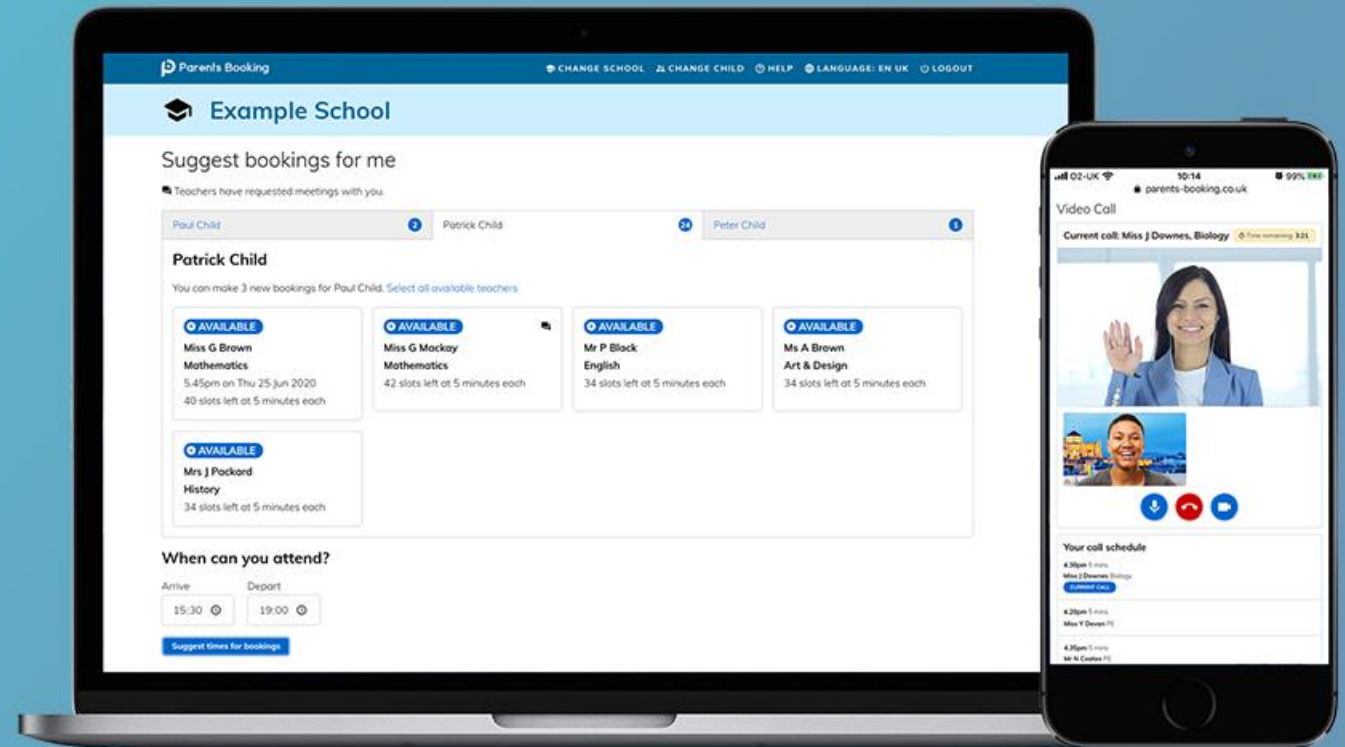
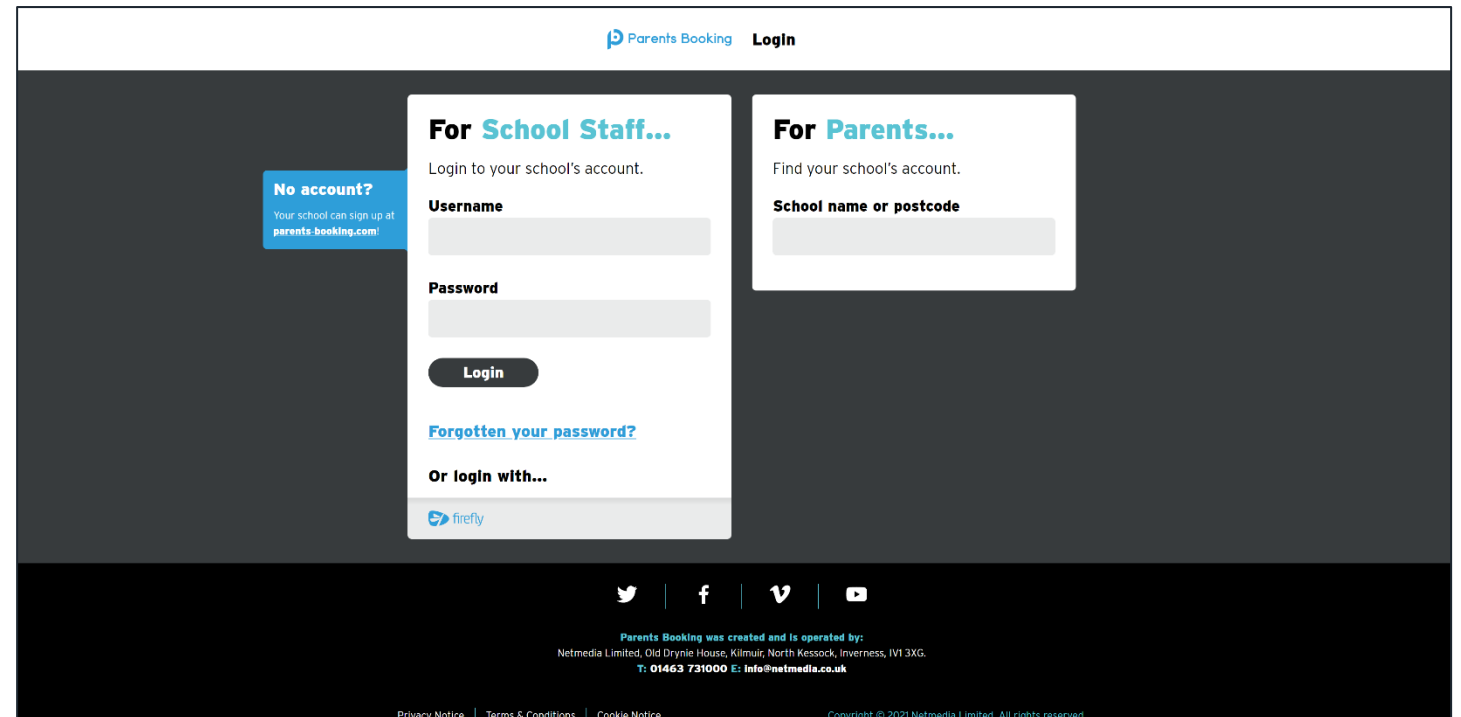


