A large yellow triangle is positioned at the top left of the page, extending from the bottom right corner towards the top left.

p Parents Booking

Teacher Guide

On the Agenda:



How do I login?



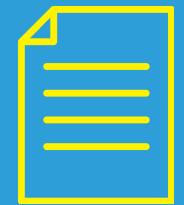
Dashboard



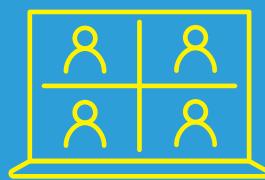
Checking your appointments



Manage Bookings



Reports



Joining video meetings



Creating a 1-to-1 meeting



How do I login?

To login you can go to the relevant web address below, where you can use a username and password, or one of our single sing-on options, to access your account:

Parents Booking Login

No account?
Your school can sign up at [parents-booking.com!](http://parents-booking.com)

For School Staff...
Login to your school's account.

For Parents...
Find your school's account.

Username

Password

Login

[Forgotten your password?](#)

Or login with...

[Sign in with Google](#)

[Sign in with MyLogin](#)

[Twitter](#) | [Facebook](#) | [YouTube](#)

Parents Booking was created and is operated by:
Netmedia Limited, Old Drynie House, Kilmuir, North Kessock, Inverness, IV1 3XG.
T: 01463 731000 E: Info@netmedia.co.uk

Advice:

- If you have forgotten your password, you can reset it from the login page.
- Contact your school's office if you don't know your username or cannot login.

Dashboard

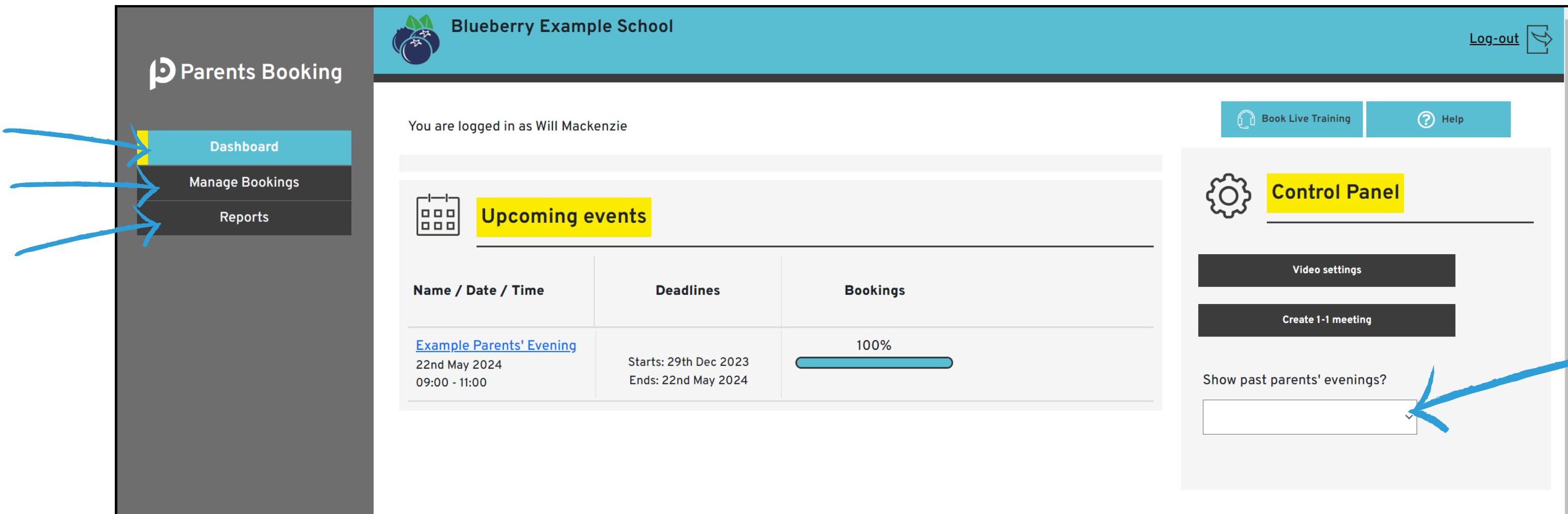
When you login, you will be shown any parents' evenings, events or clubs you are linked to.

On the left navigation are links to the three main sections of the staff area.

[Dashboard](#): Check your parents' evening schedule, test your video meeting settings or create 1:1 meetings.

[Manage Bookings](#): Make appointments on behalf of parents/carers.

[Reports](#): Check pie charts and spreadsheets related to appointments, attendance and much more.



