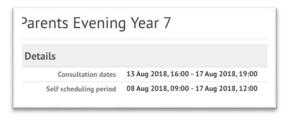


Booking Guardian Consultations (Parent's Evenings) on the Parent Portal

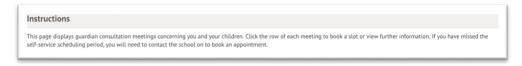
From a student's profile within Parent Portal you will see the below section:



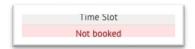
- 1. Click anywhere on the green or grey text to access the booking page, in this example Parents Evening Year 7 but please select the year group for your child.
- 2. The top of the consultation page shows the Self-scheduling Period and the Consultation Dates:



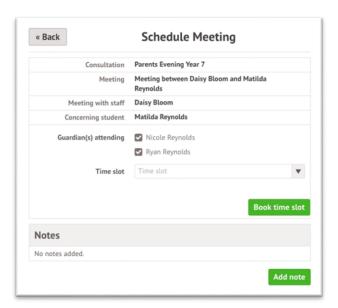
3. Underneath this section you'll see an instruction box:



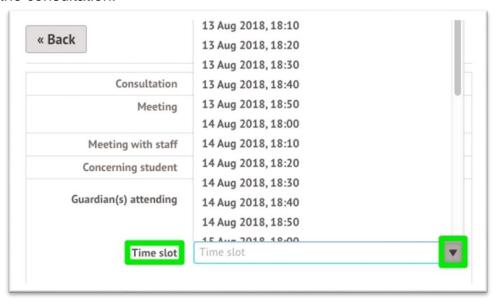
4. The page will show that the consultation hasn't been scheduled yet by showing in red



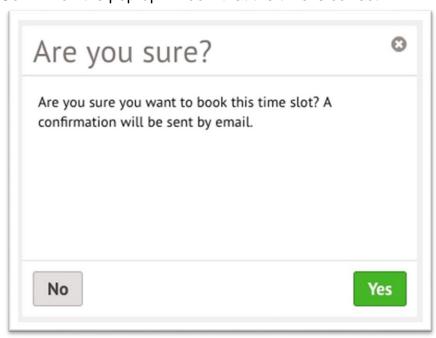
5. To book a consultation meeting, in the Meetings section as pictured below, click the row containing the student and staff member's name. A slide over will display the details of the consultation.



6. Click on the Time slot drop-down button and choose the time you would like to attend the consultation.

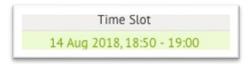


7. Confirm on the pop-up window that the time is correct:





8. The main page will then reload and show a green Time slot entry confirming your scheduled meeting:



This can be edited at any time by returning to this page and clicking on your booking.