Staff Guide



1. How do I login?

- 1. Go to <https://parents-booking.live>
- 2. Login using the username and password that you created when you were sent an e-mail with a password reset link by Parents Booking.



2. Your Dashboard

When you login, you will have the option of choosing three Staff tabs.

Dashboard: This is the main page. You can click on the parents' evenings name to see your appointment schedule.

Manage Bookings: Make bookings on behalf of pupils and parents

Reports: Run reports and insights, for example: see who has and has not booked

Video Settings: Test your microphone, webcam and internet connection for video meeting compatibility.

Blueberry Example School

Video Tutorials Help Desk Help File Log-out

Manage Your Appointments

Parents Booking

Dashboard Manage Bookings Reports

You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Video Settings

Create 1-to-1 Meeting

Forthcoming Events

Name	Date/Time	Deadlines	Bookings
Example Parents' Evening	08/09/2020 09.00 AM - 06.00 PM	Starts: 02/09/2020 Ends: 05/09/2020	5%
Example Parents' Evening	22/09/2020 03.00 PM - 04.30 PM	Starts: 05/09/2020 Ends: 23/09/2020	2%
Example Y12 and Y13 Evening	16/12/2020 04.30 PM - 07.30 PM	Starts: 22/10/2019 Ends: 16/12/2020	2%
Example 1-to-1 Meeting	29/09/2020 05.00 PM - 07.00 PM	Starts: 01/07/2020 Ends: 20/10/2020	0%

Join Video Appointment

Options

3. Checking your Appointments

Select a parents' evening to view the relevant appointment schedule.

Blueberry Example School

Video Tutorials Help Desk Help Files Log-out

Manage Your Appointments Parents Booking

Dashboard Manage Bookings Reports

You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Create 1-to-1 Meeting

Forthcoming Events

Name	Date/Time	Deadlines	Bookings
Example Parents' Evening	08/09/2020 09.00 AM - 06.00 PM	Starts: 02/09/2020 Ends: 05/09/2020	5%
Example Parents' Evening	22/09/2020 03.00 PM - 04.30 PM	Starts: 05/09/2020 Ends: 23/09/2020	2%
Example Y12 and Y13 Evening	16/12/2020 04.30 PM - 07.30 PM	Starts: 22/10/2019 Ends: 16/12/2020	2%
Example 1-to-1 Meeting	29/09/2020 05.00 PM - 07.00 PM	Starts: 01/07/2020 Ends: 20/10/2020	0%

Join Video Appointment

Options

Blueberry Example School

< Back Dashboard Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

This is the list of appointments for **Example Parents' Evening - 20th Sep 2022 (In-Person)**

Autumn Term : Example Parents' Evening
Miss D Davidson - [Business Management]

Print Teacher Appointment Schedule(s)

30 slots available for 12 pending students
Which students have not booked ?

Extend start time to and end time to

Block times between and Block Unblock

	Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
16:00					
16:06					
16:12					
16:18					
16:24					

4. Your Appointments

Step Two: Manage your appointments

Blueberry Example School

< Back Dashboard

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

This is the list of appointments for **Example Parents' Evening - 20th Sep 2022 (In-Person)**
Autumn Term : Example Parents' Evening
Miss D Davidson - [Business Management]

Print Teacher Appointment Schedule(s)

29 slots available for 12 pending students
Which students have not booked ?

