



Woodrush High School

An Academy for Students Aged 11-18

Teacher Guide

If you have been given access to your school's system then - depending on what your administrator has decided - you will be able to view, make and delete bookings with parents, create and edit your breaks, mark parent attendance, etc. This guide takes you through how to use the system to do these things.

The Teacher Interface

When you log in to the system you'll see an interface that looks like this:

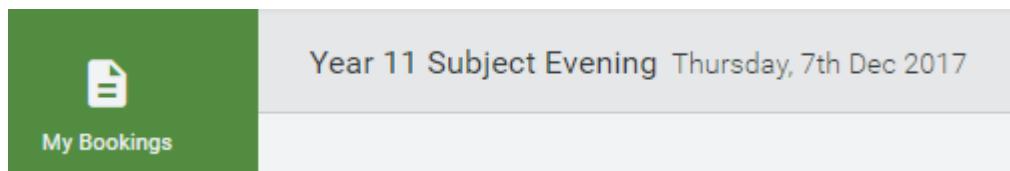
A screenshot of the Teacher Interface. On the left is a dark green sidebar with icons for 'parentsevening system', 'My Bookings', 'My Availability', 'Reports', 'My Account', and 'Sign Out'. The main area shows the 'Green Abbey School' logo and the event 'Primary School Parents' Evening Thursday, 27th Jun 2019'. It includes three pie charts: 'My Availability' (Thursday, 27th June) with categories Booked (blue), Available (green), and Unavailable (red); 'Students Booked All Dates' with categories Booked (blue) and Not Responded (red); and 'Parent Attendance Thursday, 27th June' with categories Present (green), Absent (red), and Unknown (orange). Below this is a section titled 'My Schedule' with a table of appointments. The table columns are Time, Student, Parent, Subject, and Attendance. The first row shows Tobias Ashford at 17:10 with Mrs Emma Ashford, Class 8F, and a dropdown menu set to 'Present'. The second row shows Robert Ackrington at 17:20 with Mrs Heidi Ackrington, Class 8F, and a dropdown menu set to 'Unknown'. The third row shows Edward Avison at 17:30 with Mr John Avison, Class 8F, and a dropdown menu set to 'Available'. The fourth row shows Edward Avison at 17:40 with Mr John Avison, Class 8F, and a dropdown menu set to 'Present'. Buttons for 'Print', 'Add Appointment', 'Availability', and 'Bulk Change Attendance' are also visible.

- At the top left of the screen, you will always see the Parents' Evening logo. You can click this at any time to return to this overview page. To the right of this will be your school's name and logo (if your system administrator has uploaded one).
- Just below your school's name you will see the name and date of the event/session you are currently viewing.

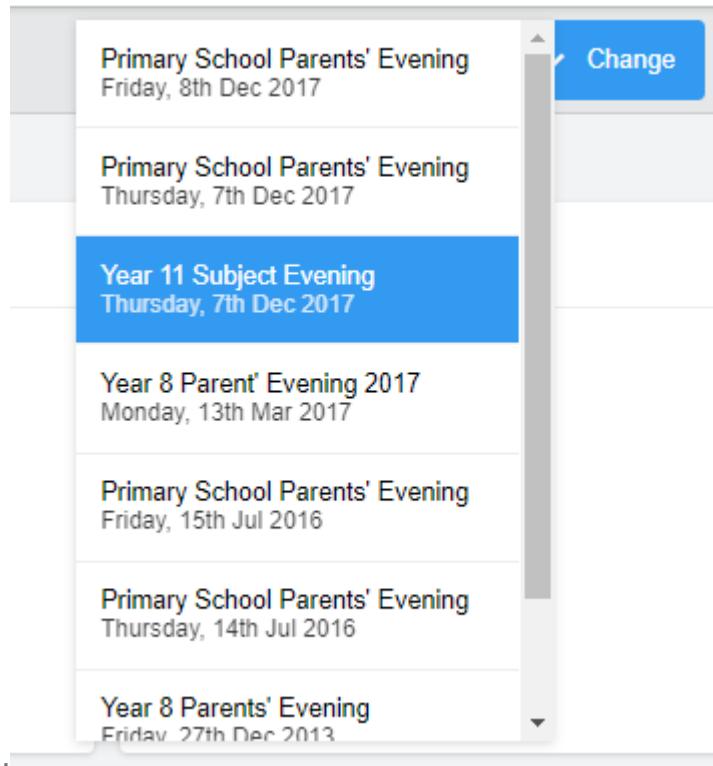
- On the left of the screen, you will find the navigation bar. This lists the different functions you have available to you. These depend on the permissions granted by your administrator to teachers.
- At the bottom of the navigation bar are login specific actions, such as editing your account and signing out.
- The three pie charts give you a quick visual percentage overview of: your current level of Availability; the parents that have booked/not booked appointments with you; and the attendance of those parents (if you have used the system to record attendance).

