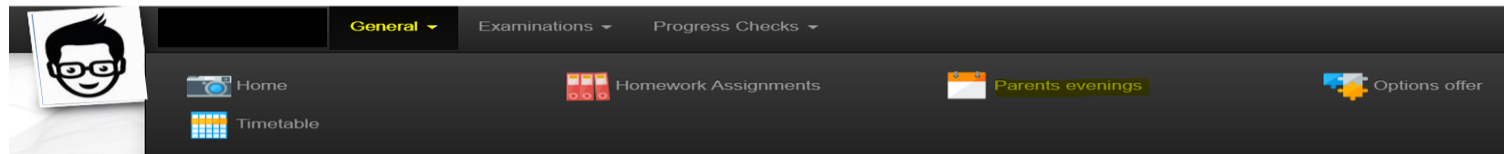


Accessing the Parents Evening module in INSIGHT

- Log in to INSIGHT
- You can access the INSIGHT for any of your children by clicking on the name on display in the top left hand corner of the screen.
- A drop down will appear. Click on the name of child who has a parents evening and the system will switch the view.



- Go to General > Parents Evening



- Note only parents indicated as **Priority 1** in our recent data collection exercise are able to book and view appointments. This is to minimise duplication of appointment bookings.
- If 2 parents are set as **Priority 1** then **BOTH** will be able to make appointments but these will be 2 separate sets of appointments and cannot combined.

- To book a slot you can see the teacher on the right hand side of the screen with the available slots highlighted in **blue** and sessions already booked are in **black**
- As soon as you click on the time on the right then the session is booked on the left – note the 5 minute gap between appointments
- If you want to remove that teacher booking they click on the remove button. Once removed, you can re-book the same teacher with a different slot from the right again.
- Once you have completed your appointments then you can **download** the appointment card as a PDF file.

The screenshot shows a web application interface for a 'Y11 Parents Evening' event on 27 February 2020, from 16:00 to 19:00. The interface is divided into two main sections: a list of appointments on the left and a list of available bookings on the right. A 'Download' button is circled in red in the top right corner.

Appointments (Left Panel):

16:00	Miss D Smith (History)	remove
16:05	Break between appointments	
16:10	Mr D Higgins (Spanish)	remove
16:15	Break between appointments	
16:20	Mr D Liebeschuetz (Science)	remove
16:25	Break between appointments	
16:30	Mrs A Johnson (Science)	remove
16:35	Break between appointments	

Available bookings (Right Panel):

Teacher	Available Slots	Status
Miss D Smith <i>History;</i>	16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
Mr D Higgins <i>Spanish;</i>	16:00 16:05 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
Mr D Liebeschuetz <i>Science;</i> <i>Tutor;</i>	16:00 16:05 16:10 16:15 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
Mr J Cushway <i>Maths;</i>	16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
Mrs A Johnson <i>Science;</i>	16:00 16:05 16:10 16:15 16:20 16:25 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