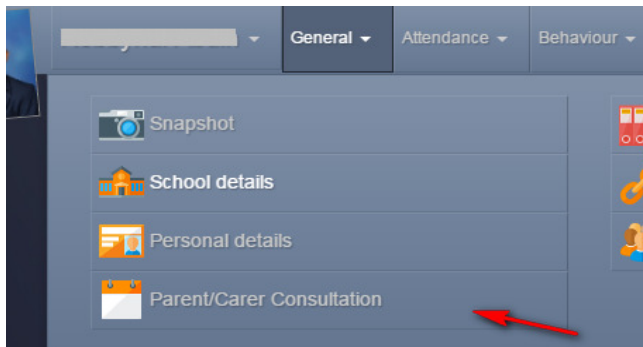
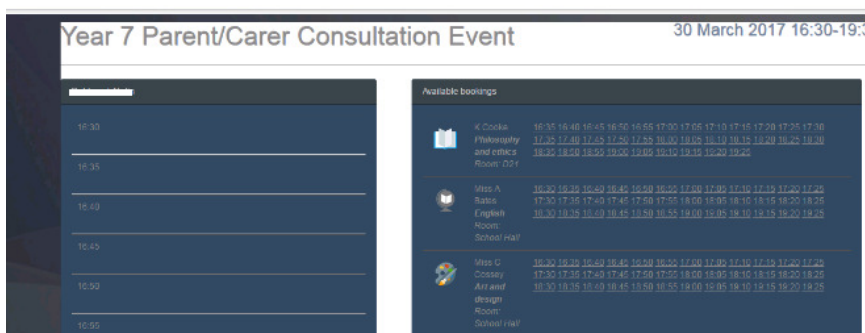


Parent/Carer Consultation Event: Appointments Guidance

Under **General** , look for **Parent/Carer Consultation**

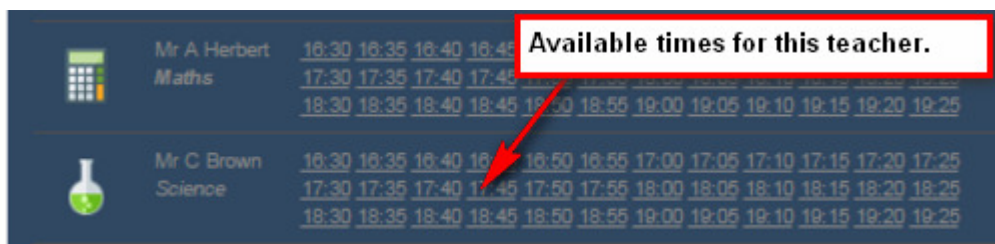


The display has Appointments on the left and Teachers/Subjects on the right.



If a teacher is available, they will have a time on display beside their name. Click on a suitable time slot and it will be delivered to the left side of the screen, with 5 minute gaps between the selected appointment and any other appointments. (A 'remove' link appears beside the appointment, to allow removal.)

No save buttons are required. The appointment selection is saved automatically (with a pop-up window appearing, to reflect the system is busy saving the selection).



After a teacher has been selected for an appointment, the details appear on the left.

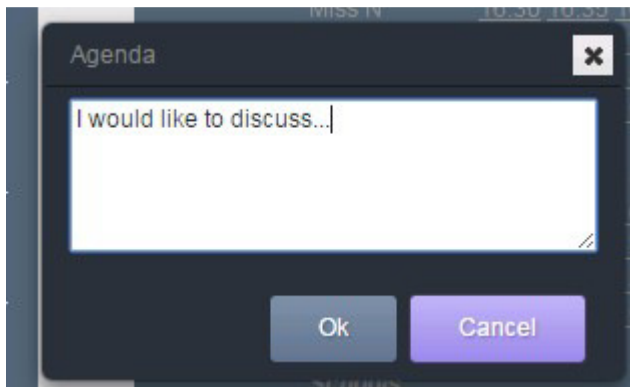
There is also an *optional* Agenda opportunity, if desired.

By clicking the 'agenda' button, a text box pops up.



Items to be on the agenda may be typed in the box and are saved when the OK button is clicked.

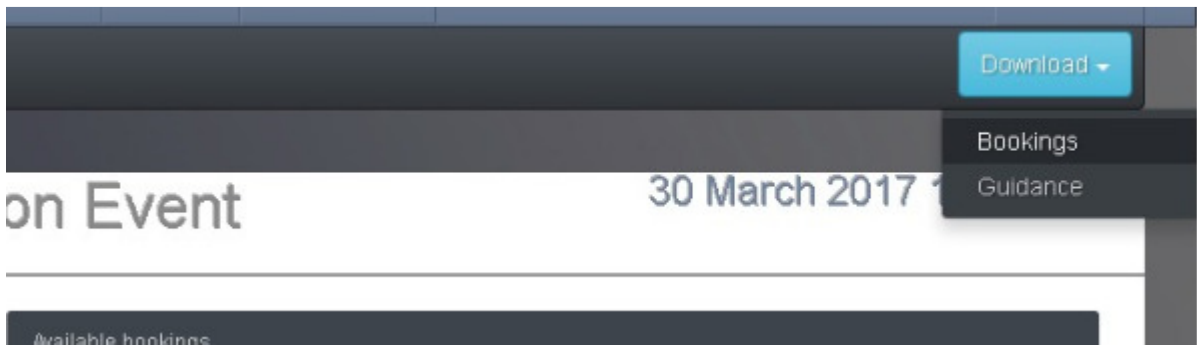
Any agenda items entered here are shared with the relevant teacher prior to the Consultation Event.



