



South Holderness Technology College

Parents Evening Booking System

At South Holderness Technology College we are implementing an online Parents Evening Booking System instead of the 'old' paper based system. The procedures to use the new system are detailed below.

The procedures for Parents / Carers WITH access to ICT facilities are as follows:

1. Go to the College Web site – www.shtc.org.uk – and follow the link to PARENTS EVENING BOOKING on the home page.
2. You will then see the screen print below.
3. At this screen fill in your details in the Boxes provided. Then complete the details of your child.

The screenshot shows a web browser window with the URL <http://southholdernesstechnology.co.uk/parents-evening-system.co.uk/>. The page title is "Parents Evening System - S...". The main content area has a blue header with "South Holderness Technology College" and "Parents Evening System". Below the header, there is a welcome message: "Welcome to the South Holderness Technology College parents evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The form is divided into two sections: "Your Details" and "Child's Details".

Your Details

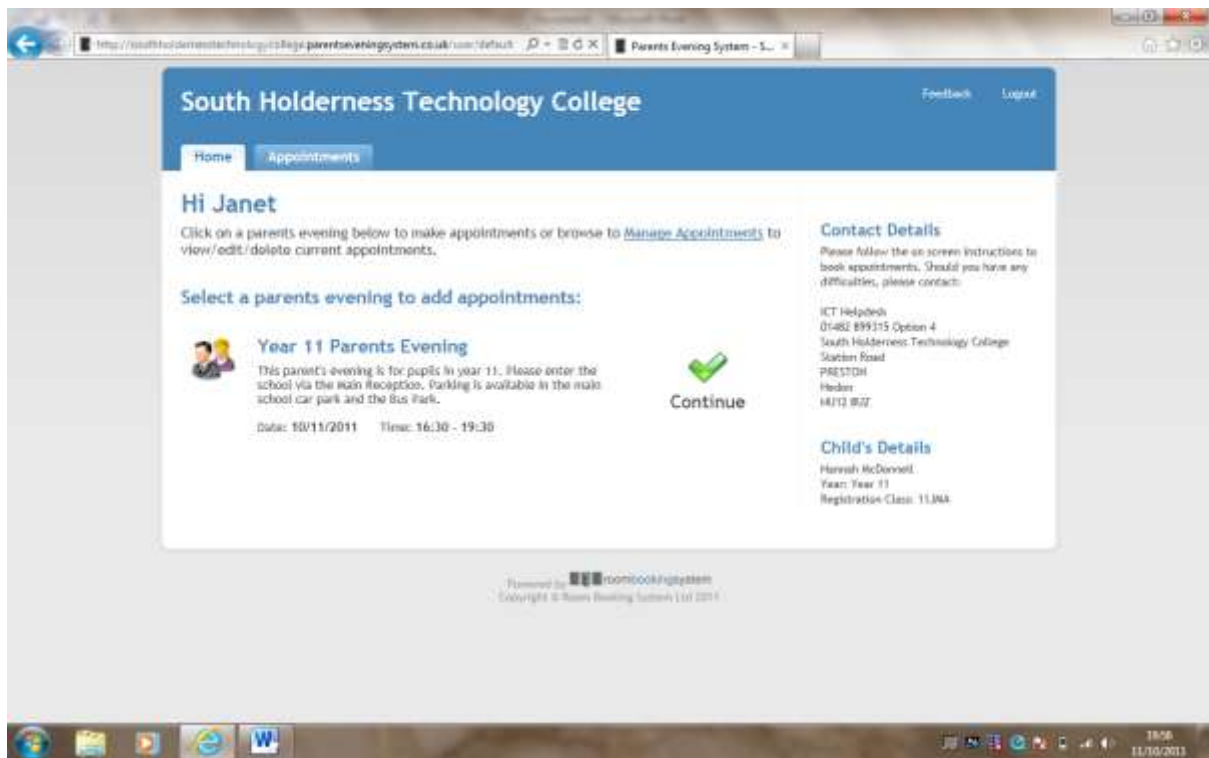
Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone Number	
<input type="text"/>	<input type="text"/>	