My Schedule

This section is shown by default - you can get back to it at any point by clicking *My Bookings* on the navigation bar. The name and date of the current event/session will show at the top of the page.



You may have several events in progress (or one event may have more than one session) and you can click the blue Change button to select a different event/session



from a dropdown:

Note: the dropdown lists all evenings on the system, including those in the past, and those that you may not be involved with.

Underneath in *My Schedule* you will now see listed all the bookings made with you for the chosen event/session along with your availability and other details. At the top of the list are a number of actions you can take (explained in more detail later in this guide) depending on the permissions granted by your administrator to teachers:

The 'My Schedule' interface includes the following elements:

- My Schedule title
- Action buttons: Print, Add Appointment, Availability, Bulk Change Attendance

- To print out a list of your current bookings click *Print*.
- To add an appointment with a parent click *Add Appointment*. Usually, parents will have added their own appointments themselves.

- To add a break for yourself, or otherwise edit when you are available for bookings, click *Availability*. Often, administrators will already have added your break.
- To alter the status of the *Attendance* column for all your appointments, click *Bulk Change Attendance*.

Under this the timeslots for the event are listed. Where you have no appointment you will either see *available* or *unavailable* - the latter means that you have a break at that time, or that an administrator has made you unavailable for some other reason.

My Schedule				
Print	Add Appointment	Availability		Bulk Change Attendance
Time	Student	Parent	Subject	Attendance
3:00pm	Graham Abbess	Mrs H Abbess	English (8x/En1)	Unknown ▾
3:05pm	Cara Higgs	Mrs E Higgs	English (11x/En1)	Unknown ▾
3:10pm	Available			
3:15pm	Available			
3:20pm	Anthony Pal	Mr J Pal	Class 10A	Unknown ▾
3:25pm	Unavailable			
3:30pm	Unavailable			

Where an appointment for a particular class or subject is longer than one timeslot it will display like this:

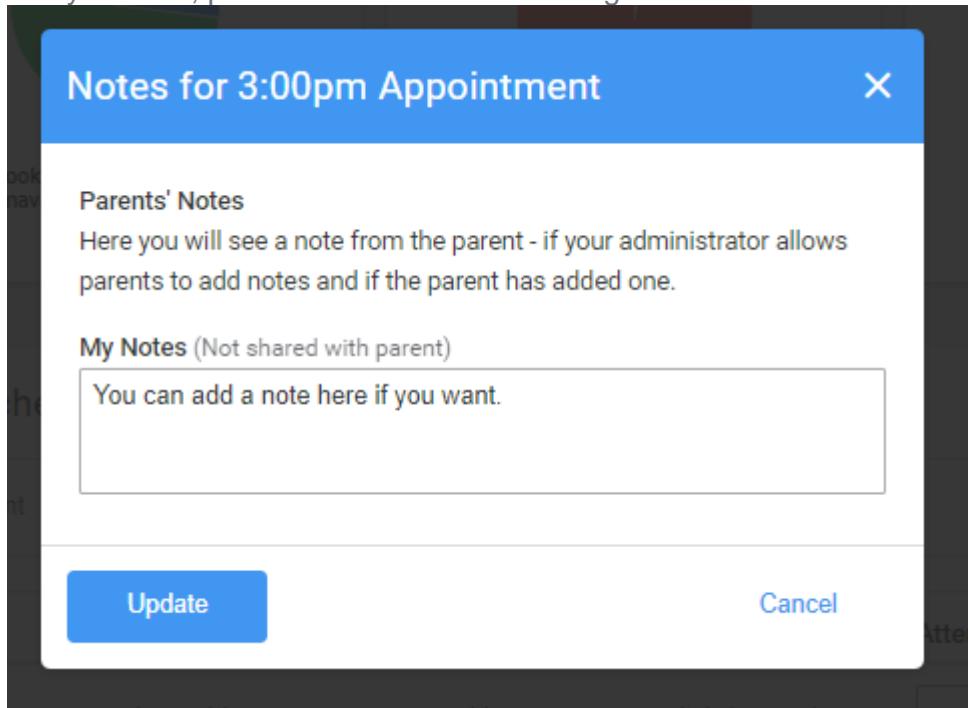
3:55pm	Available			
4:00pm				
4:05pm	James Webster	Mr F Webster	Biology	Unknown ▾
4:10pm				
4:15pm				

