

Parents' Guide for Booking Appointments

Please visit our website <http://stedwards.academy> and click the link for Parents' Evening Online Booking towards the bottom of the screen or enter the address below into your web browser <http://tinyurl.com/st-edwardsPES>

<div data-bbox="79 212 630 616"> <h3>Parents' Evening System</h3> <p>Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.</p> <h4>Your Details</h4> <p>Title: <input type="text" value="Mr"/> First Name: <input type="text" value="John"/> Surname: <input type="text" value="Smith"/></p> <p>Email Address: <input type="text" value="john.smith@gmail.com"/> Confirm Email Address: <input type="text" value="john.smith@gmail.com"/></p> <h4>Child's Details</h4> <p>First Name: <input type="text" value="Sarah"/> Surname: <input type="text" value="Smith"/> DoB dd/mm/yyyy: <input type="text" value="26/11/2005"/></p> <p>Login & Continue</p> </div>	<h3>Step 1: Login</h3> <p>Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.</p> <p>Please use your child's forename and surname that matches our records (no abbreviations) together with their date of birth in dd/mm/yyyy format.</p>																																																																																				
<div data-bbox="79 638 630 806"> <h3>Select a parents' evening to add appointments:</h3> <p> Parents' Evening This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p> <p>Continue</p> </div>	<h3>Step 2: Select Parents' Evening</h3> <p>Click the green tick to select the parents' evening you want to make appointments for. If the evening is not yet available you will receive a message to say that the evening booking is not yet open.</p>																																																																																				
<div data-bbox="79 817 630 1187"> <h3>Choose Teachers</h3> <p>Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the <input type="checkbox"/>. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mr J Atkinson - English <input checked="" type="checkbox"/> Ms J Estaphan - French <input checked="" type="checkbox"/> Mr C Hughes - Res Materials <input checked="" type="checkbox"/> Mr K Jacobs - Geography <input type="checkbox"/> Mr M Lubbock - Class 9A <input checked="" type="checkbox"/> Dr R Mcnamara - French <input checked="" type="checkbox"/> Dr R Mcnamara - German <input type="checkbox"/> Dr S Miandad - Science <input checked="" type="checkbox"/> Mrs D Mumford - Mathematics <input checked="" type="checkbox"/> Mr V Stockall - PSE <input checked="" type="checkbox"/> Miss J Young - Physical Ed <p>Continue to Book Appointments Cancel</p> </div>	<h3>Step 3: Choose Teachers</h3> <p>Your children's teachers will appear. Ensure the teachers you want to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.</p> <p>You can select alternative teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, and then select the teacher from the drop down box.</p> <p>Click on the Continue button to proceed.</p>																																																																																				
<div data-bbox="79 1209 630 1545"> <p>Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment at 16:30:</p> <table border="1"> <thead> <tr> <th></th> <th>Mr J Atkinson English E5</th> <th>Mr A Gray French L2</th> <th>Mr A Pinkney Geography H5</th> <th>Mr K Jacobs History H6</th> <th>Mrs L Vernon Mathematics M4</th> </tr> </thead> <tbody> <tr> <td>16:00</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> </tr> <tr> <td>16:05</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:10</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:20</td> <td>Busy</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:25</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:35</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:40</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:45</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:50</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:55</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:00</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> </tbody> </table> <div data-bbox="271 1321 606 1523"> <h4>Confirm & Add Message</h4> <p>Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:</p> <p><input type="text" value="I would like to discuss how Sarah's can improve on her recent test results."/></p> <p>65 characters left</p> <p>Add Appointment Cancel</p> </div> </div>		Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4	16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	16:05	Book	Book	Book	Book	Book	16:10	Book	Book	Book	Book	Book	16:15	Book	Book	Book	Book	Book	16:20	Busy	Book	Book	Book	Book	16:25	Book	16:30	Book	16:35	Book	16:40	Book	16:45	Book	16:50	Book	16:55	Book	17:00	Book	<h3>Step 4: Make Appointments</h3> <p>Click 'Book' to make your appointment with the teacher for the time you require. If you wish you can enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you would like to see.</p> <p>After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.</p>																																
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<div data-bbox="79 1568 630 1769"> <h3>All Finished!</h3> <p>Your appointments have been saved and an email has been sent confirming your appointments.</p> <h4>Changed Your Mind?</h4> <p>To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure</p> <h4>What's Next?</h4> <p>View/Print Appointments Send Feedback Logout</p> </div>	<h3>Step 5: Finished</h3> <p>You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".</p>																																																																																				
<div data-bbox="79 1780 630 2094"> <p>Home Appointments</p> <p>Print Appointments</p> <h4>Select Evening</h4> <p>Parents' Evening 24/01/2013</p> <h4>Your Appointments</h4> <table border="1"> <tbody> <tr><td>16:00</td><td></td></tr> <tr><td>16:05</td><td></td></tr> <tr><td>16:10</td><td></td></tr> <tr><td>16:15</td><td></td></tr> <tr><td>16:20</td><td>Mr A Pinkney - Geography (H5)</td></tr> <tr><td>16:25</td><td></td></tr> <tr><td>16:30</td><td>Mr J Atkinson - English (E5)</td></tr> <tr><td>16:35</td><td></td></tr> <tr><td>16:40</td><td>Mr A Gray - French (L2)</td></tr> <tr><td>16:45</td><td></td></tr> <tr><td>16:50</td><td>Mr K Jacobs - History (H6)</td></tr> <tr><td>16:55</td><td></td></tr> <tr><td>17:00</td><td>Mrs L Vernon - Mathematics (M4)</td></tr> <tr><td>17:05</td><td></td></tr> <tr><td>17:10</td><td></td></tr> <tr><td>17:15</td><td></td></tr> <tr><td>17:20</td><td></td></tr> <tr><td>17:25</td><td></td></tr> </tbody> </table> <p>Add/Edit/Delete</p> <div data-bbox="510 1859 638 1971"> <h4>Parents' Evening</h4> <p>This parents' evening is for the school via the main entrance for the Main Hall where the evening is available in the main school car park.</p> <p>Date: 24/01/2013</p> </div> </div>	16:00		16:05		16:10		16:15		16:20	Mr A Pinkney - Geography (H5)	16:25		16:30	Mr J Atkinson - English (E5)	16:35		16:40	Mr A Gray - French (L2)	16:45		16:50	Mr K Jacobs - History (H6)	16:55		17:00	Mrs L Vernon - Mathematics (M4)	17:05		17:10		17:15		17:20		17:25		<h3>Viewing/Editing/Printing Appointments</h3> <p>You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.</p> <p>You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.</p>																																																
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