

Parents' Guide for Booking Appointments – Academic Review

Browse to <https://northamptonacademy.parentseveningsystem.co.uk/adminlogin>

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

Step 1: Login

Please login to the website address above and fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you. If you do not have internet access you will need to contact the Academy to make the appointment for you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth in the following format – eg: 26/11/2005

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the Form Tutor you wish to see is selected in green. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

If you have another child to book into this parents' evening, press the "Add another child" button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for this child.

Mr J Atkinson - English

Dr J Lebon Class 8E L7 No Appointment	
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

All Finished!
 Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments.

The screenshot shows a web interface for managing appointments. At the top, there are tabs for 'Home' and 'Appointments'. Below the tabs, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu. The main content area is titled 'Your Appointments' and displays a table of appointments for a 'Parents' Evening' on 24/01/2013. The table has columns for time, teacher name, and subject. The appointments are: 16:20 - Mr A Pirakey - Geography (H5), 16:25 - Mr J Atkinson - English (E5), 16:30 - Mr A Gray - French (L2), 16:35 - Mr K Jacobs - History (H6), and 16:55 - Mrs L Vernon - Mathematics (M4). There is a 'Print Appointments' button at the top left and an 'Add/Edit/Delete' link at the bottom right of the appointment list.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the “Appointments” tab. Please bring a print out of your appointment times to the parents’ evening.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.