Report List of Bookings

In the upper right corner is a button named 'Download'.

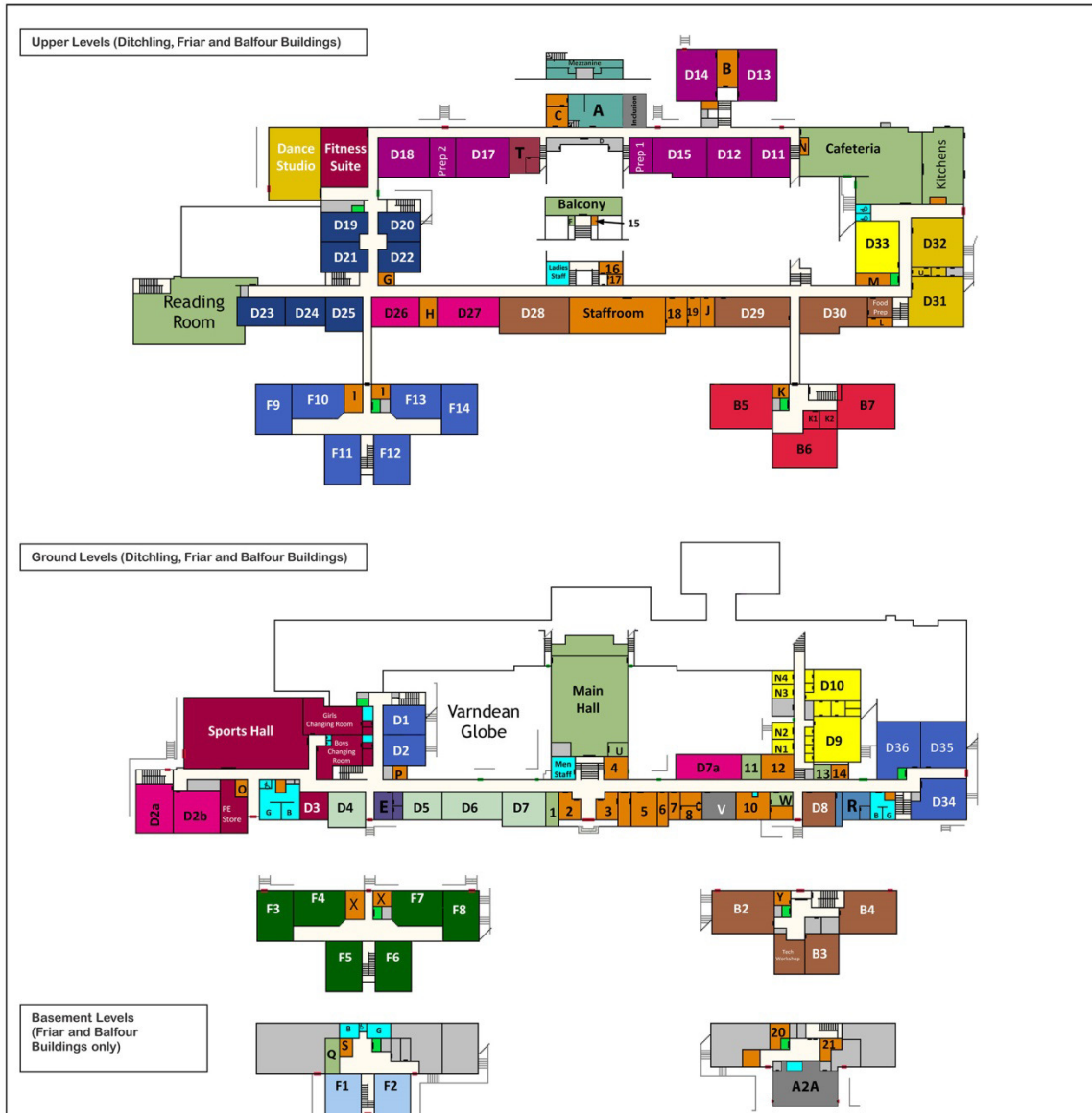
By clicking this and choosing 'Bookings' a file is downloaded containing details of bookings.



Guidance:

This guide is downloadable via the 'Download' button in the upper right corner.

Map:



	Design Technology		Physical Education
	Art & Design		ICT and Business Studies
	Drama & Dance		Inclusion
	Music		Public and Support areas
	English		Offices and related - Staff only
	Modern Foreign Languages		Storage/Staff only areas
	Humanities		Building outline (non space)
	Religious Studies		Lifts
	Mathematics		Toilets
	Science		
	Exits to internal open spaces		
	Exits from Building		

