



Award winning school management
software for independent schools

Booking Parents Evening appointments in the Parent Portal

www.engagesmis.com



Parents Evening in the Parent Portal

This document describes how to view and book Parents Evening appointments in the Parent Portal. The Parent Evenings page in the Parent Portal allows the parents to view available timeslots with their children's teachers, make bookings and send notes to Staff. Parents can also export a Parents Evening summary to PDF or excel.

Important Information

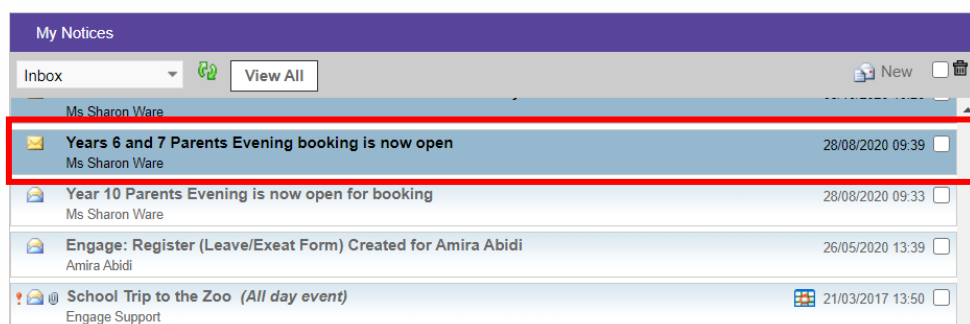
- This document describes how to use the Parents Evening page in the Parent Portal. Please view our other videos and documents on how to use the Portal
- Parents must have an active Parent Portal account to be able to access the Parents Evening page
- Please ensure you are running the latest version of the software for the most up to date functionality
- If you are unsure of any part of this process please raise a case in the Support Centre

Table of Contents

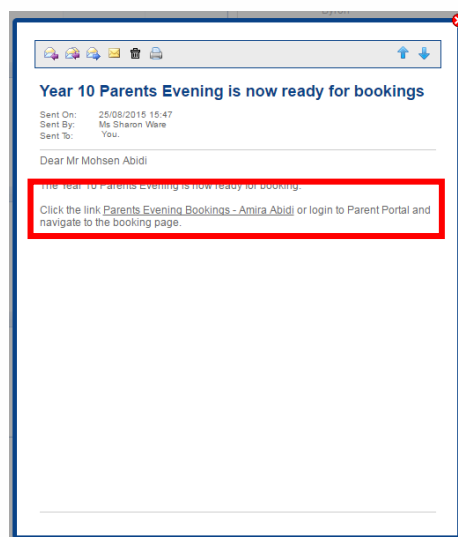
Booking Parents Evening in the Parent Portal	3
--	---

Booking Parents Evening in the Parent Portal

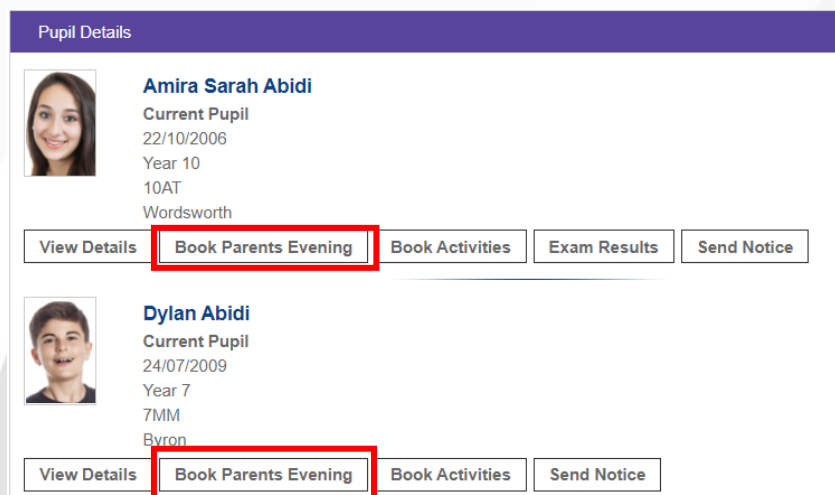
1. There are 2 ways of accessing the **Parents Evening** bookings screen in the **Parent Portal**. When a parent logs into the **Portal**, in the **My Notices** section they will have a notice about the **Parents Evening**.



