

# Parents Evening Managers User Guide

## Enabling Parents Evening Functionality

To enable Parents Evening functionality a user with admin access should login to the settings area, click on the “Parent Event” tab and set “Enable Parent Event” to on and specify which employees will be administrators for this functionality.

Administrators for Parent Events will have the ability to create new events, modify existing events, delete events and modify teachers/students allocated to any events.



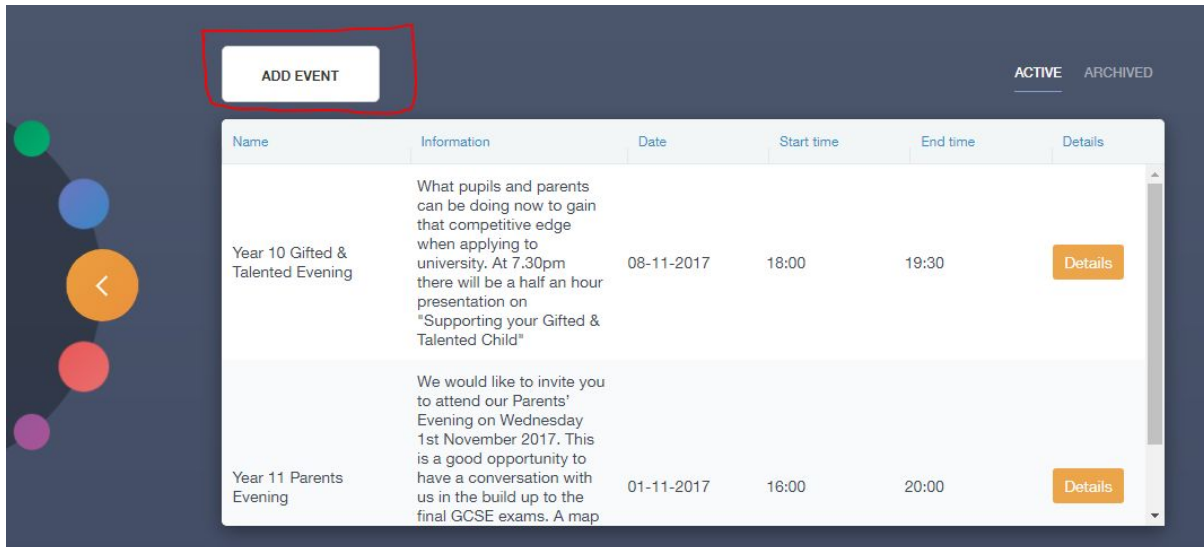
Once enabled Employees and Parents will get a new menu icon labeled “Parents Evening”



(Please note you may have to logout and back in before seeing the new icon)

## Creating a Parent Event

Employees who have been specified as administrator for this functionality will get a “Add Event” button when viewing the section.



A dialog box will appear for you to enter all the settings for the event.

**Name** - The name of the event for example “Year 11 Parents Evening”.

**Information** - Any information the parents need to know for the event for example “Please park cars in the rear school car park and sign in next to reception”.

