

Virtual Parents' Evening/Meeting Guide for Parents

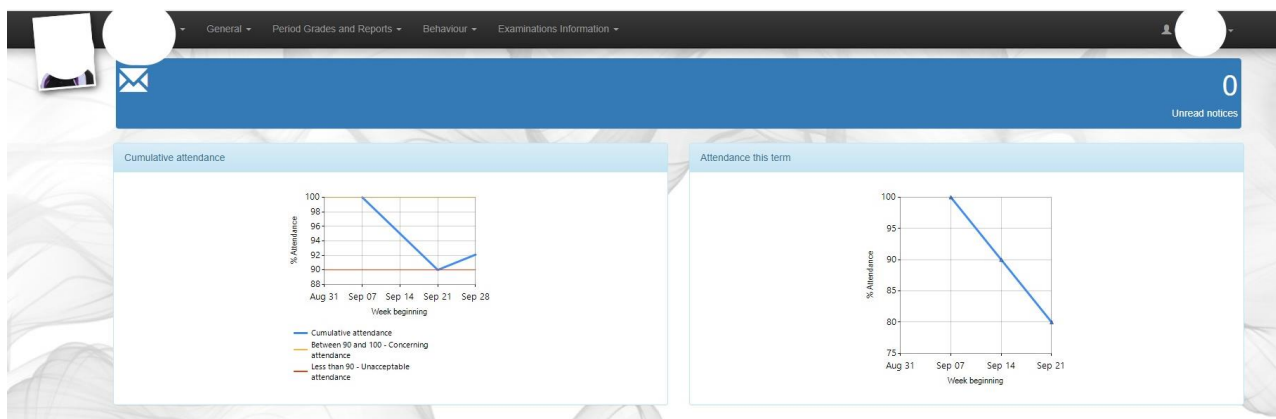
For our virtual Parents' Evening, devices that parents use will need to have a camera and microphone.

Parents will receive an e-mail via the schools In-Touch messaging system detailing the times for a parents evening. Once the e-mail has been received, parents will be able to book time slots with their child's teachers. To do this, please do the following:

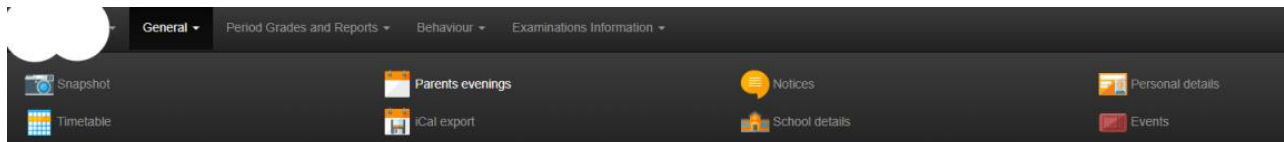
Booking

Log into the school's Parent Portal by either going to <https://www.ellesmereportal.com/insight> or <https://www.ellesmereonline.com> and then clicking on 'Parents' and then the 'Parent Portal' icons.

Once you have logged into the portal, you will see the screen below (the view can change slightly)



To access the Parents Evenings section of the portal, please click on the 'General' tab from the top menus and then 'Parents Evenings'.



The following screen will now appear

The screenshot shows a web interface for a 'KS2 Parent Evening -1' on '12 October 2020 14:10-19:35'. At the top, there is a navigation bar with links for 'General', 'Period Grades and Reports', 'Behaviour', and 'Examinations Information'. Below this is a 'Download' button. The main content area is split into two columns. The left column contains a vertical list of time slots: 14.10, 14.35, 15.00, 15.25, 15.50, 16.15, 16.40, 17.05, 17.30, 17.55, and 18.20. The right column is titled 'Available bookings' and shows a booking for 'Mrs S Morgan, Registration Tutor' with available time slots: 15:00, 15:25, 15:50, 17:55, 18:20, 18:45, and 19:10.

If you have multiple parents evenings (some run over several days) then you will see the following:


This image shows a close-up of the interface elements. On the left is a blue button with the text 'Download' and a small downward-pointing arrow. To its right is the text 'Later' followed by two right-pointing arrows.

If you click on 'Later' then the next parents evening will display and there will now be an 'earlier' option to switch back. You can also click on the 'Download' button which will allow you to download your booking as either a PDF file or an ICS file which you can then import into your specific calendar app.

The available time slots are shown in the 'Available Bookings' area below:

This image shows a close-up of the 'Available bookings' section. It features a header 'Available bookings' in a grey bar. Below this, there is a booking entry for 'Mrs S Morgan, Registration Tutor' with a blue icon of an open book. To the right of the name, the available time slots are listed: 15:00, 15:25, 15:50, 17:55, 18:20, 18:45, and 19:10.

