



Contact (Parent): Parents Evening User Guide (2017)

Last modified: July 2017

Parents Evening Booking

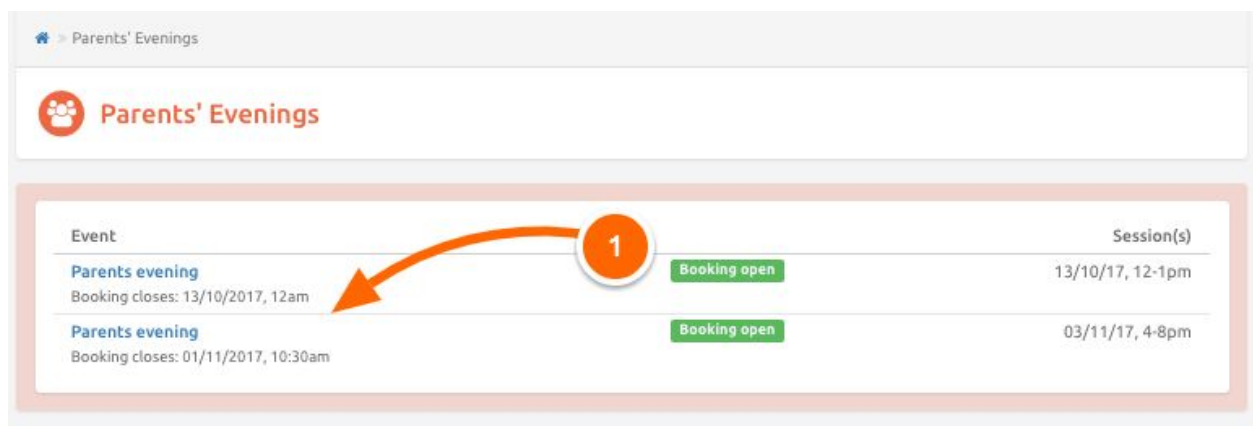
The process of scheduling appointments for a Parents Evening is faster and easier using the eSchools platform. The Parents Evening Booking function is an easy way for parents to book appointments with teachers. Once an event has been set, parents can view available appointment slots, select a time and print a schedule.

Pages and their definition:

- View Current Events – See your events here
- Book Appointments via the desktop - select timeslots to see specific teachers
- Book Appointments via the app - select timeslots to see specific teachers

Booking via the Desktop

Once a Parents Evening has been created, it will appear on your screen within a pink box. Click on the title of the event **(1)** to continue.



On the following screen, view details about the event **(2)**. A summary of the bookings you have made for this event will appear on the right of the screen **(3)**. Buttons on the right hand side of each child's name will give you the opportunity to book a new appointment or to edit an existing appointment **(4)**. You can also download/print a list of your appointments **(5)**.

Parents evening

Details

2

Date

Friday 3rd November

Time

4pm - 8pm

3

Summary

✓ Booked

2

✗ Still to book

1

Parents attending the event are asked to park on Parsons Lane rather than in the Staff car park.

5

DOWNLOAD APPOINTMENTS

Bookings

Child	Class	Teacher(s)	Time	
Beth Allingham	Maple	Mr P Brown	-	<div>→ BOOK</div>
Beth Allingham	Sycamore	Mr P Brown	4:20pm	<div>✎ EDIT</div>
James Allingham	Maple	Mr P Brown	5:30pm	<div>✎ EDIT</div>

4

Clicking on a 'Book' or 'Edit' button will display the available appointments for you to choose from.

Book appointment: Beth Allingham - Maple (Mr P Brown)

6

Time	Child	Class	Teacher
4:00pm			
4:10pm			
4:20pm	Beth Allingham	Sycamore	Beth Allingham
4:30pm			
4:40pm			
4:50pm			
5:00pm			
5:10pm			
5:20pm			
5:30pm	James Allingham	Maple	Mr P Brown
5:40pm			
5:50pm			
6:00pm			
6:10pm			
6:20pm			
6:30pm			
6:40pm			
6:50pm			
7:00pm			
7:10pm			
7:20pm			
7:30pm			
7:40pm			