**Dates** - This is the actual date, start and end time of the event, you can enter multiple days.

**Available to Parents** - This is the date and time when parents can start making bookings for the event.

**Slot Duration** - The duration of each slot in minutes (for example 10).

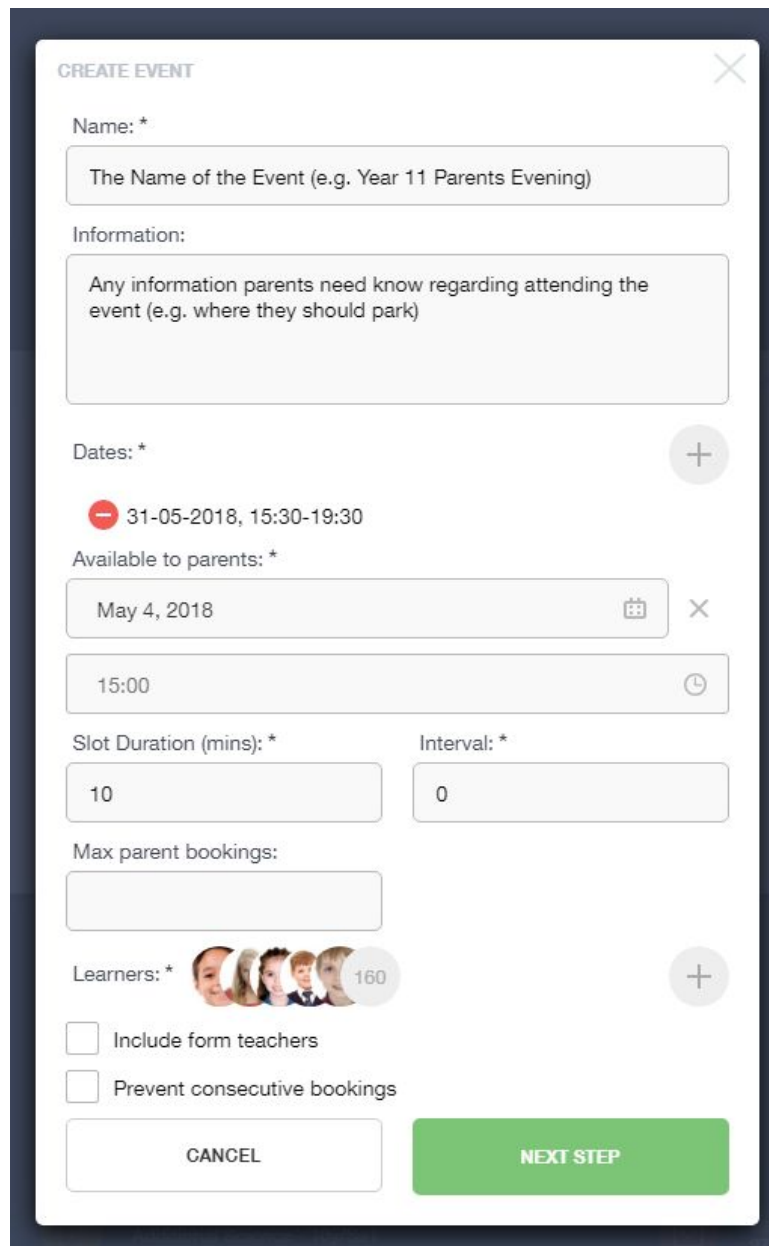
**Interval** - (optional setting) The time between each slot (some schools like to do this to allow parents time to move but setting this could lead to strange slot times).

**Max parent bookings** - (optional setting) Limit the number of bookings (per student) parents can make, this setting only affects parents, it does not affect the employees ability to book additional slots if required.

**Learners** - Which learners is the event for, example all of year 11.

**Include form teachers** - Specifies if the form tutors are included as part of the parents evening.

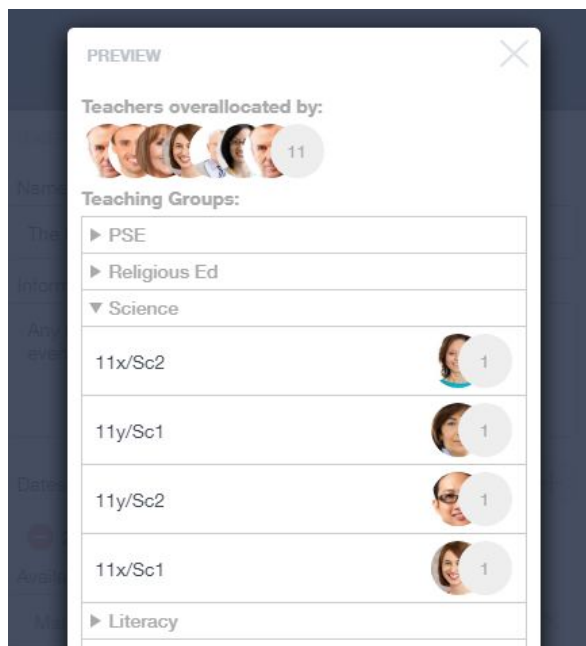
**Prevent consecutive bookings** - Ticking this setting will mean if you have a slot at 4:00pm, 4:10pm and 4:20pm if a parent books a teacher at 4:00pm they will not be able to book another teacher at 4:10pm the next possible slot for that parent will be 4:20pm. (this can help with keeping the parents evening to time).