To choose one of the timeslots, please click on your chosen time. It will now appear on the right-hand side of the screen. Below I have chosen 15:50

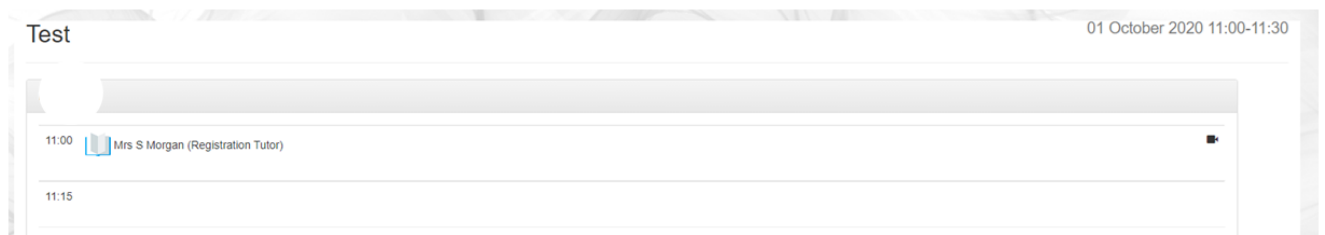
14:10	
14:35	
15:00	
15:25	
15:50	Mrs S Morgan (Registration Tutor) remove  agenda
16:15	
16:40	
17:05	

You will see that 15:50 has now disappeared from 'Available bookings. If you need to remove the booking you have made then simply click on 'remove' found in the time-slot you previously chose. To add another booking then please click on an available time as per the instructions above.

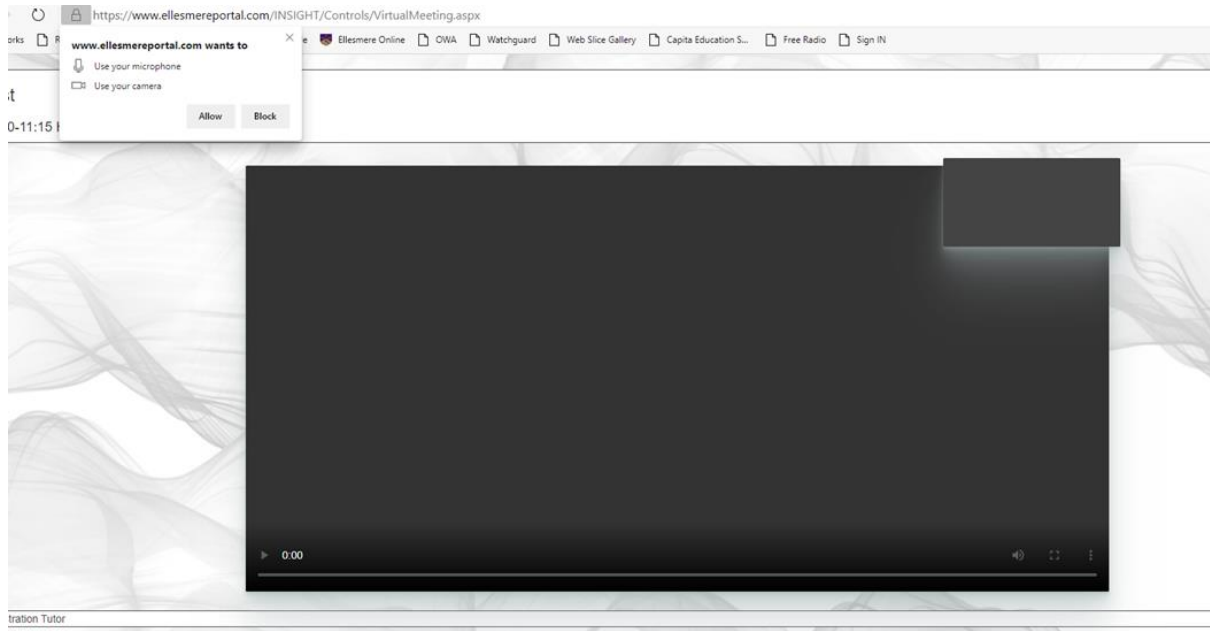
Booking will be closed on the day before the parents evening, the ability to book a slot will be closed for parents and the only way to change, or remove your slot, will be to contact the relevant teacher via e-mail or phone.

Accessing the virtual Parents' Evening/Meeting on the day

Just before your allotted time, please log onto the parent portal as above and navigate to the relevant Parents Evening. You should see a screen similar to the one below showing your timeslot.



To the far right of the slot, you will see the small icon of a camera. To connect to the online video, click on the icon. A new tab will be created in your web browser as below. A 'pop up' will also appear. Please click on 'Allow' so that the website can use your camera and microphone



Once connected, your image will appear in the little window to the top right of the screen. Once the teacher is available they will connect to you in the same way and their image will appear in the larger part of the window (this view will be reversed for the teacher).

When the meeting is over, please click the red 'hang up' button at the bottom of the window.