Each appointment shows:

- The time, the people involved, and the subject/class that it relates to.
- Whether an attendance for the parent has been recorded. This will be *unknown*, unless you are using the system to record attendance. You can click on this yourself and select *Present* or *Absent* if you are recording attendance. If your admin does the recording then (once the event has been archived) this column will display what they have recorded.

The three icons on the right allow you to:

-  View any notes that a parent has added when they made their appointment, and add your own, private note if wished. Clicking on the icon launches this box:



-  Edit that Parent's appointment (see below)
-  Delete that Parent's appointment (see below)

Adding, Editing and Deleting Appointments

When you click *Add Appointment* the following page will load:

Year 11 Subject Evening Thursday, 7th Dec 2017

▼ Change



Please note: parents will be sent an email confirming any change to their appointments

Select Details

Choose Student [Add New Student](#)

Please Select ▾

Choose Parent [Add New Parent](#)

Please Select ▾

Choose Subject

Please Select ▾

My Schedule

In the dropdowns on the left select the student, parent and subject required. Once you do so, the system will display the timeslots on the right and indicate whether you and the parent are available:

Year 11 Subject Evening Thursday, 7th Dec 2017

▼ Change



Please note: parents will be sent an email confirming any change to their appointments

Select Details

Choose Student [Add New Student](#)

Ahmad, Carina - 10B ▾

Choose Parent [Add New Parent](#)

Mrs S Ahmad (Mother, Priority 1) ▾

Choose Subject

Chemistry ▾

[Go back to bookings](#)

My Schedule

15:00

You are unavailable at this time



15:05

You are unavailable at this time



15:10

You are both available at this time



15:15

You are both available at this time



15:20

You are unavailable at this time



15:25

You are unavailable at this time



Click a green available + icon to add the appointment. The parent will be sent an email confirming their appointments.

The slot you chose will turn blue, and all other slots will become unavailable (because you now have an appointment with the selected parent for the selected subject):

Year 11 Subject Evening Thursday, 7th Dec 2017

▼ Change



Please note: parents will be sent an email confirming any change to their appointments

Select Details

Choose Student [Add New Student](#)

Ahmad, Carina - 10B ▾

Choose Parent [Add New Parent](#)

Mrs S Ahmad (Mother, Priority 1) ▾

Choose Subject

Chemistry ▾

[Go back to bookings](#)

My Schedule

15:00

You are both unavailable at this time



15:05

You are both unavailable at this time



15:10

You have an appointment with the parent at this time



15:15

The parent is unavailable at this time



15:20

You are both unavailable at this time



This is also the page you see if you are editing an appointment. It allows you to *delete* the existing appointment and rebook it - or to change the content of the *parent* or *subject* dropdowns to display availability for the new choice and allow a new appointment. For example change the subject in the screenshot above and you get this:

Year 11 Subject Evening Thursday, 7th Dec 2017

▼ Change



Please note: parents will be sent an email confirming any change to their appointments

Select Details

Choose Student [Add New Student](#)

Ahmad, Carina - 10B ▾

Choose Parent [Add New Parent](#)

Mrs S Ahmad ▾

Choose Subject

Art ▾

[Go back to bookings](#)

