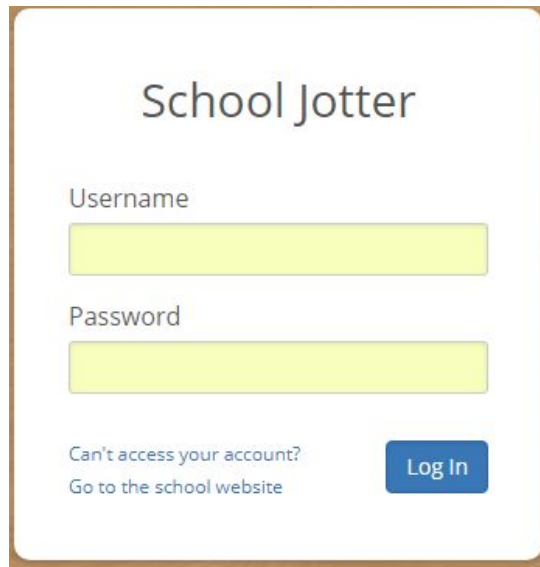


# Parents Evening System

## Parent User Guide

Visit your school's website and click the Parents Evening link.

You will now be asked for your Username and Password. These will have been provided by the school.

A screenshot of the School Jotter login interface. The title 'School Jotter' is centered at the top. Below it are two input fields: 'Username' and 'Password', both highlighted in yellow. At the bottom left, there is a link that says 'Can't access your account? Go to the school website'. At the bottom right, there is a blue button labeled 'Log In'.

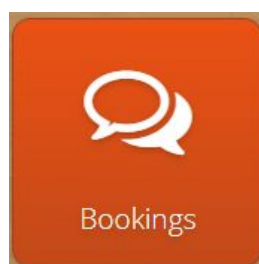
If you can not remember your username or password click on

### **Can't access your account?**

You will be asked for your email address so please make sure that this is up to date with the school.

When you login you will be presented with the Dashboard.

Click on Bookings to open the Parents Evening system



This will show any events that are currently available.

| Name                           | Status | Date             |               |
|--------------------------------|--------|------------------|---------------|
| October Parents Evening Year 9 | Open   | Thu, 17 Oct 2019 | Delete   Show |

Click on Show to Book an appointment

| ← October Parents Evening Year 9 |                  |
|----------------------------------|------------------|
| Thu, 17 Oct 2019                 | Open             |
| Thu, 17 Oct 2019                 |                  |
|                                  | 9E1<br>1 Members |
| 3:30pm                           |                  |
| 3:40pm                           |                  |
| 3:50pm                           |                  |
| 4:00pm                           |                  |
| 4:10pm                           |                  |
| 4:20pm                           |                  |

Click an available time slot to start booking your appointment.

**Add Appointment**

4:20pm 9E1

Choose student... ▾

Parent Comment

Hide from child's other parents

Add Appointment Cancel

Choose the child for whom you are booking an appointment, you can add a comment at this time as well.

Once you are finished click Add Appointment

You will now see the appointment in the list.

If you want to change or cancel your appointment, click the current appointment and remove the booking. You can now make another appointment.