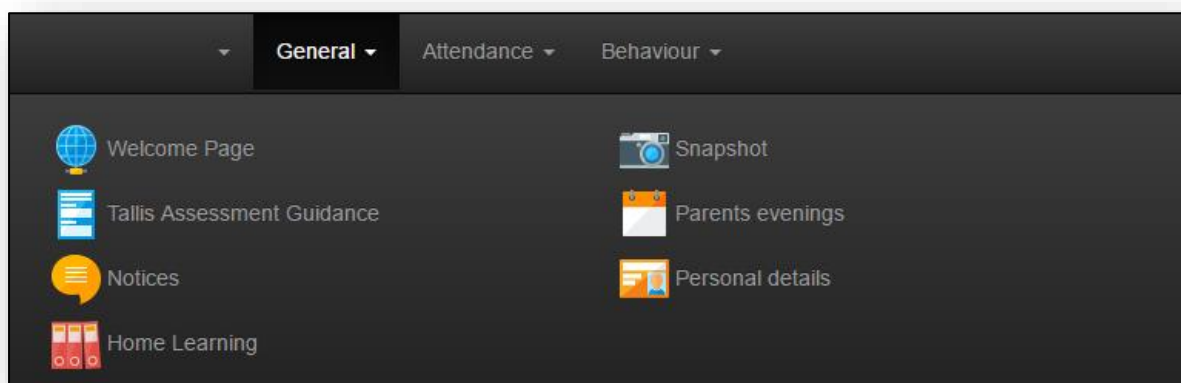





Quick Guide to using the Insight Parents Evening Booking System

- The Parents evening system can be accessed from a Parental Account by selecting Parents Evenings from the General Menu.







- If there is a Parents Evening upcoming and the system is open for booking, you will see a screen similar to the one shown here.

A screenshot of the 'Available bookings' screen. On the left, there is a vertical list of time slots: 15:45, 15:50, 15:55, 16:00, and 16:05. On the right, there is a table showing available booking slots for three different teachers. Each row represents a teacher and their subject, with columns for each 5-minute slot. The table is as follows:

Available bookings	
 Miss C Corbin Science	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:30 17:35 17:40 17:50 17:55 18:00 18:05 18:10 18:20
 Miss K Reading Geography	15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25
 Mr G Wells P.E.	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25

- Each slot has a break after it in case a meeting runs over and to give you time to get from one appointment to the next.
- Simply select the time next to the teacher you wish to see and your appointment list will fill up.

- As soon as you click on a time it saves automatically, if it is in your list, then it is booked.

15:45	 Miss C Corbin (Science)	remove	 Miss C Corbin	15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 Science 17:20 17:30 17:35 17:40 17:50 17:55 18:00 18:05 18:10 18:20	✓
15:50	** Blocked **				
15:55	 Miss K Reading (Geography)	remove	 Miss K Reading	15:50 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 Geography 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25	✓
			Mr G Wells	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25	

- You can then save and print your list, if you wish, by clicking the download button.