My Schedule

15:00

You are unavailable at this time



15:05

You are unavailable at this time



15:10

You are both unavailable at this time



15:15

You are both available at this time



15:20

You are both available at this time

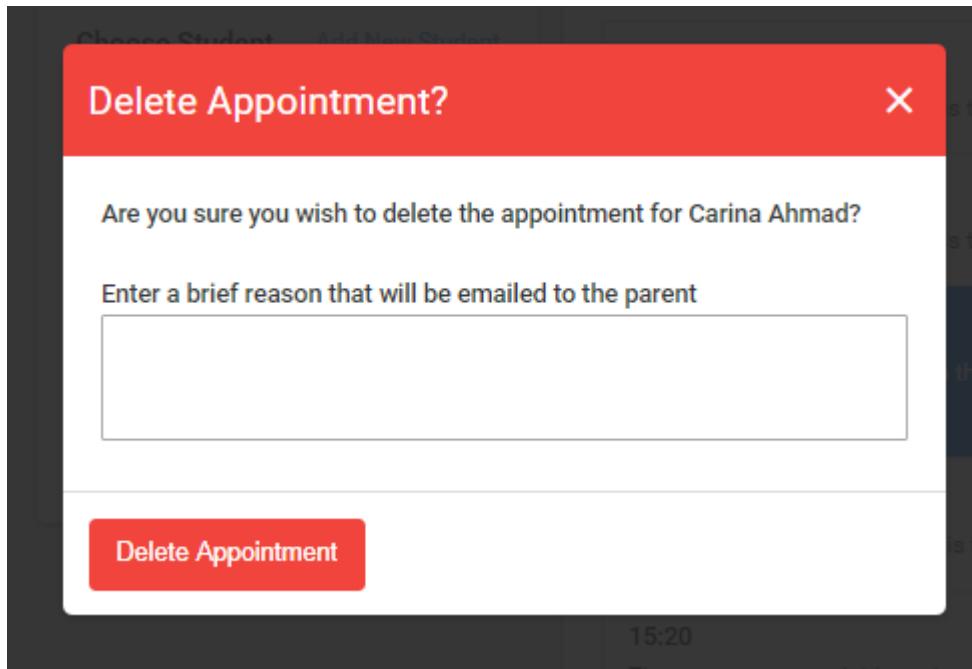


15:25

You are unavailable at this time



If you *delete* an appointment then this box will appear:



Note that when you click *Delete Appointment* the parent will be sent an email confirming the deletion, along with your reason, if you enter one.

Viewing/Setting your Availability

The option of *My Availability* will be available if the administrator has given teachers the permissions to either *Manage Their Own Breaks for an Evening* or *Manage Their Earliest & Latest Appointment Times* - or both.

Click *My Availability*. If you have the permission to update your earliest and latest appointments times or to make yourself unavailable you will see the details below.

Year 11 Subject Evening Thursday, 7th Dec 2017 ▼ Change

Your Availability

Available for Appointments

You will be available for appointments between the earliest and latest times chosen

Earliest Appointment Start Time

15:00 - current

Latest Appointment Start Time

18:00 - current

Not Available for Appointments

You will not be available for any new appointments.
Optional reason to parents why you are not available.

Save

- To change your *Earliest Appointment Start Time* or *Latest Appointment Start Time* select the relevant times from the drop-downs and click **Save**.

If there are already appointments made on the system outwith the earliest start time and latest end time you are entering you will see a message similar to below and the change will not save. Please contact your administrator who will be able to enter the details for you.



The requested changes to your earliest and latest appointment times have not been saved. There are appointments outwith the requested times of 17:30 - 18:00. Please contact your school administrator for assistance.

- To make yourself unavailable for the evening select *Not Available for Appointments*. If you would like to display a reason to parents why you are not available enter details under *Reason Shown to Parents*. Click **Save**.

Your Availability

Available for Appointments



You will be available for appointments between the earliest and latest times chosen

Not Available for Appointments



You will not be available for any new appointments.
Optionally display a reason to parents why you are not available.

Reason Shown to Parents

|

Save

If the administrator has given teachers the permission to add their own breaks you will see the option below.(if you have already been made unavailable for the evening the break option will not show even if you have the permission to update this.)

- Any existing breaks already set up will show under *Current Breaks*.
- To enter a break select the relevant *Start Time* and *End Time* from the drop-downs and click *Add Break* to save. The break will show under *Current Breaks*.
- To delete a break click the bin next to it under *Current Breaks*.
- If there are already appointments made on the system during the break you are entering you will see a message similar to below and the break will not save. Please contact your administrator who will be able to enter the details for you.

The requested break from 16:00 - 16:40
has not been saved. This break would
! clash with existing appointments. Please
contact your school administrator for
assistance.

