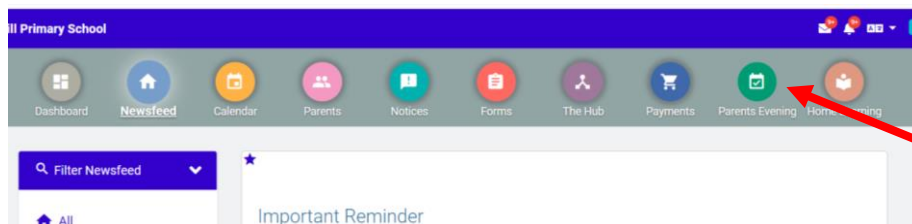




# How to Book a Parent's Consultation Meeting on Weduc

*Please be aware that the screenshots taken on laptop so will appear slightly differently in-app.*

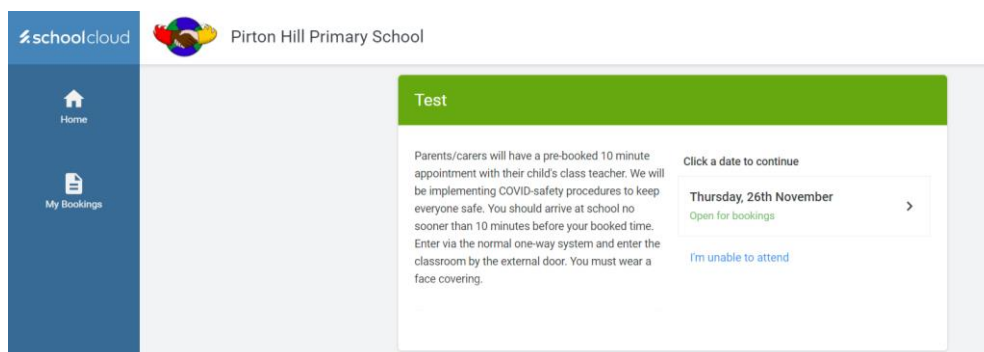
1. New “globe” called Parents Evening in the Weduc App. Single sign-in so they do not have to register or sign in separately to SchoolCloud:



2. Clicking on the globe takes you to available Parent's Consultations. You will see the January Parent's Consultations – although these are not yet open for bookings.



3. From 5pm on Monday 7<sup>th</sup> December, you will be able to select it.



4. You then have the choice how to book – automatic appointment or manual

The screenshot shows the schoolcloud interface for Pirton Hill Primary School. The left sidebar has 'Home' and 'My Bookings' links. The main content area displays a 'Choose Booking Method' dialog. The dialog has a title 'Choose Booking Method' and a subtitle 'Select how you'd like to book your appointments, then click Next.' There are two radio button options: 'Automatic' (selected) with the description 'Automatically book the best possible times based on your availability' and 'Manual' with the description 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

5. You will see your child(ren)'s teachers and can select which ones you want to make an appointment with

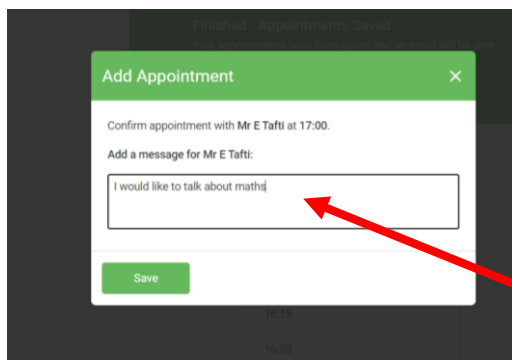
The screenshot shows the schoolcloud interface for Pirton Hill Primary School. The left sidebar has 'Home' and 'My Bookings' links. The main content area displays a 'Choose Teachers' dialog. The dialog has a title 'Choose Teachers' and a subtitle 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is the name 'Camellia Abdi'. There is a green checkbox with a checkmark next to 'Mr E Tafti Class 6T'. A green 'Continue to Book Appointments' button is at the bottom.

6. You will then be able to see the available slots. Hovering over any of them (if using a mouse) changes the text to “book”.

The screenshot shows the schoolcloud interface for Pirton Hill Primary School. The left sidebar has 'Home' and 'My Bookings' links. The main content area displays a list of available slots for Mr E Tafti Class 6T. The slots are listed in a table with times on the left and a green button with a '+' sign on the right. The 17:00 slot is highlighted and the button text is 'Book'.

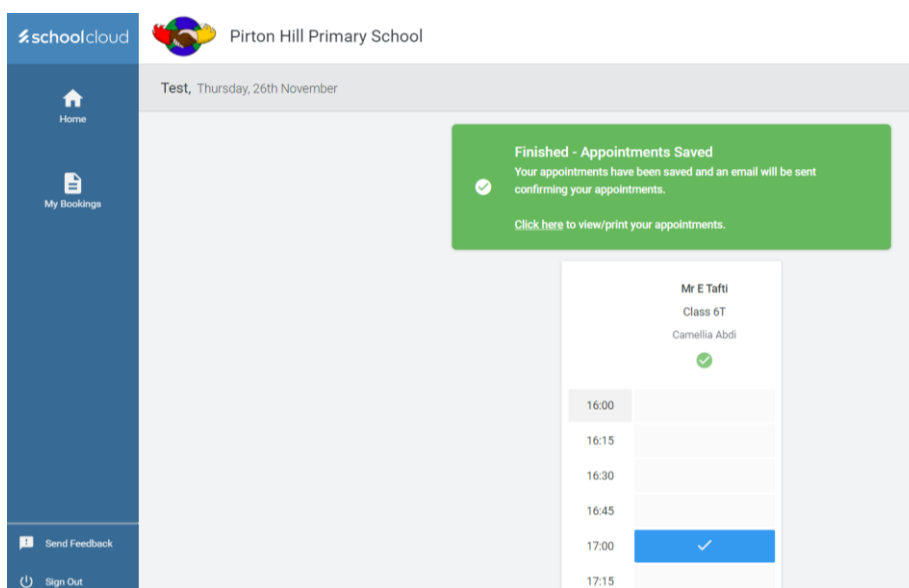
Mr E Tafti Class 6T Camellia Abdi	
16:00	+
16:15	+
16:30	+
16:45	+
17:00	Book
17:15	+
17:30	+
17:45	+

7. Confirm the appointment and add any notes for the teacher, then click “Save”



If you would like a virtual, online appointment, please note that here. If you are able to, this will help to keep everyone safe.

8. Appointments are saved and a confirmation email sent.



9. Clicking on “View/Print” brings up this dialog box with the instructions for the evening, which are also emailed.