Child's Details

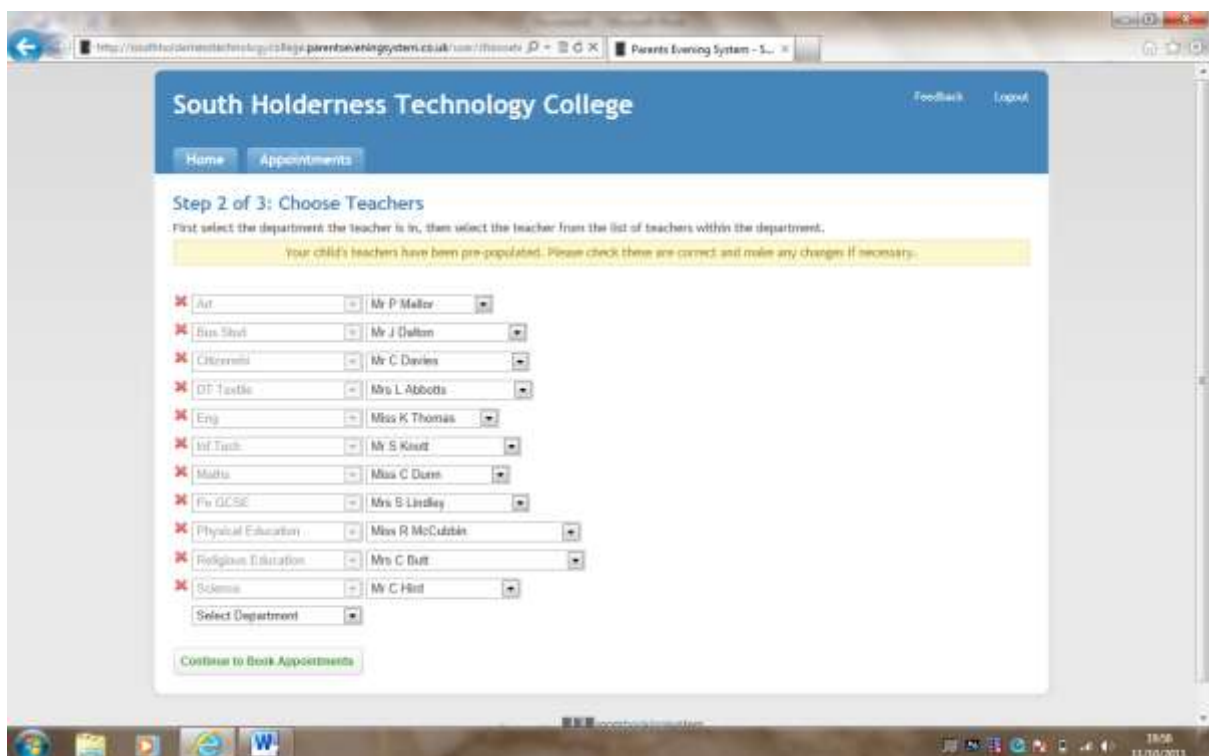
First Name	Surname	Registration Class
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there is a green "Login & Continue" button. Below the button, there are two links: "Administrator Login" and "Teacher Login". At the very bottom of the page, there is a footer: "Powered by: Parents Evening System Copyright © Parents Evening Systems Ltd 2011". The Windows taskbar at the bottom shows the date and time as 11/10/2011, 18:34.

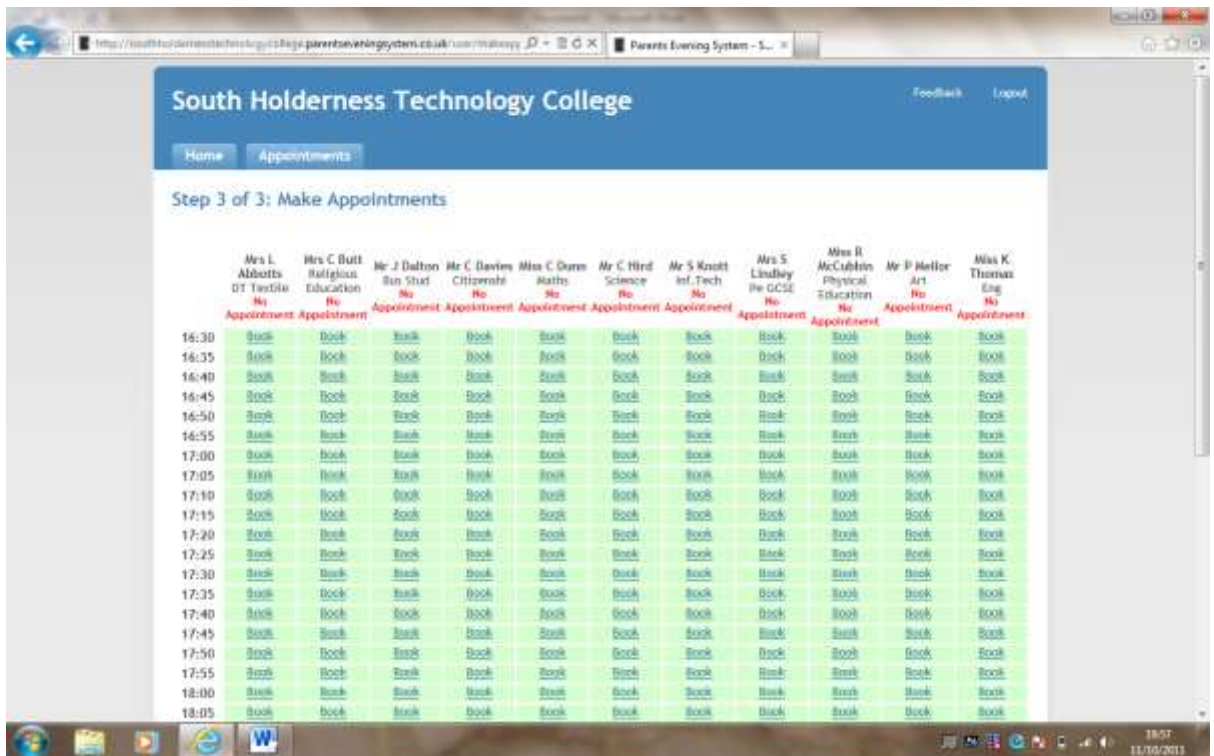
4. Once you have entered the data in ALL Boxes please press ENTER.
5. You will now get the screen below.