The screenshot shows a 'CREATE EVENT' form with the following fields and options:

- Name:** \* (Text input: "The Name of the Event (e.g. Year 11 Parents Evening)")
- Information:** (Text area: "Any information parents need know regarding attending the event (e.g. where they should park)")
- Dates:** \* (Date range: "31-05-2018, 15:30-19:30")
- Available to parents:** \* (Date: "May 4, 2018", Time: "15:00")
- Slot Duration (mins):** \* (Input: "10")
- Interval:** \* (Input: "0")
- Max parent bookings:** (Empty input field)
- Learners:** \* (Group of 4 avatars, count: "160")
- Include form teachers**
- Prevent consecutive bookings**
- CANCEL** (button)
- NEXT STEP** (button)

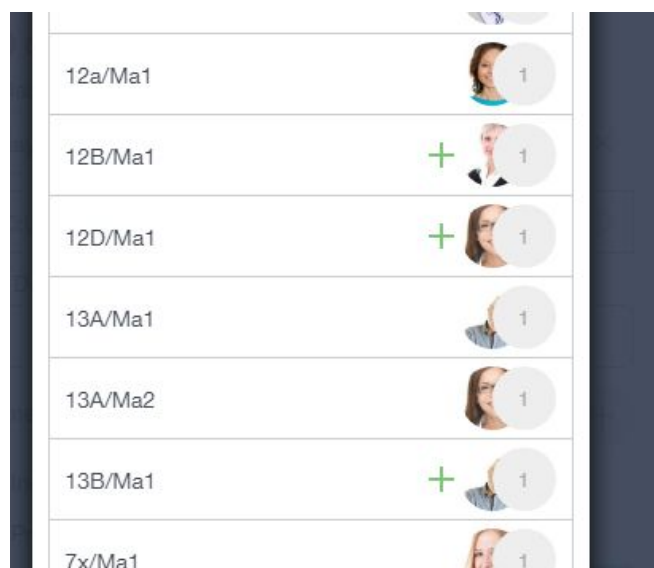
Once completed click next step, you will then see the preview window, which will show you the number of teachers who have more students than possible slots (over allocated), the teaching groups (and associated teacher) for the parents evening and the times of the slots.



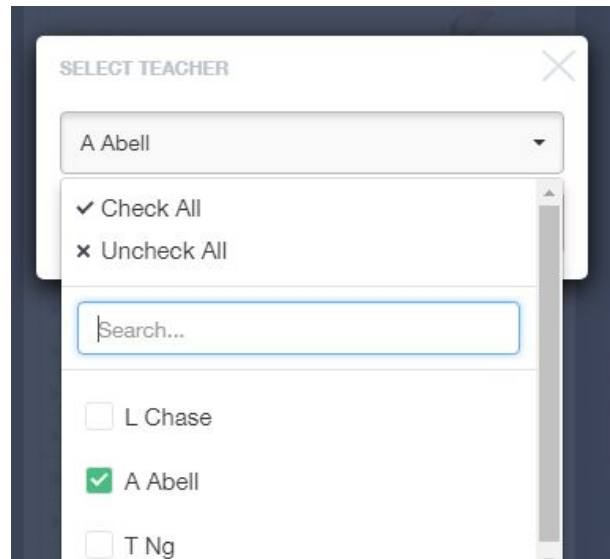
**Over allocated Teachers** - If you click on the overallocated teachers a pop up will be displayed telling you which teachers and how many slots the are short (in order to see all their students).



**Teaching Groups** - This section shows you which teaching groups are involved in the parents evening and for each group which teacher will be available (by default main class teacher).



clicking on a teacher for a group allows you to select additional teachers (if the class is taught by more than one teacher a green + will appear next to the teacher selection button) or deselect the teacher if they should not be involved (for example if you don't want core PE teachers to be seen by the parents)



**Slots** - Clicking on this section will display all the slot times for the event

**Slots:**

▼ 28-03-2018

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

Then to create the event click the "Create Event" or to return back to the settings page click "Cancel".