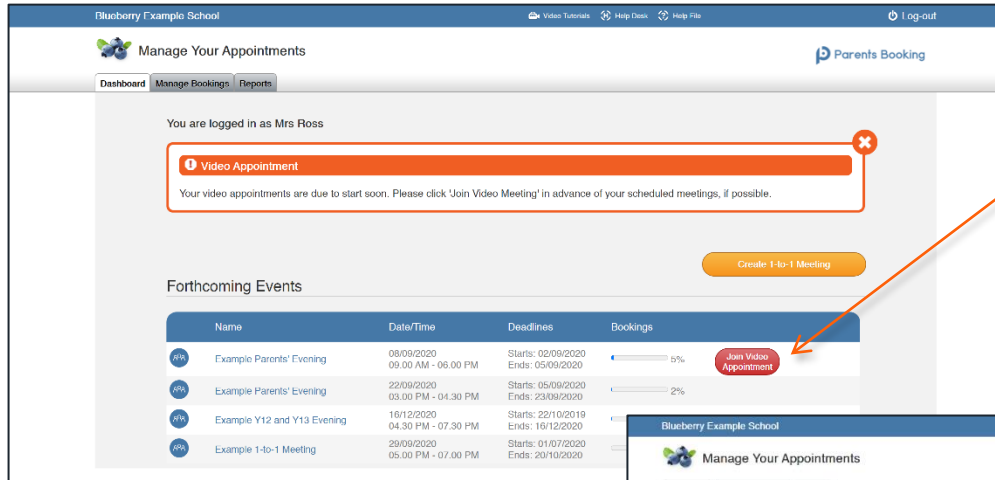
Extend start time to and end time to

Block times between and Block Unblock

	Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
16:00					
16:06					
16:12					
16:18	Jestina George, Business Management, S6,	Tom George o@o.com 01123 456 789	Click to reveal comments	Click to add private notes	<input type="checkbox"/>
16:24					
16:30					
16:36					

1. Print your appointments
 2. Your availability
 3. Who has not booked you yet
 4. You can extend your availability here
 5. Block out appointment time slots here
 6. Your appointments
 7. Parent comments are hidden by default. Click here to read them
 8. Teachers can add their own notes
 9. Teacher can tick if the parent attends.
- N.B. If the appointment is a video meeting the attendance will be taken automatically.

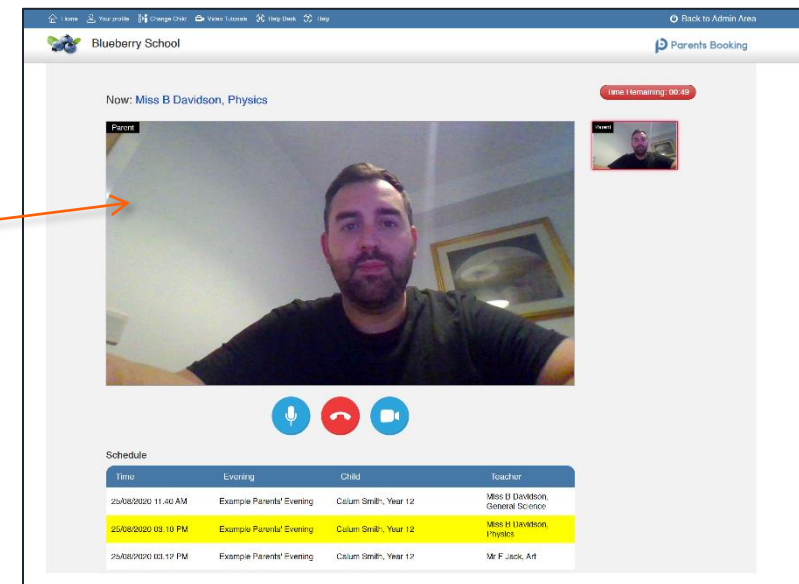
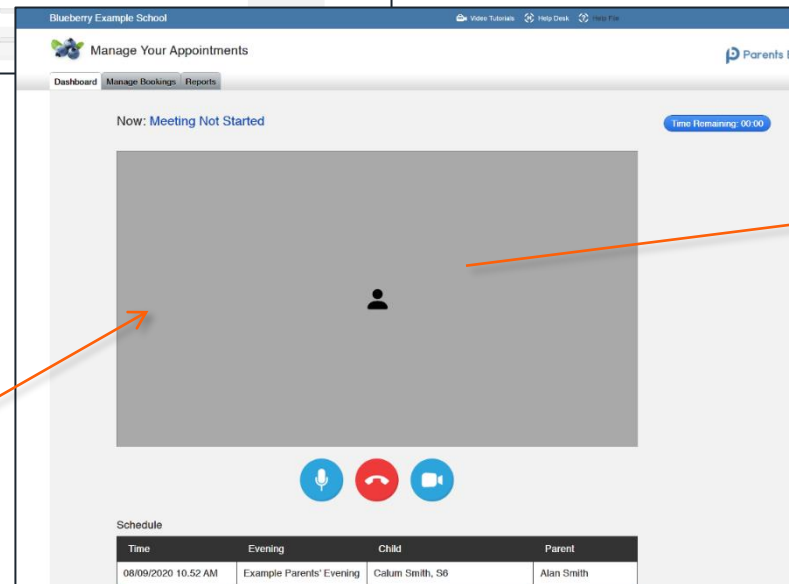
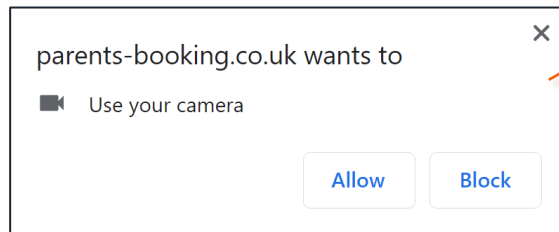
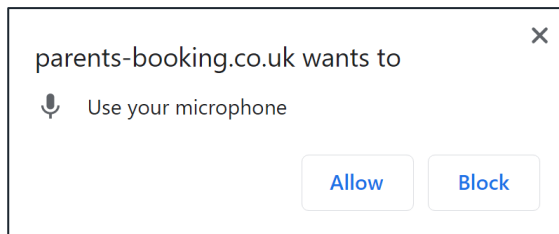
5. Joining Video Meetings



Click the red 'Join Video Appointments' button (which will show **15mins before your first appointment**) to join your video meetings.

