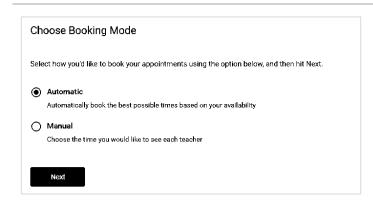
Please use your child's "preferred" forename as notified to the school



Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers If you don't wish to see any teacher below, deselect them before clicking the button to continue. Ben Mr J Brown SENCO Mrs D Mumford Methematics Mrs D Mumford Methematics Mrs D Mumford Methematics Mrs A Wheeler Class 11A Andrew Dr R Mchamara French French On Including the Book Accordingtons Mrs A Wheeler Class 11A

Step 4: Choose Teacher or Tutor

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To deselect, click on their name.

01:52 Please confirm your appointments within 2 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| | Teacher | Student | Subject | Room |
|-------|--------------|---------|-----------|------|
| 17:30 | Mr J Brown | Ben | SENCO | A2 |
| 17:50 | Miss B Patel | Andrew | Class 10E | НЗ |

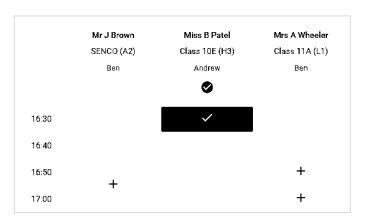
Accept Appointments

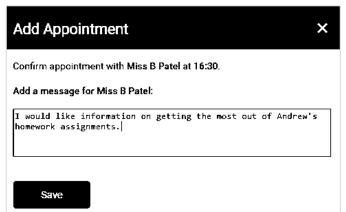


Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).





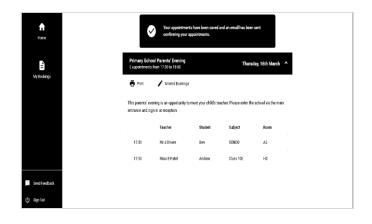
Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.