## Modifying an existing event

Parents evening administrators will also get the "Details" option when viewing the parents evening section









ADD EVENT ACTIVE ARCHIVED

Name	Information	Date	Start time	End time	Details
Year 10 Gifted & Talented Evening	What pupils and parents can be doing now to gain that competitive edge when applying to university. At 7.30pm there will be a half an hour presentation on "Supporting your Gifted & Talented Child"	08-11-2017	18:00	19:30	<a href="#">Details</a>
Year 11 Parents Evening	We would like to invite you to attend our Parents' Evening on Wednesday 1st November 2017. This is a good opportunity to have a conversation with us in the build up to the final GCSE exams. A map	01-11-2017	16:00	20:00	<a href="#">Details</a>

This option allows you to modify who is involved in the parents evening (teachers and learners), see stats for the evening, delete the event and options for contacting parents of any learners who have not yet made a booking for the event.

Event name: test event Number of learners with Booking: 4  
 Number of learners: 14 Attendance: 50.00% (2 Learner's parents)

Teachers + EXPORT MESSAGE PARENTS WITHOUT BOOKINGS

Teachers	Booked Slots	Blocked Slots	Learners			
 A Blacker	4	1	14			
 M Anderson	2	-	1			

[REMOVE WHOLE EVENT](#)

**Add employees** - to add employees to the event click on the "+" button next to "Teachers" this allows you to add employees such as the SENCO and then add the students who should have this employee as an option

**Export** - the export button will export a CSV of all bookings (both parent and teachers) this can be useful to print off just before the event for anyone unsure of their appointments on the night.

**Message parents without bookings** - This button opens a communicator screen with all the parents of students who don't have any bookings yet allowing you to easily contact them.

**Modify learners** - The pen icon at the end of a teacher row allows you to modify which students/parents have that teacher as an option for the event

**Delete Teacher** - the delete icon will allow you to delete a teacher from an event. Please note this will also delete any bookings with that teacher.

**Switch Teacher** - in the event of a teacher leaving the school between the event being created and the date of the event you may wish for their replacement to take their place this can be done using the switch teacher button. Only employees who are not already involved with the event can be selected.

**Remove Whole Event** - Deletes the whole event as well as any associated data

## Parent Bookings

Parents can make bookings for a parents evening by logging in clicking on the Parents' Evening menu icon and then clicking on the event. They will then see a table (desktop/tablet version) of all the teachers they can make bookings for along the top and slot times down the side.

Tablet/Desktop view:

Slots:	French ✓ Teacher: Roger Monamara Learner: Kari Americana	PSE, Form Tutor Teacher: Delia Mumford Learner: Kari Americana	Mathematics ✓ Teacher: Ruth Hatchett Learner: Kari Americana	German Teacher: Brian Kinross Learner: Kari Americana	Physical Ed Teacher: Richard Davidson Learner: Kari Americana	Geography, History ✓ Teacher: Helen Green Learner: Kari Americana	Religious Ed Teacher: Kevin Jacobs Learner: Kari Americana	Art Teacher: Katie Burrows Learner: Kari Americana	English ✓ Teacher: Stephen G Learner: Kari Americana
21-03-2018									
17:00	BOOKED	X	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X	X
17:30	X	X	X	X	X	BOOKED	X	X	X
17:40	X	X	X						
17:50	X	X							
18:00		X							
18:10		X	X					X	
18:20		X	X		X				

Phone view:

21-03-2018		
17:00 (1)	Roger Mcnamara	French
17:10 (1)	Stephen Green	English
17:20 (1)	Ruth Hatchett	Mathematics
17:30 (1)	Helen Green	Geography, History
17:40	-	-
17:50	-	-
18:00	-	-

To make a booking for a teacher they just click/tap on an available slot (white) a popup will appear allowing them to enter an optional note to the teacher, and they just click the book button.

BOOK SLOT

Date: 2018-03-21 17:40:00  
Subjects: Mathematics  
Learner:

Add comment

CANCEL BOOK

Once a booking has been made for the parent the slot will change green and a green tick will appear next to the teachers name. To unbook the slot the parent should click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.



A parent can only have one slot with each member of staff if they require a double slot only the teacher can do this by “blocking” the following slot. If they attempt to make another booking with the same teacher the existing booking will be moved to the new slot time.