When the parents' evening is about to start you will be asked to approve microphone and camera permission.

Download our full video meeting testing/instruction guide [here](#).



5. How the video meetings work

Once both the parent and teacher have joined the meeting, and both have provided microphone and camera approval, the meeting will begin.

Blueberry School

Now: Miss B Davidson, Physics

Time Remaining: 00:49

Parent

Parent

Schedule

Time	Evening	Child	Teacher
25/08/2020 11.40 AM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, General Science
25/08/2020 03.10 PM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, Physics
25/08/2020 03.12 PM	Example Parents' Evening	Calum Smith, Year 12	Mr F Jack, Art

A countdown timer will display how long is left of the appointment.

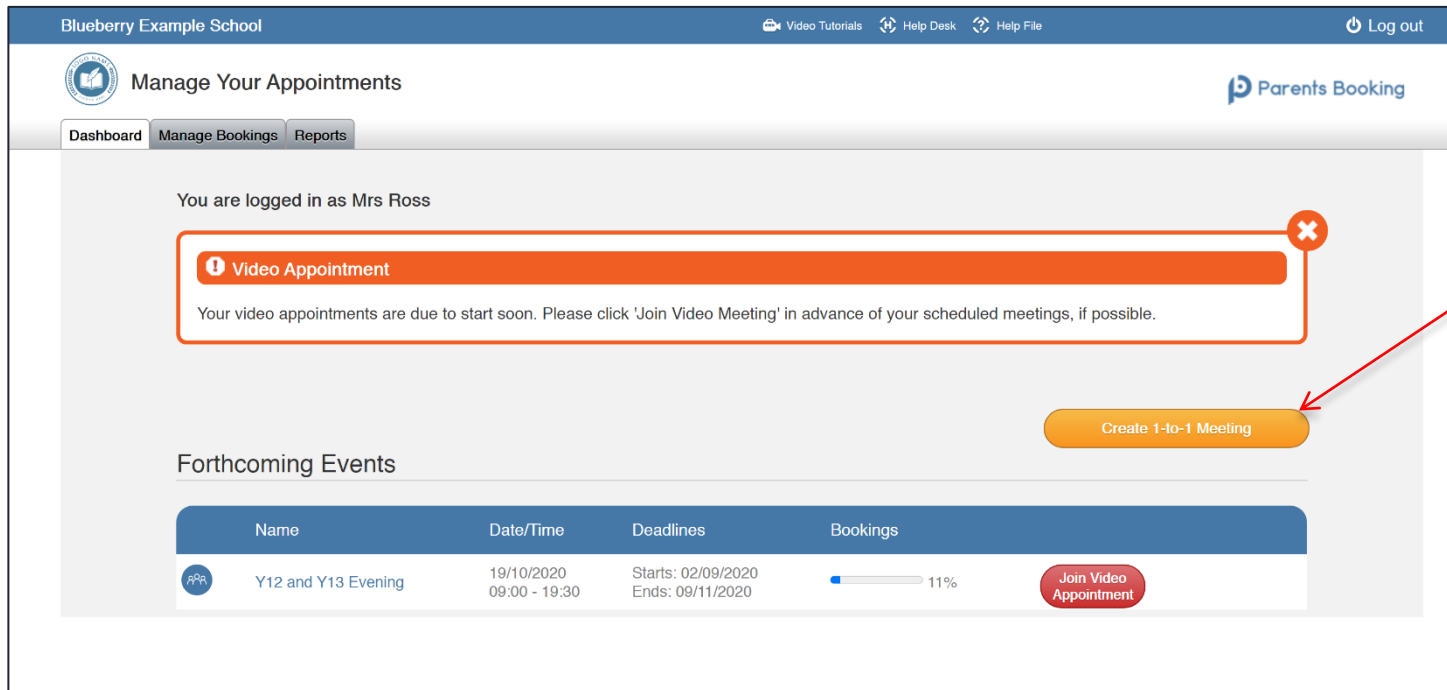
When this runs out, the meeting automatically ends and either the parent/teacher is shown the Meeting Not Started, if they have a gap between appointments, or the next appointment will start automatically.

You can mute your microphone or turn off your camera, or end the meeting early.

Your schedule is displayed at the bottom of the page.

6. Creating a One-to-One Meeting with a Parent

Teachers can create their own video meetings with parents. These can be used for follow-up meetings and more than one parent can be invited to book appointment times that are pre-determined by the teacher.