Waiting Lists

The system has an optional function which allows parents to add themselves to a *Waiting List* if a teacher has been fully booked. If the administrator has turned on the *Waiting List* for your system, and has given teachers permission to access it, you may see a message indicating that you have parents on your list:

Booked
Unavailable

Available

Booked

Not Resp...

Present
Unknown

Absent

1 parent on the waiting list. [Show Waiting List](#)

My Schedule

Print

Add Appointment

Availability

Bulk Change Attendance

Time

Student

Parent

Subject

Attendance

3:00pm

Graham Abbess

Mrs H Abbess

English (8x/En1)

Unknown



Clicking *Show Waiting List* displays which parents are on it:

Booked
Unavailable

Available

Booked

Not Resp...

Present
Unknown

Absent

My Waiting List

Student

Subject

Parent

Added

Laura Clarks

English (10x/En1)

Mrs I Clarks

Tuesday, October 24th



My Schedule

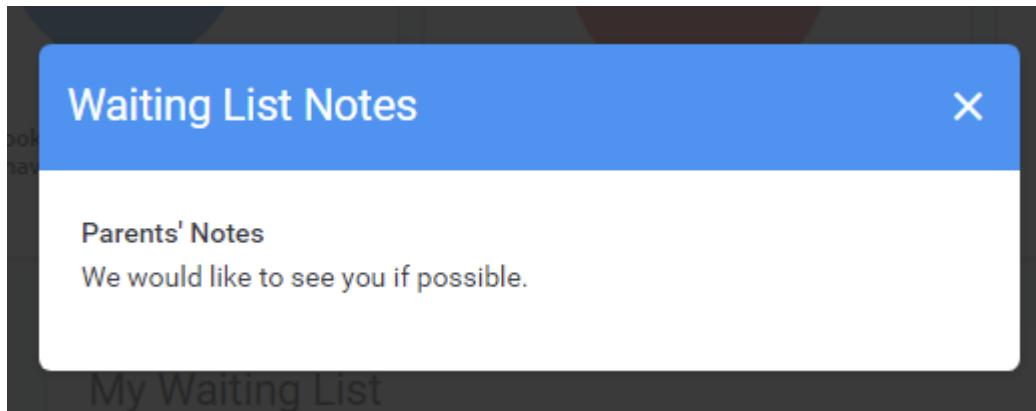
Print

Add Appointment

Availability

Bulk Change Attendance

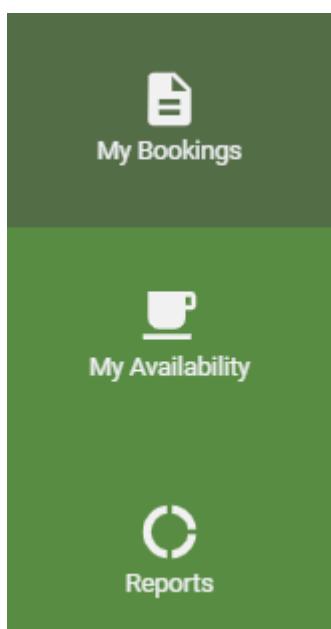
Clicking on the note icon allows you to see what the parent has added to their request (if anything):