## Teacher Bookings

Teachers can manage bookings for themselves by clicking on on the parents evening section and clicking on an event this will then display their slots and details of any bookings which may have already been made by parents.

Tablet/Desktop View:

Status	Slots	Learner/Parent	Notes	Attended
BOOKED	23:15	Learner: Tiger Anton Parent: Yvonne Anton		✓
BLOCKED	23:20	-		✓
ATTENDED	23:25	Learner: Jamie Bond Parent: Jake Bond	I am concerned with the latest mock results and would like to discuss if you could recommend what else I could do to help Jamie	✓
BLOCK	23:30	N/A		✓
BLOCK	23:35	N/A		✓

Phone View:

15-10-2017	
BLOCKED	Time: 16:00 -
BLOCKED	Time: 16:10 -
ATTENDED	Time: 16:20 Learner: Jimmy Abbey Parent: Malcolm Stewart <b>Note:</b> I am concerned with the latest mock results and would like to discuss if you could recommend what else I could do to help Jimmy

## Making a booking

Teachers can make bookings for themselves on behalf of parents by clicking on the book button. A list of all students they are allocated will appear and they should select the learner and then the parent for that learner. Then the next screen will show what slots are available (ones in red are not available) click on a available slot to make the booking for that parent.

The first screenshot shows a 'BOOK' form with the following fields:

- Learner: Martin Pope
- Parent: Mrs Julianne Pope

The second screenshot shows an 'AVAILABLE SLOTS' calendar for 21-03-2018. The slots are arranged in a grid:

21-03-2018				
17:00	17:10	17:20	17:30	17:40
17:50	18:00	18:10	18:20	18:30
18:40	18:50			

A 'CLOSE' button is located at the bottom of the calendar.

## Blocking Slots

Teachers can block their own slots, this means that if for example the teacher will not be available for the first 2 slot times due to an after school club they can block them making them unbookable for parents. To block a slot click the "Block" icon in the status column and the status will then change red and say "Blocked" to unblock just click on it again.

Status	Slot
BLOCKED	16:00
ATTENDED	16:00
BLOCK	16:00
BOOKED	16:00

## Marking Attendance

Teachers can record if a parent attended the slot by clicking on the tick next to a slot. The tick will then turn green and the slot status will change to “attended” this will help them keep track of who they have seen and who they are seeing next (particularly useful if not running to time) this information also feeds back into the statistics for parents evening administrators to see.

ATTENDED	16:20	Learner: Jimmy Abbey Parent: Malcolm Stewart	I am concerned with the latest mock results and would like to discuss if you could recommend what else I could do to help Jimmy	✓
BLOCK	16:30	N/A		✓
BOOKED	16:40	Learner: Jimmy Abbey Parent: Kairi White	My husband and myself are separated so will be attending separately	✓

## Exporting

Teachers can also export their bookings if they prefer to print them off on paper for the parents evening just click the export button and a CSV file will download containing all the information.

## Making Bookings (employee on behalf of parent)

If you would like to make bookings for a student who you don't teach (an example maybe a parent has phoned in asking the school to make bookings on behalf of them) you can do this through the “**Learners**” Section as an employee, find the learner and click on parents' evening

This will show you the parents evening for them and any bookings which have been made by their parents. When making a booking this way you will need to select which parent you are making the booking for (if there is more than one available)

BOOK SLOT ✕

Date: 2018-03-26 16:10:00  
Subjects: PSE  
Learner: Chris Aaron  
Select parent:

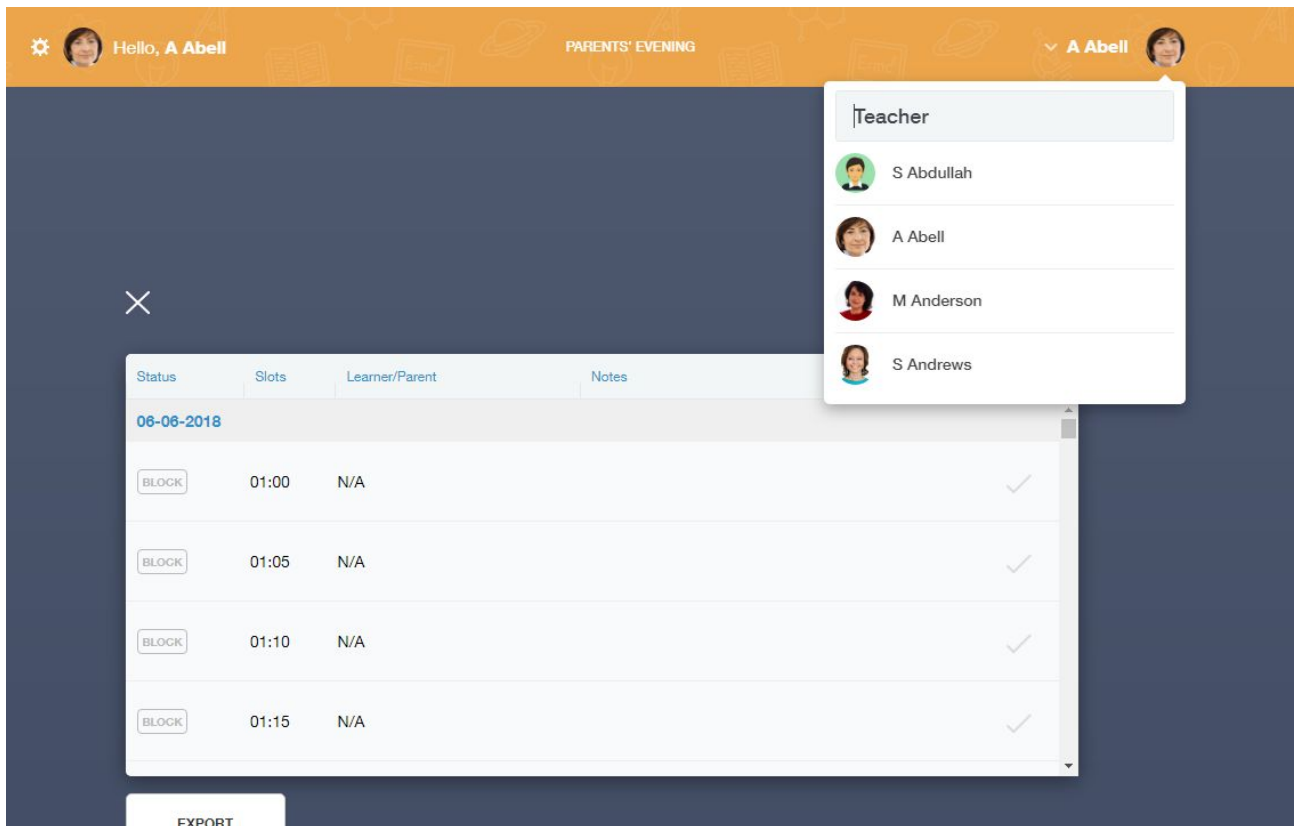
Select parent ▼

Jonas Aaron  
Tia Aaron

CANCEL BOOK

## Modifying/viewing teachers bookings (Parent Evening Administrators only)

As an administrator for parents evenings you can view teachers schedules and modify their bookings. To do this click on the event as you would if you were to see your own teacher schedule and in the top right corner you will see you have a “Switch teacher” option. Just type the name of the member of staff who you would like to switch to and click on their name



The screenshot shows a user interface for managing parent evening bookings. At the top, there is a navigation bar with a settings icon, a user profile for 'A Abell', and the text 'PARENTS' EVENING'. Below this, a modal window displays a table of bookings for the date '06-06-2018'. The table has columns for 'Status', 'Slots', 'Learner/Parent', and 'Notes'. All four rows show a 'BLOCK' status, a slot time, and 'N/A' for the learner/parent. A dropdown menu is open over the table, titled 'Teacher', and lists four options: 'S Abdullah', 'A Abell', 'M Anderson', and 'S Andrews', each with a small profile picture icon. At the bottom of the modal, there is an 'EXPORT' button.

Status	Slots	Learner/Parent	Notes
BLOCK	01:00	N/A	✓
BLOCK	01:05	N/A	✓
BLOCK	01:10	N/A	✓
BLOCK	01:15	N/A	✓