Blueberry Example School

Video Tutorials Help Desk Help File Log out

Manage Your Appointments

Parents Booking

Dashboard Manage Bookings Reports




You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

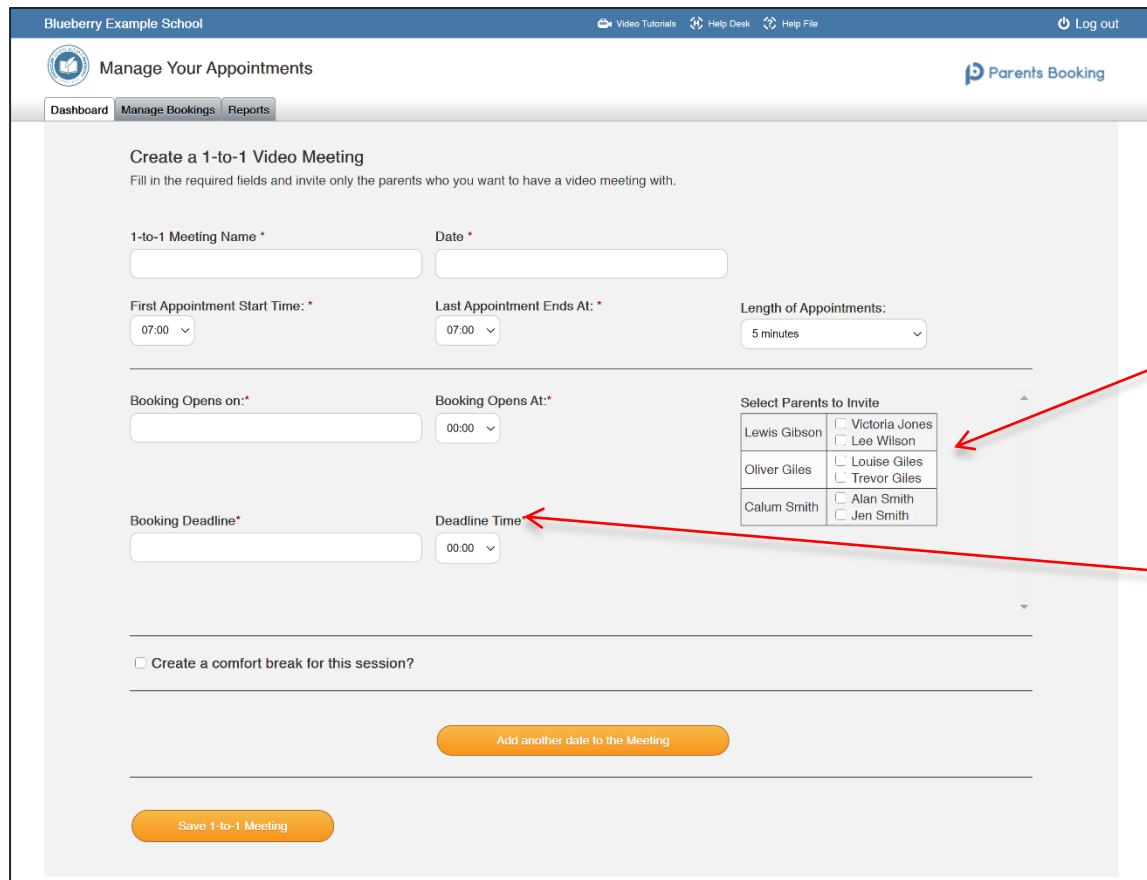
Create 1-to-1 Meeting

Forthcoming Events

Name	Date/Time	Deadlines	Bookings
 Y12 and Y13 Evening	19/10/2020 09:00 - 19:30	Starts: 02/09/2020 Ends: 09/11/2020	 11% 

To start, login to your personal account and on your Dashboard click “Create 1-to-1 Meeting”.

6. Creating a One-to-One Meeting with a Parent



The screenshot shows the 'Create a 1-to-1 Video Meeting' form in the Parents Booking system. The form is titled 'Create a 1-to-1 Video Meeting' and includes the following fields and options:

- 1-to-1 Meeting Name ***: Text input field.
- Date ***: Date input field.
- First Appointment Start Time: ***: Dropdown menu with '07:00' selected.
- Last Appointment Ends At: ***: Dropdown menu with '07:00' selected.
- Length of Appointments:**: Dropdown menu with '5 minutes' selected.
- Booking Opens on: ***: Text input field.
- Booking Opens At: ***: Dropdown menu with '00:00' selected.
- Booking Deadline*:** Text input field.
- Deadline Time**: Dropdown menu with '00:00' selected.
- Select Parents to Invite**: A table with checkboxes for each parent's name.

Select Parents to Invite	
<input type="checkbox"/>	Victoria Jones
<input type="checkbox"/>	Lee Wilson
<input type="checkbox"/>	Louise Giles
<input type="checkbox"/>	Trevor Giles
<input type="checkbox"/>	Alan Smith
<input type="checkbox"/>	Jen Smith

At the bottom of the form, there is a checkbox for 'Create a comfort break for this session?' and a button labeled 'Add another date to the Meeting'. At the very bottom, there is a large orange button labeled 'Save 1-to-1 Meeting'.