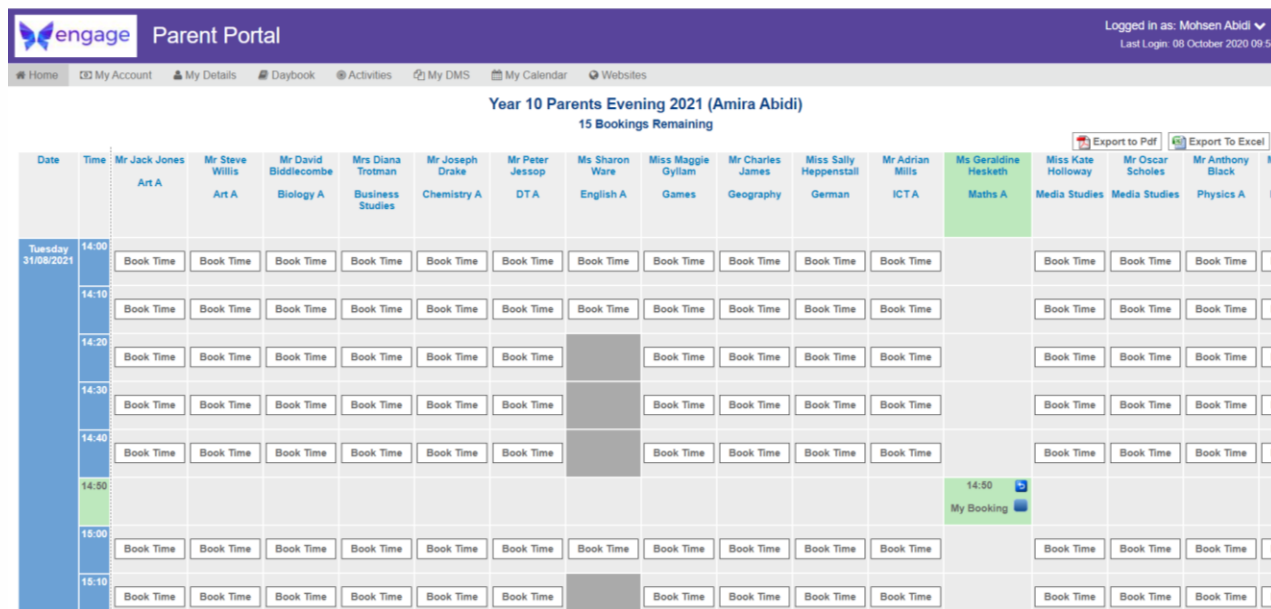
2. Click on the **notice** to see a link to the **Parents Evening Bookings** page.



3. Alternatively, next to each child who has a **Parents Evening** there will be a **Book Parents Evening** button. N.B if a **Parents Evening** is **Read Only** the button will say **View Parents Evening**. Click to go to the **Parents Evening** screen

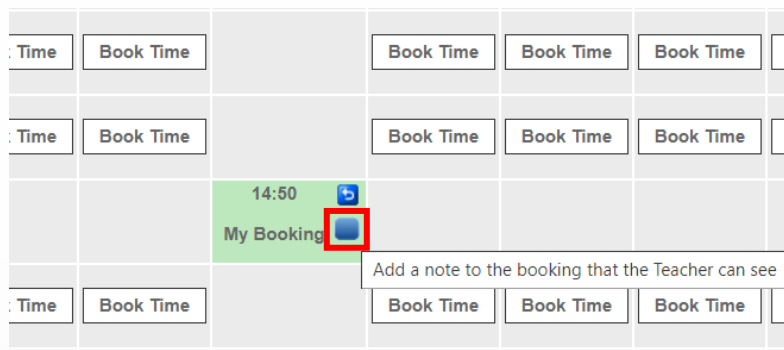


- A grid will display the timeslots and teachers for that **Parents Evening**. Any timeslots that are unavailable for booking will be **grey**. If the **teacher** has booked the appointment it will show as a **green** booking. The top of the page shows how many bookings are needed for completion.



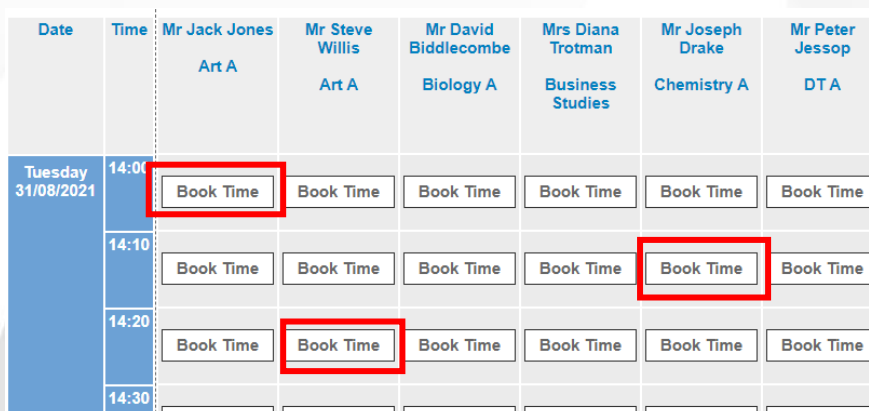
The screenshot shows the Engage Parent Portal interface. At the top, there's a navigation bar with links like Home, My Account, My Details, Daybook, Activities, My DMS, My Calendar, and Websites. The user is logged in as Mohsen Abidi. The main heading is "Year 10 Parents Evening 2021 (Amira Abidi)" with "15 Bookings Remaining". Below this is a grid showing timeslots (14:00 to 15:10) and teachers (Mr Jack Jones, Mr Steve Willis, Mr David Biddlecombe, Mrs Diana Trotman, Mr Joseph Drake, Mr Peter Jessop, Ms Sharon Ware, Miss Maggie Gyllam, Mr Charles James, Miss Sally Heppenstall, Mr Adrian Mills, Ms Geraldine Hesketh, Miss Kate Holloway, Mr Oscar Scholes, Mr Anthony Black). The grid cells contain "Book Time" buttons. Some cells are greyed out, indicating unavailable slots. A green cell at 14:50 for Ms Geraldine Hesketh shows a "My Booking" button. There are also "Export to Pdf" and "Export To Excel" buttons at the top right.