The screenshot shows the 'Parents Booking' interface for 'Blueberry Example School'. The left sidebar has a dark grey background with white text. It features a blue coffee cup icon and the text 'Parents Booking'. Below this, there are three menu items: 'Dashboard' (highlighted with a yellow arrow), 'Manage Bookings', and 'Reports'. The main content area has a light grey background. At the top, it says 'Blueberry Example School' and 'You are logged in as Will Mackenzie'. Below this is a section titled 'Upcoming events' with a yellow background. It lists an event: 'Example Parents' Evening' on '22nd May 2024' from '09:00 - 11:00', starting on '29th Dec 2023' and ending on '22nd May 2024'. A progress bar shows '100%'. To the right of the main content is a 'Control Panel' with a light grey background. It includes a gear icon, a 'Control Panel' button (highlighted with a yellow arrow), 'Video settings', and 'Create 1-1 meeting' buttons. At the bottom, there is a dropdown menu with the question 'Show past parents' evenings?'.

You can reveal older parents' evenings, to review appointments or edit parent attendance.



Checking your Appointments

The screenshot shows the 'Upcoming events' section of the Parents Booking dashboard. It lists an event titled 'Example Parents' Evening' with the date 22nd May 2024 and time 09:00 - 11:00. The status bar indicates 'Starts: 29th Dec 2023' and 'Ends: 22nd May 2024'. A progress bar shows 100%. To the right is a 'Control Panel' with 'Video settings' and 'Create 1-1 meeting' buttons.

The screenshot shows the 'Teacher Schedules' page for the 'Example Parents' Evening' on 22nd May 2024. It displays a table of appointments:

Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
09:00 Example Student, Test, Test	Example Parent williamh mackenzie@gmail.com	No comments submitted	Click to add private notes	<input type="checkbox"/>
09:10				
09:20				
09:30				
09:40				

Click on the name of a parents' evening to view your appointment schedule.

On your schedule page you can see appointments made by parents/guardians, and review any notes parents have left, add private note that only you can see, and take attendances.

Your school may also allow you to make your own breaks/block out appointment times and/or extend your appointment schedule's start or end times.



Manage Bookings

To make appointment times for yourself or others, or to edit appointments, use Manage Bookings.

Click on the parents' evening name and then:

1. Select the subject the appointment is for
2. Select yourself, or the correct teacher
3. Click on any available time to start making an appointment
4. In the pop-up, click the class, select the student and click the parent that the appointment is for

Repeat this process for each appointment you would like to make. When you are finished you can print or e-mail the parents' appointment confirmation from the buttons in the Control Panel.

The screenshot shows the 'Parents Booking' application interface. On the left, a sidebar has 'Dashboard', 'Manage Bookings' (which is highlighted in yellow), and 'Reports'. The main area is titled 'Blueberry Example School / Manage Bookings' and contains a 'View Bookings' section. It lists two entries under 'Parents' Evening': 'Spring Term Example Parents' Evening' (Date: 22nd May 2024) and 'Spring Term Another Example Parents' Evening' (Date: 27th May 2024). A blue arrow points from the text 'To make appointment times for yourself or others, or to edit appointments, use Manage Bookings' to the 'Manage Bookings' menu item in the sidebar. Another blue arrow points from the text 'Click on the parents' evening name and then:' to the first entry in the 'View Bookings' list.

The screenshot shows the 'Parents Booking' application interface. On the left, a sidebar has 'Dashboard', 'Manage Bookings' (highlighted in yellow), and 'Reports'. The main area is titled 'Blueberry Example School / Manage Bookings / Example Parents' Evening' and contains a 'View Bookings' section. It shows a message: 'To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.' Below this, it says 'Example Parents' Evening - 22nd May 2024 (In-person meeting)'. A dropdown menu shows 'History' and 'Miss Beth Davidson'. A blue arrow points from the text 'In the pop-up, click the class, select the student and click the parent that the appointment is for' to the dropdown menu. Another blue arrow points from the text 'Repeat this process for each appointment you would like to make. When you are finished you can print or e-mail the parents' appointment confirmation from the buttons in the Control Panel.' to the 'Control panel' section on the right.