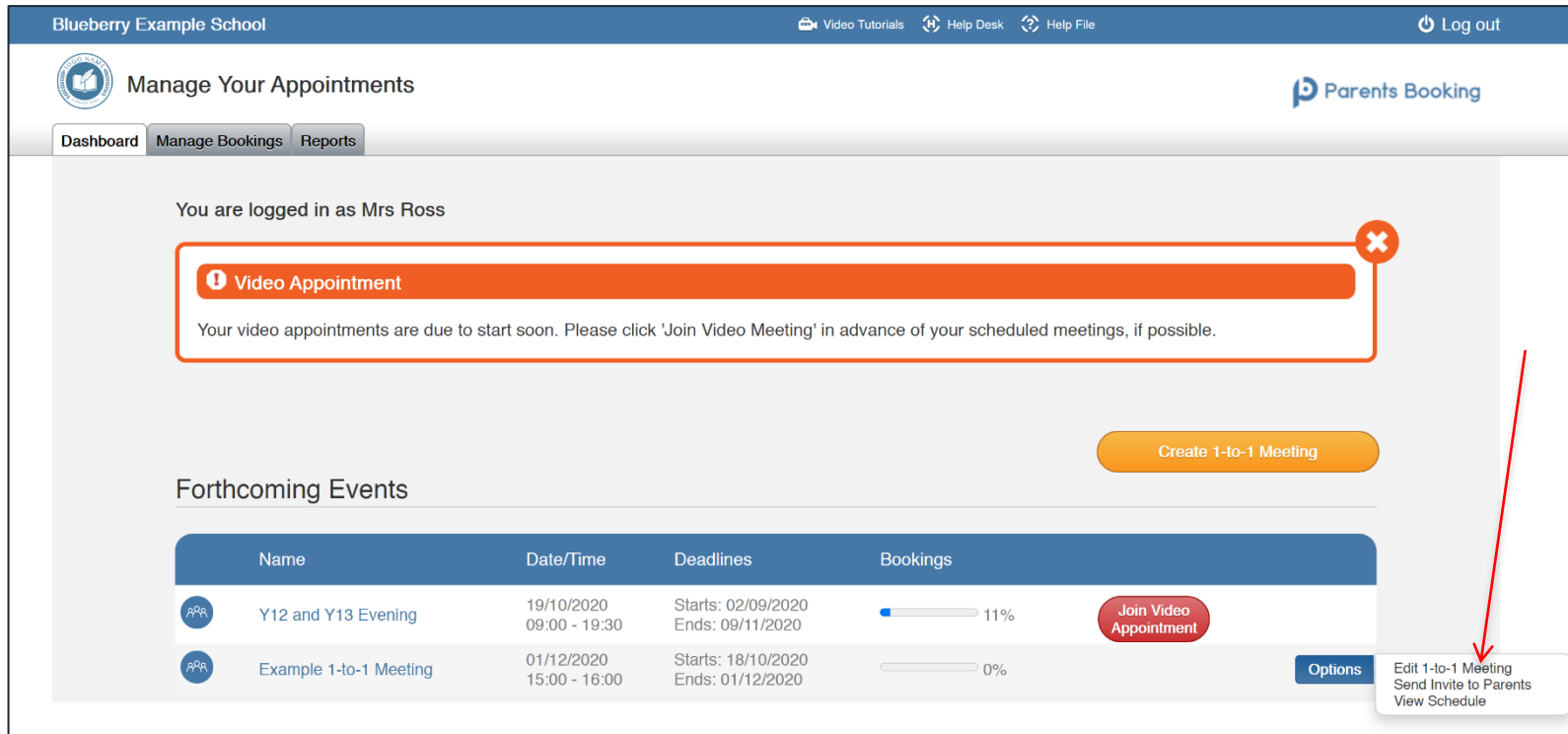
Complete the page so as to create a “1-to-1 Meeting” which will allow parents to book at the times you want to make yourself available for.

Select the parents you want to invite to make appointments during these times.

Choose a day/time that parents can start booking from and until.

When you press Save the meeting is created, but note that invites are not sent out automatically.

6. Creating a One-to-One Meeting with a Parent



Blueberry Example School

Video Tutorials Help Desk Help File Log out

Manage Your Appointments Parents Booking

Dashboard Manage Bookings Reports

You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Create 1-to-1 Meeting

Forthcoming Events

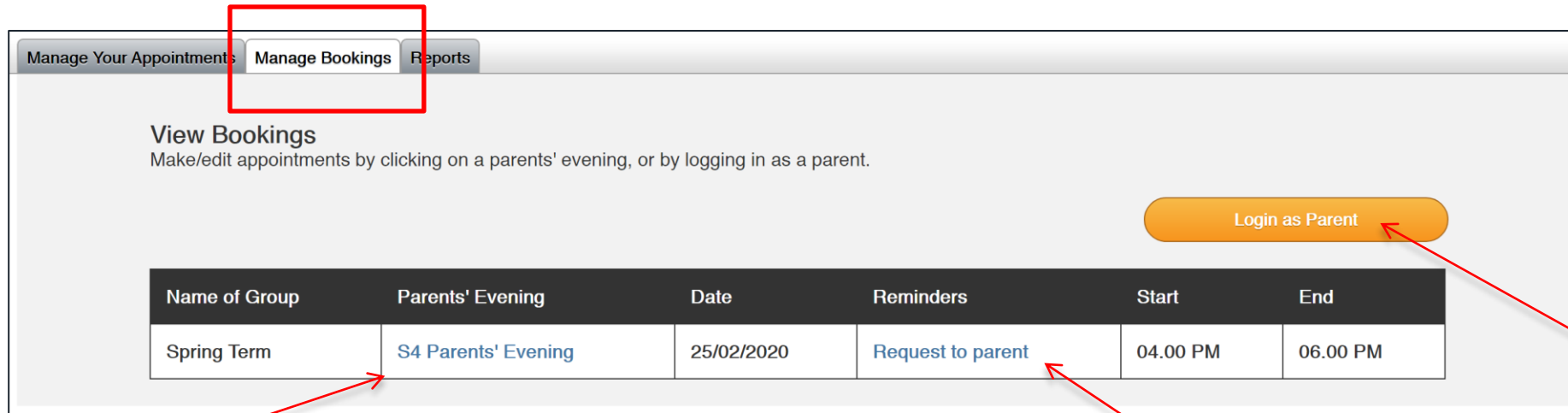
Name	Date/Time	Deadlines	Bookings	
Y12 and Y13 Evening	19/10/2020 09:00 - 19:30	Starts: 02/09/2020 Ends: 09/11/2020	<div style="width: 11%;"></div> 11%	Join Video Appointment
Example 1-to-1 Meeting	01/12/2020 15:00 - 16:00	Starts: 18/10/2020 Ends: 01/12/2020	<div style="width: 0%;"></div> 0%	Options

Edit 1-to-1 Meeting
Send Invite to Parents
View Schedule

Once your 1-to-1 meeting has been created you can track its progress in terms of bookings, and send the parents their invite, and check your appointment schedule, from your Dashboard.

