



## **Booking Guardian Consultations (Parent's Evenings) on the Parent Portal**

From a student's profile within Parent Portal you will see the below section:

A screenshot of the "Guardian Consultations" section in a parent portal. It has a grey header with the title "Guardian Consultations". Below the header, there is a green link "Parents Evening Year 7 (13 Aug 2018, 16:00 - 17 Aug 2018, 19:00)" and a grey link "Self scheduling is open, please click here to book time slots." with a right-pointing arrow.

1. Click anywhere on the green or grey text to access the booking page, in this example Parents Evening Year 7 but please select the year group for your child.
2. The top of the consultation page shows the Self-scheduling Period and the Consultation Dates:

A screenshot of the "Parents Evening Year 7" details page. It has a grey header with the title "Parents Evening Year 7". Below the header, there is a grey section titled "Details". Under "Details", there are two rows of text: "Consultation dates 13 Aug 2018, 16:00 - 17 Aug 2018, 19:00" and "Self scheduling period 08 Aug 2018, 09:00 - 17 Aug 2018, 12:00".

3. Underneath this section you'll see an instruction box:

A screenshot of an "Instructions" box. It has a grey header with the title "Instructions". Below the header, there is a paragraph of text: "This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school on to book an appointment."

4. The page will show that the consultation hasn't been scheduled yet by showing in red

A screenshot of a "Time Slot" box. It has a grey header with the title "Time Slot". Below the header, there is a red box with the text "Not booked" in white.

5. To book a consultation meeting, in the Meetings section as pictured below, click the row containing the student and staff member's name. A slide over will display the details of the consultation.

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## Schedule Meeting

Consultation	Parents Evening Year 7
Meeting	Meeting between Daisy Bloom and Matilda Reynolds
Meeting with staff	Daisy Bloom
Concerning student	Matilda Reynolds
Guardian(s) attending	<input checked="" type="checkbox"/> Nicole Reynolds <input checked="" type="checkbox"/> Ryan Reynolds
Time slot	Time slot ▼

**Book time slot**

**Notes**

No notes added.

**Add note**

- Click on the Time slot drop-down button and choose the time you would like to attend the consultation.

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Consultation	13 Aug 2018, 18:10
Meeting	13 Aug 2018, 18:20
Meeting with staff	13 Aug 2018, 18:30
Concerning student	13 Aug 2018, 18:40
Guardian(s) attending	13 Aug 2018, 18:50
	14 Aug 2018, 18:00
	14 Aug 2018, 18:10
	14 Aug 2018, 18:20
	14 Aug 2018, 18:30
	14 Aug 2018, 18:40
	14 Aug 2018, 18:50
	15 Aug 2018, 18:00

**Time slot** Time slot ▼

- Confirm on the pop-up window that the time is correct:

Are you sure?

Are you sure you want to book this time slot? A confirmation will be sent by email.

No Yes



8. The main page will then reload and show a green Time slot entry confirming your scheduled meeting:



This can be edited at any time by returning to this page and clicking on your booking.