Control panel buttons (right side):

- Cancel Appointments Selected Below
- E-Mail Appointments To A Parent
- Share or Transfer Appointments
- Print A Parent's Appointments
- Cancel All Of A Parent's Appointments

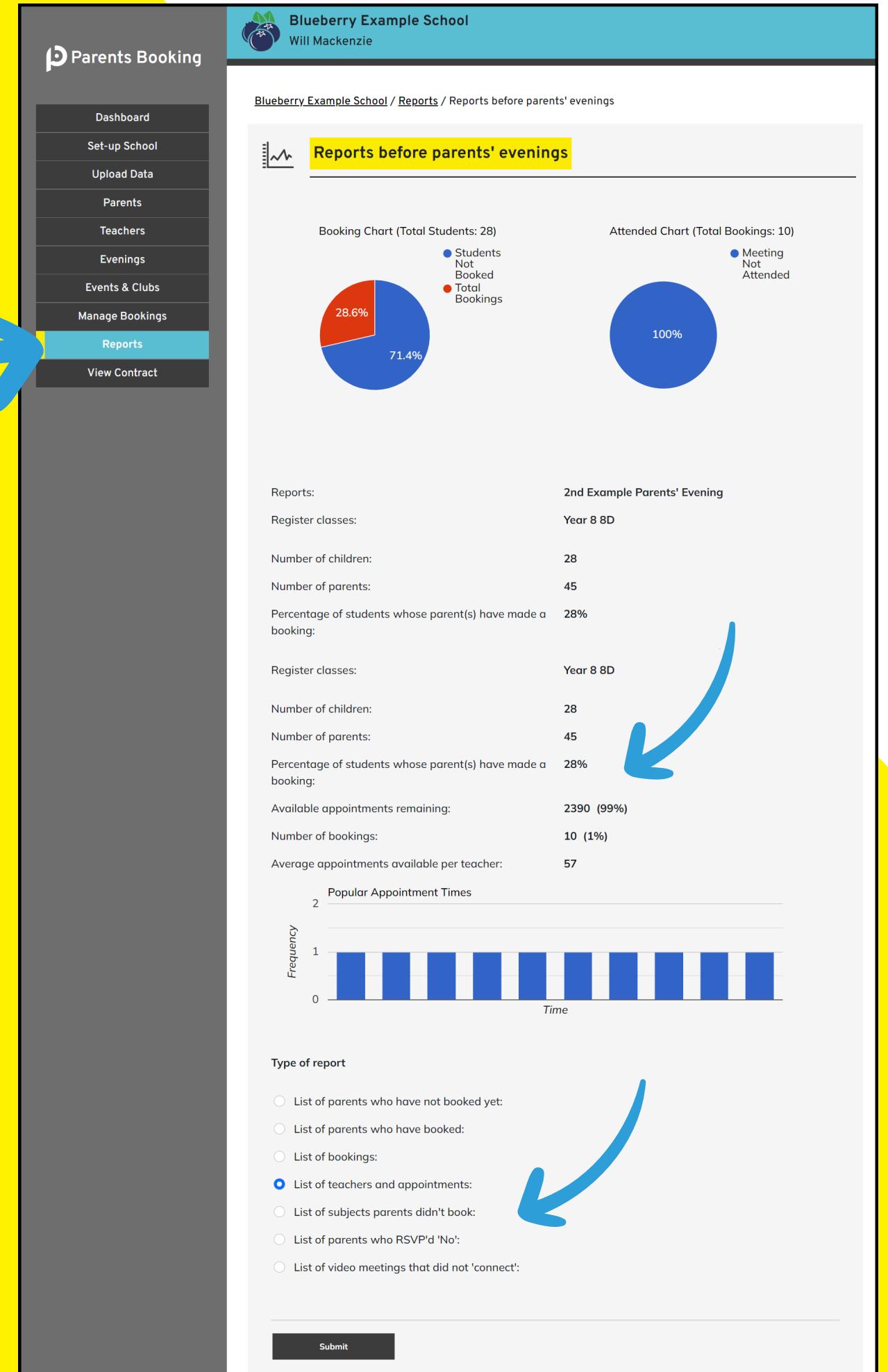
Reports

Parents Booking offers detailed 'Reports' to check:

- Which parents have and have not booked any appointments
- Percentage of parents who have booked
- Percentage of appointments that are left
- Attendances, e.g. who did and did not attend past parents' evenings
- Which parents RSVP'd "No" to their invite
- Most/least popular appointment times
- And lots more!

To view reports, go to the Reports page and click on the correct term and parents' evening name.

Please also note that reports can be exported into Excel, printed or emailed.



The screenshot shows the 'Reports' page of the Parents Booking software. At the top, there's a header for 'Blueberry Example School' and a user profile for 'Will Mackenzie'. On the left, a sidebar menu lists various sections: Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Events & Clubs, Manage Bookings, Reports (which is highlighted in blue), and View Contract. The main content area has a title 'Reports before parents' evenings'. It includes two charts: a pie chart titled 'Booking Chart (Total Students: 28)' showing 71.4% in blue and 28.6% in red, and a donut chart titled 'Attended Chart (Total Bookings: 10)' showing 100% in blue. Below the charts, there's a table with details for the '2nd Example Parents' Evening': Register classes: Year 8 8D, Number of children: 28, Number of parents: 45, Percentage of students whose parent(s) have made a booking: 28%. Further down, there's another set of details for 'Year 8 8D': Register classes: Year 8 8D, Number of children: 28, Number of parents: 45, Percentage of students whose parent(s) have made a booking: 28%, Available appointments remaining: 2390 (99%), Number of bookings: 10 (1%), and Average appointments available per teacher: 57. At the bottom, there's a section for 'Popular Appointment Times' with a bar chart showing frequency over time, and a list of 'Type of report' options with radio buttons, where 'List of teachers and appointments:' is selected.