On the day of the parents' evening a red 'Join Video Meeting' button will allow you to enter your appointments.

7. Manage Bookings



The screenshot shows a web interface with three tabs: 'Manage Your Appointments', 'Manage Bookings', and 'Reports'. The 'Manage Bookings' tab is selected and highlighted with a red box. Below the tabs, the text 'View Bookings' is displayed, followed by the instruction 'Make/edit appointments by clicking on a parents' evening, or by logging in as a parent.' To the right of this text is an orange button labeled 'Login as Parent'. Below this is a table with the following data:

Name of Group	Parents' Evening	Date	Reminders	Start	End
Spring Term	S4 Parents' Evening	25/02/2020	Request to parent	04.00 PM	06.00 PM

Red arrows point from the 'Login as Parent' button to the 'Request to parent' link and from the 'S4 Parents' Evening' link to the 'Request to parent' link.

The Manage Bookings 'tab' will give you two options for each parents' evening:

1. Clicking on the event name will take you to a booking page where you can book appointments for any student and/or teacher
2. Clicking on 'Request to Parent' will allow you to send a request to the parent of a student, perhaps asking them to make you a priority booking. This 'request' will appear before the parent is given the option to book (just after the login). **See Part Three of this presentation for further info.**
3. Login as a Parent will allow you to present to be the parent, including using the Booking Wizard to make all parent appointments instantly.

7. Manage Bookings

Manage Bookings | Reports | Manage Your Appointments

Riverside School
School Contact Details: School Office Phone: 01463 430134 E-Mail: admin@riversideschool.com

Cancel Bookings | Email Appointments | Print Appointments | Cancel all appointments | Leave feedback

To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

4th Year Evening 21 10 2014 Search

Business Subjects | English | Humanities | Languages

Previous 1 2 Next

Miss Care (Business Management) | Mrs Ross (Accountancy)

Previous 1 Next

18.00	Available	(Click to reserve)
18.10	Available	(Click to reserve)
18.20	Available	(Click to reserve)
18.30	Available	(Click to reserve)

Student Selection

Select a class

Register Classes | Class Codes

Search

4S	3P
3S	4D
1P	2D

Previous 1 Next

Select a student

Select a parent

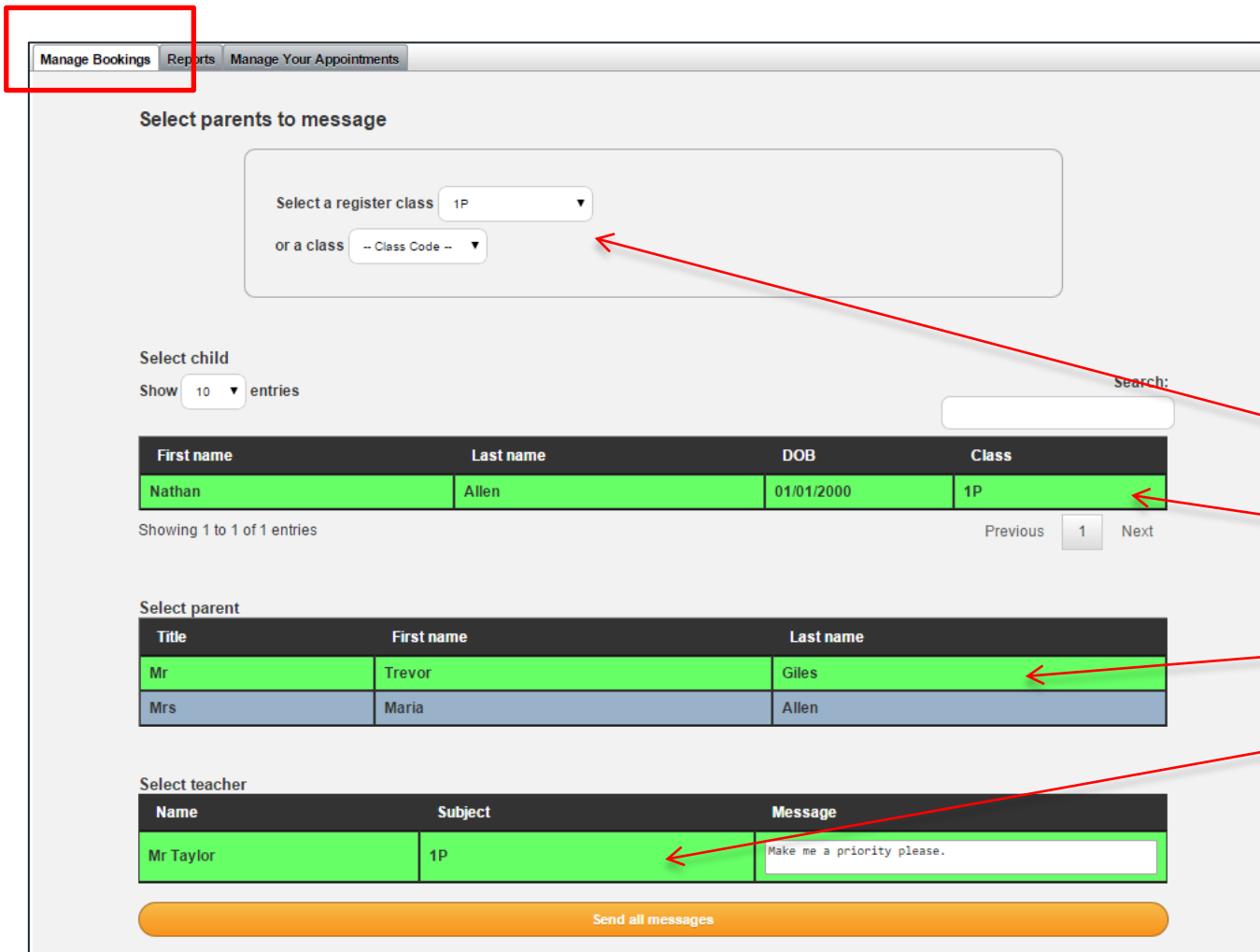
Enter any comments (optional)

