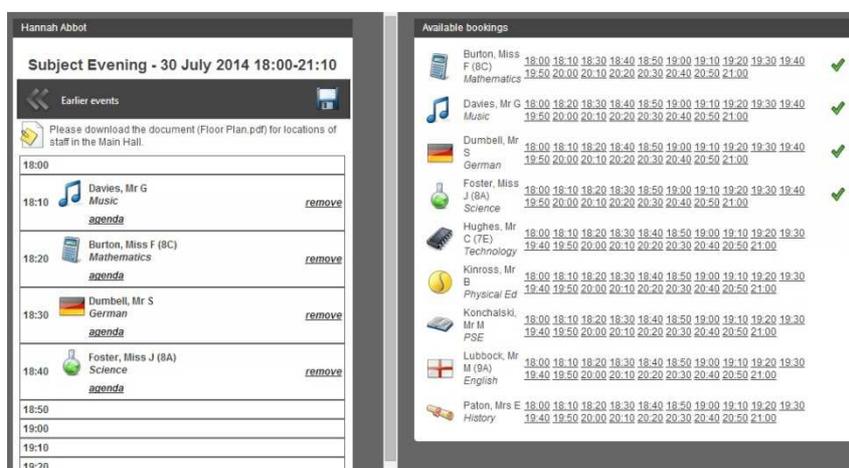


How to make Parents evening appointments using Insight

- Log into your account by clicking on the Insight link on the left under the main picture
- When your account is open click on general then choose the Parents Evenings option
- This will take you to the bookings page. You will see a page similar to the one shown below. Once the evening has been opened for bookings, this page will list all your child's subject teachers and the available appointment times on the right. To make an appointment simply click on the time slot that you want to book and this will pop up in a list in time order on the left.



- To allow you time during the evening to move from one appointment to another, we block the timeslots either side of your appointment.
- If you cannot see a time slot this means it has already been taken and is no longer available.
- When you book appointments you will be able to make a note about any specific issue you wish to discuss with the member of staff. Please remember this is a 5 minute appointment and so if you want to discuss something in greater detail you should arrange a meeting with the subject teacher at a later date.