Blueberry Example School
Will Mackenzie

Blueberry Example School / Reports / Reports before parents' evenings

Reports before parents' evenings

Booking Chart (Total Students: 28)

Attended Chart (Total Bookings: 10)

Students Not Booked Total Bookings

28.6% 71.4%

100%

Reports:
Register classes:
Number of children:
Number of parents:
Percentage of students whose parent(s) have made a booking:

2nd Example Parents' Evening
Year 8 8D
28
45
28%

Register classes:
Number of children:
Number of parents:
Percentage of students whose parent(s) have made a booking:
Available appointments remaining:
Number of bookings:
Average appointments available per teacher:

Year 8 8D
28
45
28%
2390 (99%)
10 (1%)
57

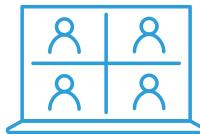
Popular Appointment Times

Frequency Time

Type of report

List of parents who have not booked yet:
 List of parents who have booked:
 List of bookings:
 List of teachers and appointments:
 List of subjects parents didn't book:
 List of parents who RSVP'd 'No':
 List of video meetings that did not 'connect':

Submit



Joining Video Meetings

On the day of the parents' evening, a blue "Join Video Appointment" button will show on your Dashboard around 10-15 minutes before your first appointment, after you login/refresh the page.

Any day in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time. Meetings run exactly to schedule and will end and move on automatically.

The screenshot shows the 'Parents Booking' dashboard with a sidebar menu (Dashboard, Manage Bookings, Reports) and a main content area. A 'Video Appointment' notification is displayed, stating: 'Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.' Below this, the 'Upcoming events' section lists two entries:

Name / Date / Time	Deadlines	Bookings
Example 1-to-1 Meeting 17th May 2024 16:00 - 20:00	Starts: 16th May 2024 Ends: 28th May 2024	0% Join Video Appointment
Example Parents' Evening 22nd May 2024 09:00 - 11:00	Starts: 29th Dec 2023 Ends: 22nd May 2024	100%

The screenshot shows the 'Blueberry Example School / Video Meetings' interface. At the top, it says 'Time Remaining: 02:34'. The main area displays a video feed of a man with a beard, identified as 'Will Mackenzie (Rob Mackenzie)'. Below the video are control icons for microphone, camera, and other video settings. A 'Schedule' table is visible at the bottom:

Time	Child	Parent
17th May 2024 09:00	Example Student, Test	Example Parent
17th May 2024 17:20	Rob Mackenzie, A	Will Mackenzie

Creating a 1-to-1 Meeting



Blueberry Example School

Teachers / Create a 1-to-1 Video Meeting

Create a 1-to-1 Video Meeting

Fill in the required fields and invite only the parents who you want to have a video meeting with.

1-1 Meeting Name * Date

First Appointment Start Time: * Last Appointment Ends At: *

07:00 07:00

Length of Appointments:

5 minutes

How will the meetings be held?

In-Person Video Calls Hybrid (in-person and video)

Booking opens on * Booking opens at *

00:00

Select parents to invite

Select Parents to Invite

Example Student Example Parent

Booking deadline * Deadline time *

00:00

Teachers can create their own in-person or video meetings with parents. These can be follow-up meetings, or for one-off conversations, and you can even offer multiple families the opportunity to book an appointment with you at pre-set times.

Blueberry Example School

You are logged in as Will Mackenzie

Dashboard Manage Bookings Reports

Upcoming events

Name / Date / Time	Starts	Ends	Bookings
Example Parents' Event 22nd May 2024 09:00 - 11:00	22nd May 2024 09:00	22nd May 2024 11:00	100%
Example 1-to-1 Meeting 28th May 2024 12:00 - 14:00	28th May 2024 12:00	28th May 2024 14:00	0%

Control Panel

Book Live Training Help

Video settings

Create 1-1 meeting

Show past parents' evenings?

Options

To start, click “Create 1-to-1 Meeting” on your Dashboard, and complete that page to set out the times you are available to be booked and which parents can book you.

Once the 1-to-1 is set up, you can invite the parents from your Dashboard, and then wait for them to book appointment times.