

Parents' Evening System - User Guide for Tutor Evenings

Step 1: Login

Please enter your title, first name, surname and email address. Also your child's first name, child's surname and the secure login code found in the letter. The phone number is optional. Please ensure you use the same details each time you login.

The Kings of Wessex Academy

Parents' Evening System

Welcome to the The Kings of Wessex Academy parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone Number	
<input type="text"/>	<input type="text"/>	

Child's Details


First Name	Surname	Login Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Administrator Login](#)
[Teacher Login](#)

Step 2: Select Parents' Evening


Click the green tick to select the parents' evening you want to make an appointment for.

Select a parents' evening to add appointments:



Year 9 Parents' Tutor Evening

Date: 28/11/2012 Time: 17:00 - 20:10



Continue

Step 3: Choose Teacher

For the tutor evening, you will see your child's tutor displayed. Click the 'Continue to Book Appointments' button.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside any teacher you do not wish to see.

You can book 1 appointments for this parents' evening.

✖

Class Test Class

Test teacher

Continue to Book Appointments

Step 4: Select Appointment

Click 'Book' next to the time you wish to make an appointment. In the case of tutor evenings, appointments are limited to a 5 minute duration.

Make Appointments

You can book 1 appointment for this parents' evening.

	Miss Test Teacher Class Test Class No Appointment
17:00	Book
17:05	Book
17:10	Book
17:15	Book
17:20	Book
17:25	Book
17:30	Book
17:35	Book
17:40	Book
17:45	Book
17:50	Book
17:55	Book
18:00	Book
18:05	Book
18:10	Book
18:15	Book
18:20	Book
18:25	Book
18:30	Book
18:35	Book
18:40	Book
18:45	Book
18:50	Book
18:55	Book

Step 5: Make Appointment

If you have anything specific you wish to discuss with the teacher, you can add a message which will be displayed on the teacher's appointments page. Alternatively, you can leave the message blank. Click the 'Add Appointment' button to confirm the appointment.

Confirm & Add Message ✕

Optionally add a message for **Miss Test Teacher** (Class 9 Test) for your appointment at **17:00**:

140 characters left

Add Appointment
Cancel

Step 6: Finished

You will receive an email confirming your booking.


Make Appointments

You can book 1 appointment for this parents' evening.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to book an alternative appointment instead.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

	Miss Test Teacher
	Class Test Class
17:00	Test Student 
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	

Viewing/Editing/Printing Appointments

To edit your appointment, either click on the confirmation email and this will log you back into the system, or use the link on the school website. If you use the link on the school website, please remember to use the correct title, first name, surname, email, child's first name, child's surname and login code.

If you wish to change your appointment, click on the red cross to delete your existing appointment, and then make a new appointment. You will be sent a new confirmation email.

Make Appointments
You can book 1 appointment for this parents' evening.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to book an alternative appointment instead.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

	Miss Test Teacher	
	Class Test Class	
17:00		Test Student
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		