# User Guide for Parents Evening Set up

Parents Evening sessions are set up as individual products – one product per class and made available to one class – Please note that care must be taken when setting up the sessions, as if a mistake is made, you will need to delete what you have already keyed and start again, amendments cannot be made to timings etc.

Firstly, you will need to create staff groups for your individual teachers for the individual classes
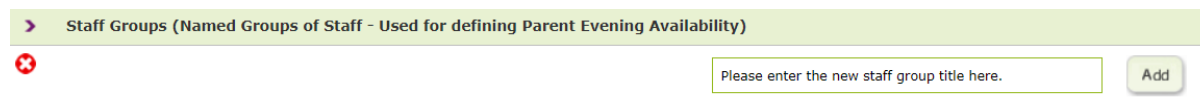
All classes must have a teacher assigned to them – this is done In the Staff Groups area via Manage Account Profiles under Quick links in the dashboard
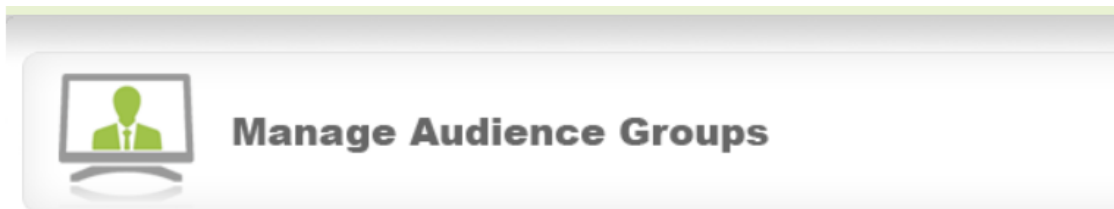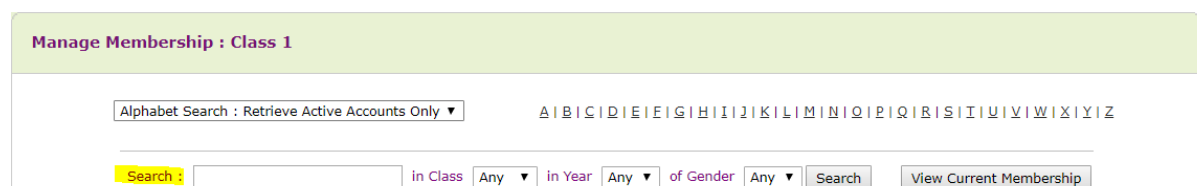

You would create a staff group for each individual class so you would call the group after the individual class name and click Add

You would then search for the teachers name for that class and add their name to the group membership by changing the No to Yes and then saving the group membership

Membership	SIMS ID	First Name	Last Name	Year	Class	Gender	Guardian Name	Guardian Contact
○ No ● Yes	99/98444	Vicky	Chard	100	Staff	not given	not given not given	

Export to Excel   Save Group Membership

If you have more than one teacher assigned to a class, please add both names to the group membership

NB Only add the teachers name to this group membership NOT the individual pupils

To set up the product: -

Go to the dashboard and click on the Parents Evening Bookings Icon

Add Title – i.e. Parents Evening XXX Class Monday 12th April

Add expiry Date (key in a date for when bookings are to finish being taken)

> ****note - you do not need to add a bank account (no payment is being taken).**

Continue

Key in any information that you want the parents to see i.e. date and start time of the |Parents Evening Session – how long the time slots are to be and any other information that the parents need to know

A Screen image can be attached for the Parents Evening at this time

Continue

Select the date of the Parents evening from the calendar – a box will appear underneath allowing you to add your start and finish times. You need to click on the downward arrow to find the class name that you have set up in staff groups for the class you are setting up and then add the length of the timeslots required and save the changes

Click on a calendar date to add parent_evening times for that date. A time slots entry screen will appear below.

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Add time slots for 12 April 2019

Enter the start and end time for the activity as well as price and recurring activity time slots.

Start Time	End Time	Staff Group	Duration	
17 ▼ : 00 ▼	22 ▼ : 00 ▼	Autumn Term Yr3 ▼	5 Mins + 5 Mins Interval ▼	Save

**note – you can arrange your consultation evenings over a 2 day period, as long as it is over 2 consecutive days. This will be display both days as an option for parents.

At all times when creating your parents evening consultation, you can 'preview' your creation, 'save to draft', 'archive' or 'publish'.

When you have created the Parents Evening Product you will then ned to make it visible to the specific class for that teacher

This is done by going back to the top of the screen you have open and double clicking on "Can only be viewed by selected groups"

This brings up a box and you can then highlight t the class that is to be able to see this event and save the changes

This will then show in your menu of events that you have set up that this particular parents evening for class 1 is only visible to pupils in class 1

Once you are happy with the set up you can publish the evening and parents will be able to see this when they log in and book for example the 5pm slot

Book Appointments

Please note that you may only book one appointment per session.

	Friday 12 April 2019
	V Chard
17:00-17:05	✔
17:10-17:15	◻
17:20-17:25	◻
17:30-17:35	◻
17:40-17:45	◻
17:50-17:55	◻

The school will then be able to see what bookings have ben made by going into the product via the dashboard and clicking on the individual parents evening and clicking on bookings

Class 1

WP Parent Booking Service Title Friday 12th April

Content Manager		Bookings
Edit	View	Bookings

Year 1

WP Parent Booking Service Title Friday 12th April

Bookings for Friday 12 April 2019

	V Chard
17:00-17:05	Jon Wise Yr. 1 1
17:10-17:15	◻

Other useful information

- ✓ Parents can leave a note for the teacher in advance to allow the teacher to prepare. This note can be seen in that teacher's bookings register.
- ✓ As an administrator you are able to book out timeslots i.e. giving the teachers a tea break or starting one teacher prior to another or booking an additional appointment for estranged spouses. This can be achieved by clicking on the available time slots (green square) within the booking's icon. Once clicked that appointment will no longer be available for a parent to book.

- ✓ To make a manual booking, enter manage account profiles within your quick links section. Search for the student you are wanting to add the appointment for and click on login (which is situated on the far left) Select
- ✓ Our Communications Hub also integrates with the parents Evening booking service to allow itinerary of the student appointment to be automatically sent out to the parents email address.