Finish

If you choose to make bookings in an event, here is the process:

1. Choose the parents evening
2. Choose the department
3. Choose the teacher
4. Click on a time
5. Find the pupil, select the parent and make Booking'
6. You can print a parents' appointment card
7. You can cancel an existing booking
8. Cancel all the bookings of one specific parent

8. Send a 'Request (or Message) to a Parent'



Manage Bookings | Reports | Manage Your Appointments

Select parents to message

Select a register class 1P

or a class -- Class Code --

Select child

Show 10 entries

Search:

First name	Last name	DOB	Class
Nathan	Allen	01/01/2000	1P

Showing 1 to 1 of 1 entries

Previous 1 Next

Select parent

Title	First name	Last name
Mr	Trevor	Giles
Mrs	Maria	Allen

Select teacher

Name	Subject	Message
Mr Taylor	1P	Make me a priority please.

Send all messages

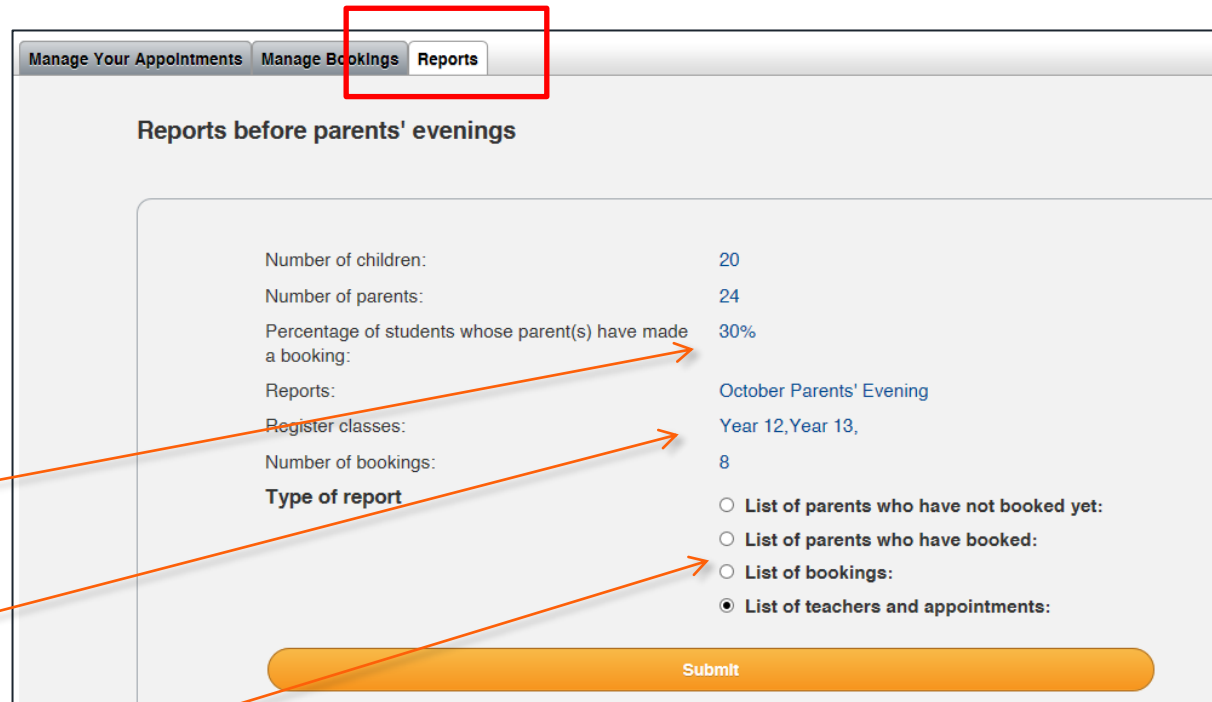
On the Manage Bookings tab, the 'Request to Parent' page will allow you to send a note/message to a parent for them to pick up before they start booking.

1. Choose a class
2. Choose a student
3. Choose a parent
4. Click on your name (so that you turn green)
5. Add your comment
6. Send

9. The Reports tab

Use 'Reports' to check which parents have and have not booked any appointments.

- Choose the term
- Choose the parents evening
- Children associated with this evening
- Parents associated with this evening
- Percentage of parents who have booked
- Number of bookings made
- Run reports for these options. These reports can be exported into Excel, printed or e-mailed



Manage Your Appointments Manage Bookings **Reports**

Reports before parents' evenings

Number of children:	20
Number of parents:	24
Percentage of students whose parent(s) have made a booking:	30%
Reports:	October Parents' Evening
Register classes:	Year 12, Year 13,
Number of bookings:	8

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:

Submit