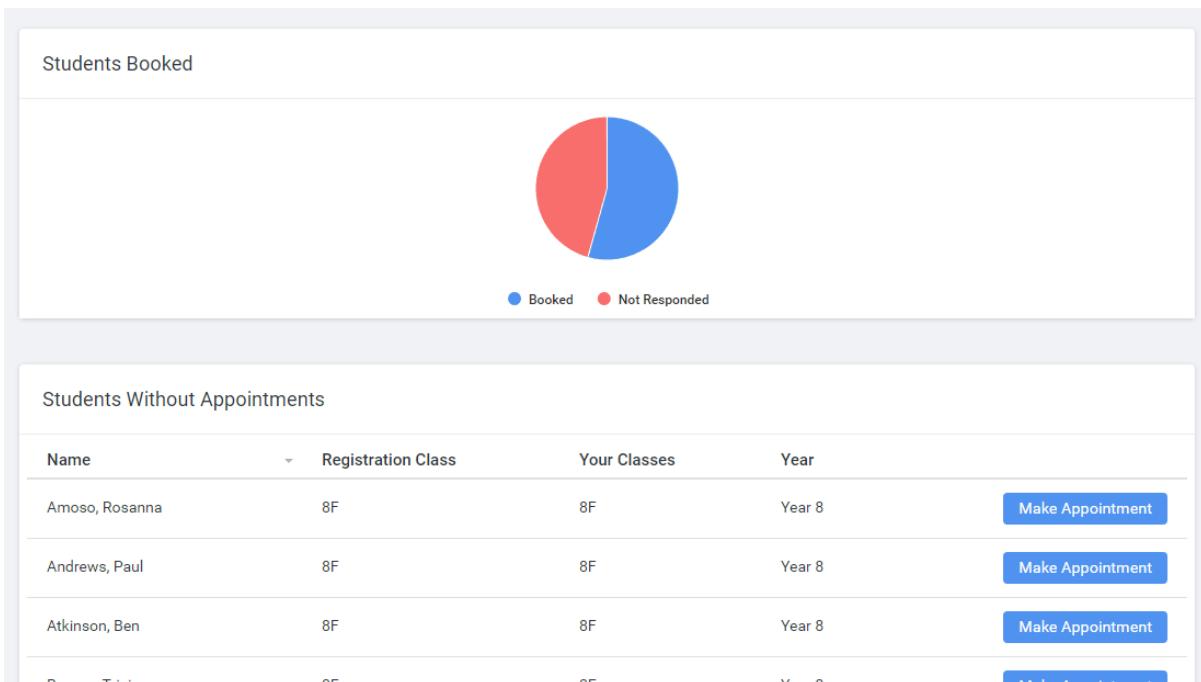
If you decide that you want to see this parent, you can free up a slot and book them in by following the process outlined earlier. Alternatively you can ask your administrator to extend the time that you have available, so that you have more timeslots to use.

Reports

Clicking on Reports on the navigation bar allows you to easily see information on the booking status of your students.

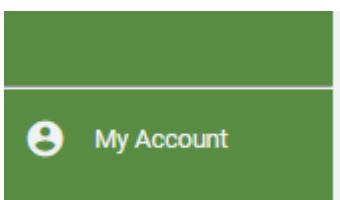


You will see a pie chart displaying the ratio between booked and no-booked. Below which is a list of those who have not booked. You can make bookings for those students directly from the list (if your admin has given you that ability).



Changing your Details and Signing Out

If you want to change your password, email address or title, you can do so by clicking *My Account* at the foot of the navigation bar:



Edit the details you wish to change then click *Update Account* to save it.

When you have finished your activities in the system, click the *Sign Out* button.



Video Appointments: Teachers - How to run your appointments over video call

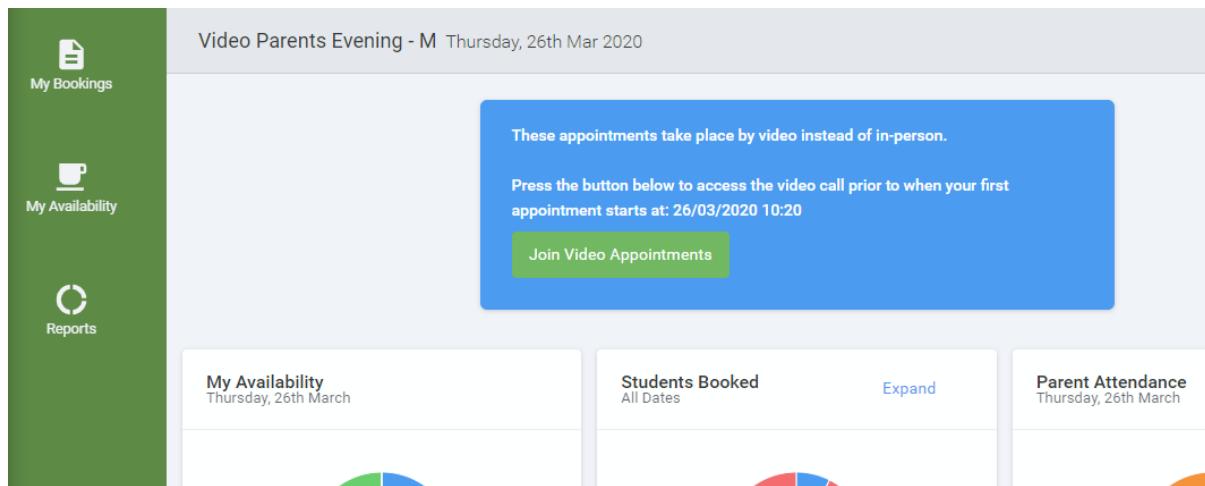
How to take your appointments over video call

1. Log in and go to the Evening

On the day of the video appointments, login to the system in the usual way (please see the main [Teacher Guide](#) for more details if you need them) and view the event in question.

