

User Manual For Parents

Computer Version

This user manual is to instruct you on the process you need to follow to book your child in for parents evening on the computer.

First, you will receive a unique web link via email as shown in the image below. You cannot reply to this email.

Pa	arents Evening booking: Houndsfield March		÷	2
	Parents Evening Booking x			
•	Scott Demo <do-not-reply@behaviourwatch.co.uk> Mar 1 to gareth 💌</do-not-reply@behaviourwatch.co.uk>	1☆	1	•
	Parents Evening booking: Click to book: <u>http://gb11.behaviourwauk/public/gb/parents_evening/login.html?url_code=</u>	<u>atch.co.</u>		

Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available.

Click the link to open a web page asking for your child's first name. If you have more than one child in the school then you can enter any of their names to start booking all of their appointments. This is the only login information you need.

Enter your child's name and click 'Confirm'.

T ParentsEvening	
_	
Ple	ease enter your child's name 🔄 🧧
	Your child's first name:
	Name
	Confirm

Once you have entered your child's name, the window will tell you how many slots you have to choose. Beneath this you will your children next to their teacher's name and classes. Click on 'Please Choose' to start booking.

bu have 2 slots to choose. Id's Name Teacher's Name Class David Mrs Anderson 1a Jimmy Mr Atkinson 2a Please Choose Please Choose	P	arents <mark>E</mark>	vening	g		
Idd's Name Class David Mrs Anderson 1a Jimmy Mr Atkinson 2a	u have	2 slots to choose	e.			
DavidMrs Anderson1aJimmyMr Atkinson2a	l's Name	Teacher's Name	Class			
Jimmy Mr Atkinson 2a Please Choose	avid	Mrs Anderson	1a	Please Choose		
	immy	Mr Atkinson	2a	Please Choose		

The next screen shows where you can book to see the teacher with a list of dates and times with a blue 'Book' button beside them. When a slot is 'Unavailable,' it simply means someone else has booked that time. Find the available time and date you want and click on 'Book'.

×р	arentsEv	Make Booking						
	archisev	New end		a a latina di su su su su su		4.5		
		You are no	w making a c	OOKING FOR DAVID	to see Mrs Ande	rson (la)		
You have	2 slots to choose.		_				A	
		Mon 17 Oct 2016	4:00 PM	Unavailable				
			4:12 PM	Book				
David	Mrs Anderson		4:24 PM	Book				
			4:36 PM	Book				
Jimmy	Mr Atkinson		4:48 PM	Book				
			5:00 PM	Book				
			5:12 PM	Book				
			5:24 PM	Book				
			5:36 PM	Book				
			5:48 PM	Book				
			6:00 PM	Book				
			6:12 PM	Book				
			6:24 PM	Book				
			6:36 PM	Book				
			6:48 PM	Book				
		Tue 18 Oct 2016	4:00 PM	Book				
			4:12 PM	Book			•	
_								
						Close		

Once you have selected a time you will be able to add some notes. You can type as much as you want in this box and it will be seen by the teacher. You then need to click 'Book this slot' to confirm it or 'Cancel' if you wish to go back and select a different time.

Parent	SEV Make Booking			
~	You are not	w making a booking for David to	see Mrs Anderson (1a)	
You have 2 slots to ch	oose.			
	Mon 17 Oct 2016	4:00 PM Unavailable		
		4:12 PM Book		
David Mrs Ander	son	4:36 PM Book		
	Book Slot			
Jimmy Mr At Yo	u are going to book a slot for	David with Mrs Anderson (1a) o	n Mon 17 Oct 2016 at 4:12 PM	
Pie	ase add any notes you would	I like Mrs Anderson to see:		
	Book this slot			ancel
		6:48 PM Book		
	Tue 18 Oct 2016	4:00 PM Book		
		T.12 FM BOOK		
			Close	

Once you have booked your appointments, you will see the selected times and dates in green where it used to say 'Please Choose.'

K Pa	rents	Evenin	g				
You have 1	slot to choos	е.					
Student Name	Teachers Name	Class		Booked 3:40 PM			

To unbook a slot you need to click your link again and re-enter your child's name to return to the page with the times and dates you have booked in. Click on the time you wish to unbook.

You have 0 slots to choose. David Mrs Anderson 1a Booked 4:12 PM Jimmy Mr Atkinson 2a Booked 4:26 PM	Booked 4:12 PM Booked 4:36 PM	P a	rents <mark>E</mark>	/ening	l.		
David Mrs Anderson 1a Booked 4:12 PM Jimmy Mr Atkinson 2a Booked 4:36 PM	Booked 4:12 PM Booked 4:36 PM	u have 0 s	slots to choose.				
Jimmy Mr Atkinson 2a Booked	Booked 4:36 PM	David	Mrs Anderson	1a	Booked 4:12 PM		
4:30 PM		immy I	Mr Atkinson	2a	Booked 4:36 PM		

This will take you back to a page listing the dates and time. Click on the button that currently says 'Booked' in green.

ЖР	arentsEv	Make Booking		j
		You are no	w making a booking for David to see Mrs Anderson (1a)	
(ou have () slots to choose			
ou nuve .		Mon 17 Oct 2016	4:00 PM Unavailable	- 1
			4:12 PM Booked	- 1
Denial	Mus Anderson		4:24 PM	
David	Mrs Anderson		4:36 PM Unavailable	- 1
			4:48 PM	
Jimmy	Mr Atkinson		5:00 PM	
			5:12 PM	
			5:24 PM	
			5:36 PM	
			5:48 PM	
			6:00 PM	
			6:12 PM	
			6:24 PM	
			6:36 PM	
			6:48 PM	
		Tue 18 Oct 2016	4:00 PM	
			4:12 PM	
			4:24 PM	-
				lose

A pop-up will appear asking if you want to unbook the slot. Click 'Yes' to unbook or 'No' to cancel.

ParentsEv	Make Booking	
	You ar	Confirm (1a)
You have 0 slots to choose.	Mon 17 Oct 20	Do you wish to unbook this slot?
David Mrs Anderson		4:24 PM 4:36 PM Unavailable
Jimmy Mr Atkinson		4:48 PM 5:00 PM
		5:12 PM 5:24 PM 5:36 PM
		5:48 PM 6:00 PM
		6:12 PM 6:24 PM
		6:36 PM 6:48 PM
	Tue 18 Oct 2016	4:00 PM 4:12 PM 4:24 PM
		Close

Once you have unbooked your slot, follow the steps in this guide to book a new slot.