8

7

9

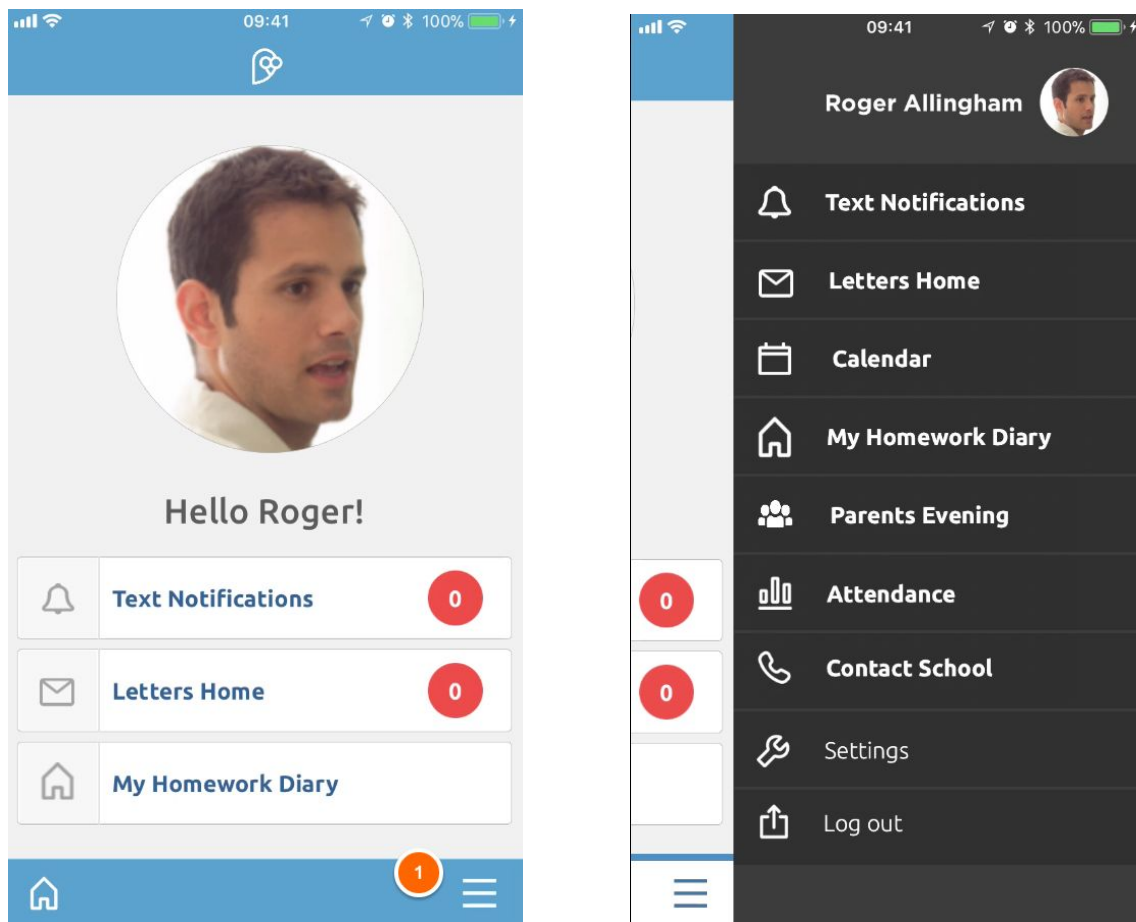
✕ CLOSE

✓ SAVE


Available appointments are listed in white (6), selected the desired appointment slot by clicking on the circle next to it. Appointments that you have already booked will display in green (7), whereas appointments taken by other parents will display in grey (8). Ensure you click the 'Save' button at the bottom of this pop up window (9) to confirm your booking.

Booking via the App

Login to the app and tap the menu in the bottom right corner (1), then select Parents Evening from the list of functions.



From there it works in exactly the same as the desktop version; select the event, then click on the green 'Book' button or the edit button on the right of each child's name.



Parents' Evenings

Event **Parents evening**

Booking open

Booking closes: 13/10/2017, 12am

Session(s) 13/10/17, 12-1pm

Event **Parents evening**

Booking open

Booking closes: 01/11/2017, 10:30am


Session(s) 03/11/17, 4-8pm


Bookings

Beth Allingham

Class: Maple

Teacher: Mr P Brown





 **Beth Allingham**

Class: Sycamore

Teacher: Mr P Brown

Time: 4:20pm




 **James Allingham**


Class: Maple

Teacher: Mr P Brown


Time: 5:30pm



Select your desired appointment from the preceding list, and click the green tick to confirm your choice.




Book appointment: Beth Allingham - Maple (Mr P Brown)



☐ 4:00pm

☐ 4:10pm

☒ 4:20pm 

☐ 4:30pm

☐ 4:40pm Unavailable

☐ 4:50pm

☐ 5:00pm

☐ 5:10pm

☐ 5:20pm

☐ 5:30pm