Note: the screenshots below show the view on a computer/laptop. Mobile device screens will contain the same elements though they may be arranged for a smaller screen.

At the top of the page you will see a **blue notice** alerting you to the fact that your appointments will be via video and advising you when the first appointment is due.



As soon as you are within 60 minutes of the first appointment's start time the *Join Video Appointments* button will turn green and you can click on it.

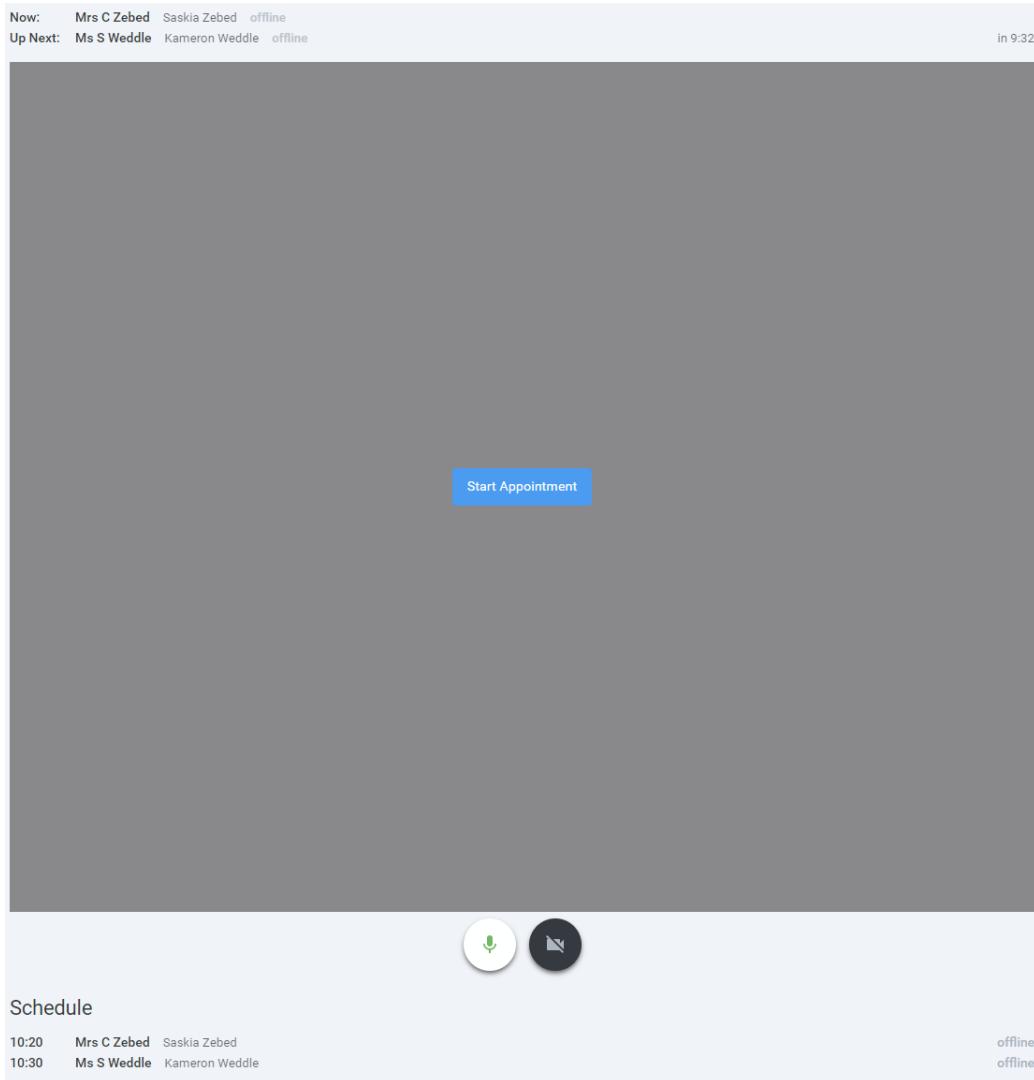
These appointments take place by video instead of in-person.

