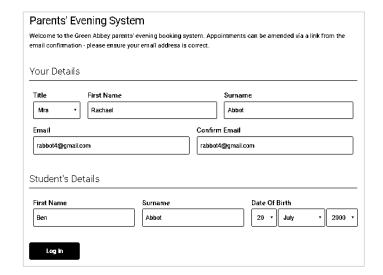


# Parent Guide - Part 1: How to Book an Appointment

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: <a href="www.brookvalegroby.com">www.brookvalegroby.com</a> Click on 'Parents' then 'Progress Evenings'

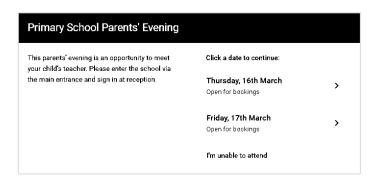


### Step 1: Login

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

A confirmation of your appointments will be sent to you.

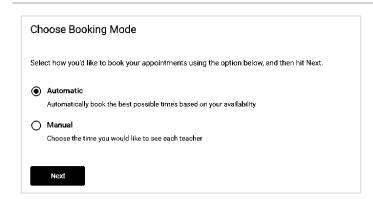
Please use your child's "preferred" forename as notified to the school



# 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, deserted them before clicking the button to continue. Ben Mr J Brown SBX00 Mrs D Mumford Methematics Mrs D Sinciair English Andrew Dr R Mcnamara French Or R Mcnamara French Mr J Sinciair English

## **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	Н3	

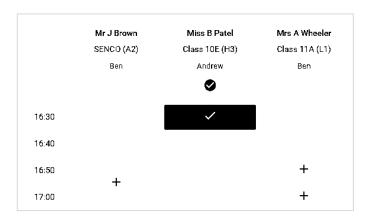


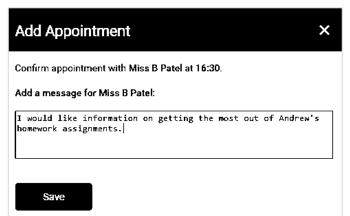


# Step 5a (Automatic): Book Appointments

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).





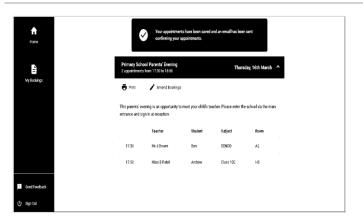
# Step 5b (Manual): Book Appointments

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*.

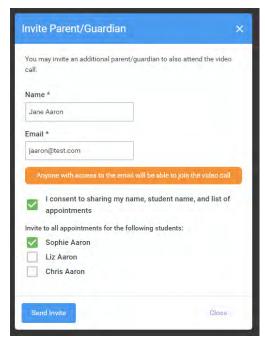
To change your appointments, click on *Amend Bookings*.

# However, you can now invite another parent/guardian to join your appointments



You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.



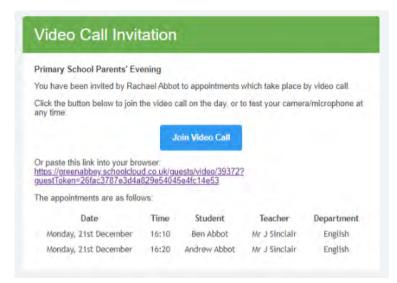
You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

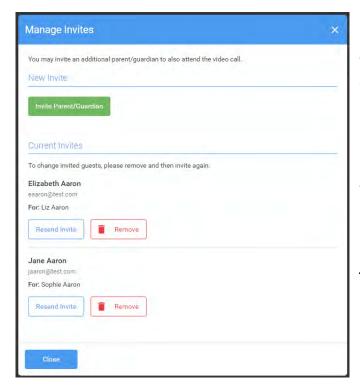
If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:



You will then see a Manage invites box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and also allows you to Resend invites or Remove them.



If you click Remove the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 4 people in it at any one time. In cases where a school has assigned 3 teachers to take joint appointments for a class, a parent can still invite a guest, but once the number of participants in the call reaches 4 no further people can join it (unless one of them leaves).

Updated 21 January 2021