- A **parent** can add a **note** for the teacher by clicking on the **blue icon** or they can **undo** the booking by clicking on the **blue arrow**.



This close-up shows a section of the booking grid. A green cell at 14:50 for Ms Geraldine Hesketh contains a "My Booking" button. Next to it is a blue icon (a speech bubble with a plus sign) used for adding a note. A tooltip appears over the blue icon with the text: "Add a note to the booking that the Teacher can see".

- A **parent** can click on a **Book Time** button to instantly book the timeslot with that teacher. A **notice** will be sent to the **teacher** with the new booking.



This screenshot shows a portion of the booking grid. The "Book Time" buttons are highlighted with red boxes. The grid shows timeslots 14:00, 14:10, 14:20, and 14:30 for teachers Mr Jack Jones (Art A), Mr Steve Willis (Art A), Mr David Biddlecombe (Biology A), Mrs Diana Trotman (Business Studies), Mr Joseph Drake (Chemistry A), and Mr Peter Jessop (DTA).

7. Once the **parent** has completed their **bookings** all the column headers will go **green** and the parent will receive a **notice** to say that their booking is complete

Summer Term Parents Evening Y10 (Amira Abidi)												
Bookings Complete												
Date	Time	Mr. Steve Willis	Miss Sally Heppenstall	Miss Maggie Gyllam	Mr. Oscar Scholes	Mr. Adrian Mills	Mr. Charles James	Mr. Anthony Black	Mrs. Sarah Todd	Ms. Geraldine Hesketh	Miss Kate Holloway	Miss Abigail Treadgold
Monday 09/05/2016	15:00											
	15:05											
	15:10			15:10 My Booking								
	15:15											
	15:20											
	15:25		15:25									

8. Parents can also **export** a **Parents Evening** summary in **PDF** or **Excel** to print out and take with them.

Summer Term Parents Evening Y10 (Amira Abidi)									
Bookings Complete									
Miss Maggie Gyllam	Mr Oscar Scholes	Mr Adrian Mills	Mr Charles James	Mr Anthony Black	Mrs Sarah Todd	Ms Geraldine Hesketh	Miss Kate Holloway	Miss Abigail Treadgold	
Games	Media Studies	ICT A	Geography	Physics A	Geography	Maths A	Media Studies	Form Tutor	

PDF

Pupil Name:	Amira Abidi		
Parents Evening:	Summer Term Parents Evening Y10		Meeting Duration: 5 min(s)
Parents Evening Date:	09/05/2016		
Booked Time	Subject	Staff Name	Notes
15:00 - 15:05	Art & Design	Mr Steve Willis	
15:05 - 15:10	Business Studies	Mr Timothy Martin	
15:10 - 15:15	German	Miss Sally Heppenstall	
15:15 - 15:20	Art & Design	Mr Jack Jones	
15:20 - 15:25	Chemistry	Mr Joseph Drake	
15:25 - 15:30	English	Ms Sharon Ware	
15:30 - 15:35	Biology	Mr David Biddlecombe	
15:35 - 15:40	Games	Miss Maggie Gyllam	
15:40 - 15:45	Media Studies	Mr Oscar Scholes	

Excel

	A	B	C	D
1	Pupil Name:	Amira Abidi		
2	Parents Evening:	Summer Term Parents Evening Y10	Meeting Duration:	5 min(s)
3	Parents Evening Date:	09/05/2016		
	Booked Time	Subject	Staff Name	Notes
5	15:00 - 15:05	Art & Design	Mr Steve Willis	
6	15:05 - 15:10	Business Studies	Mr Timothy Martin	
7	15:10 - 15:15	German	Miss Sally Heppenstall	
8	15:15 - 15:20	Art & Design	Mr Jack Jones	
9	15:20 - 15:25	Chemistry	Mr Joseph Drake	
10	15:25 - 15:30	English	Ms Sharon Ware	
11	15:30 - 15:35	Biology	Mr David Biddlecombe	
12	15:35 - 15:40	Games	Miss Maggie Gyllam	
13	15:40 - 15:45	Media Studies	Mr Oscar Scholes	
14	15:45 - 15:50	Information Communication Technology	Mr Peter Jessop	
15	15:50 - 15:55	Design Technology	Mr Peter Jessop	
16	15:55 - 16:00	Business Studies	Mrs Diane Trotman	
17	16:00 - 16:05	Geography	Mr Charles James	
18	16:05 - 16:10	Physics	Mr Anthony Black	
19	16:10 - 16:15	Geography	Mrs Sarah Todd	
20	16:15 - 16:20	Mathematics	Ms Geraldine Hesketh	
21	16:20 - 16:25	Media Studies	Miss Kate Holloway	
22	16:25 - 16:30	Parents Evening Booking	Miss Abigail Treadgold	