Press the button below to access the video call prior to when your first appointment starts at: 26/03/2020 10:20

Join Video Appointments

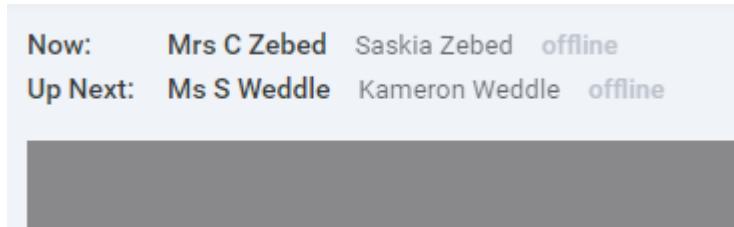
2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.



On this screen you can see the following:

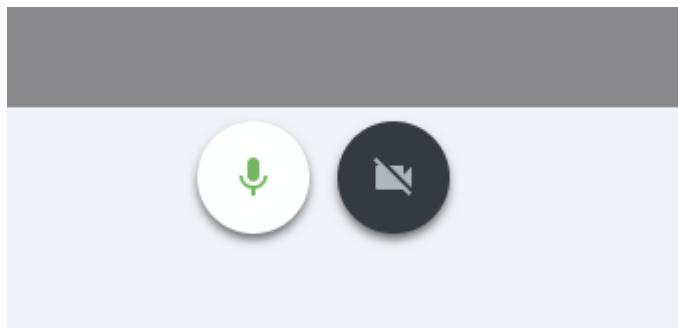
At the top left the parent name (and child details) for the current and next appointment, as well as whether that parent is currently online, offline, or in a call.



At the top right a countdown to the start of the appointment.



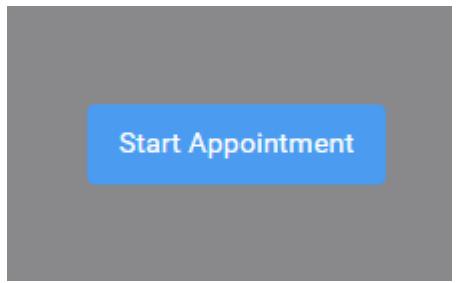
At the bottom the controls for the microphone and camera.



When a parent is available these also show a pick up and hang up button.



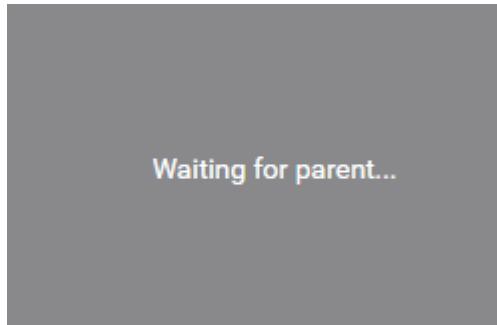
In the middle, when your appointment is due to start, the *Start Appointment* button.



3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off).

If the parent has not yet joined you will see a notice to that effect in the centre of the screen.



When a parent joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen.

Now: **Mrs C Zebed** Saskia Zebed **on a call**
Up Next: **Ms S Weddle** Kameron Weddle **offline**

3:34 remaining

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the parent is still in the call

this will let you continue with the appointment (this is the same for the parent if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if a parent is late, or leaves and rejoins the call, it does **not** reset the timer.
The appointment will always end at the scheduled time.

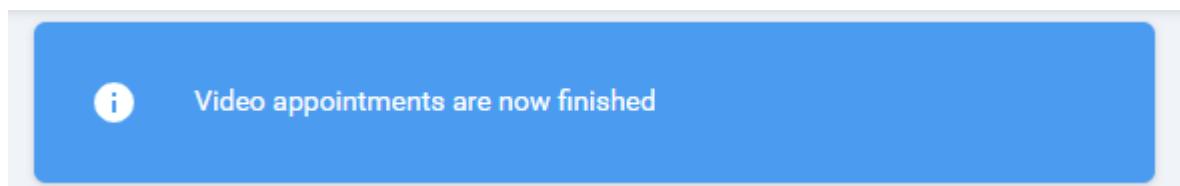
4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment.
The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.



When parents have joined a video call this is automatically recorded in the [attendance report](#).