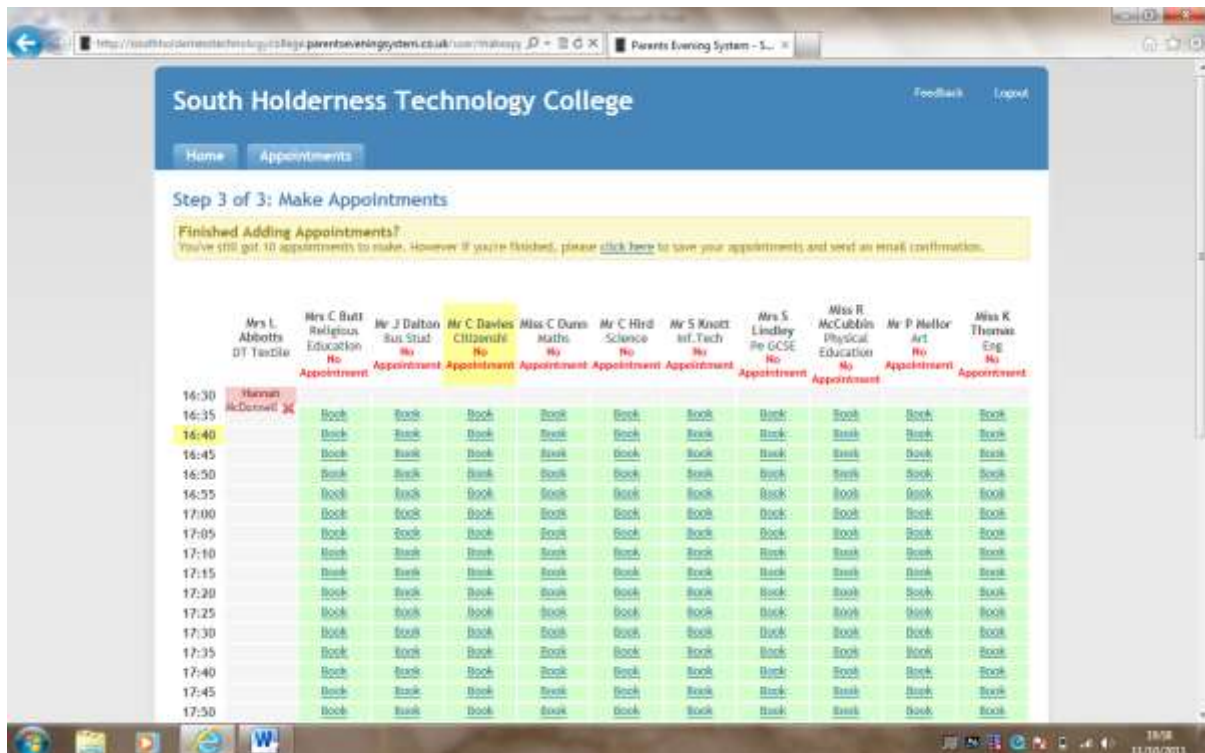
6. Then identify the Parents Evening you are attending and click on CONTINUE.
7. You will then see the Screen below. This Screen will list your child's Subjects and their Teachers. Check that these are correct and then click on CONTINUE TO BOOK APPOINTMENTS.



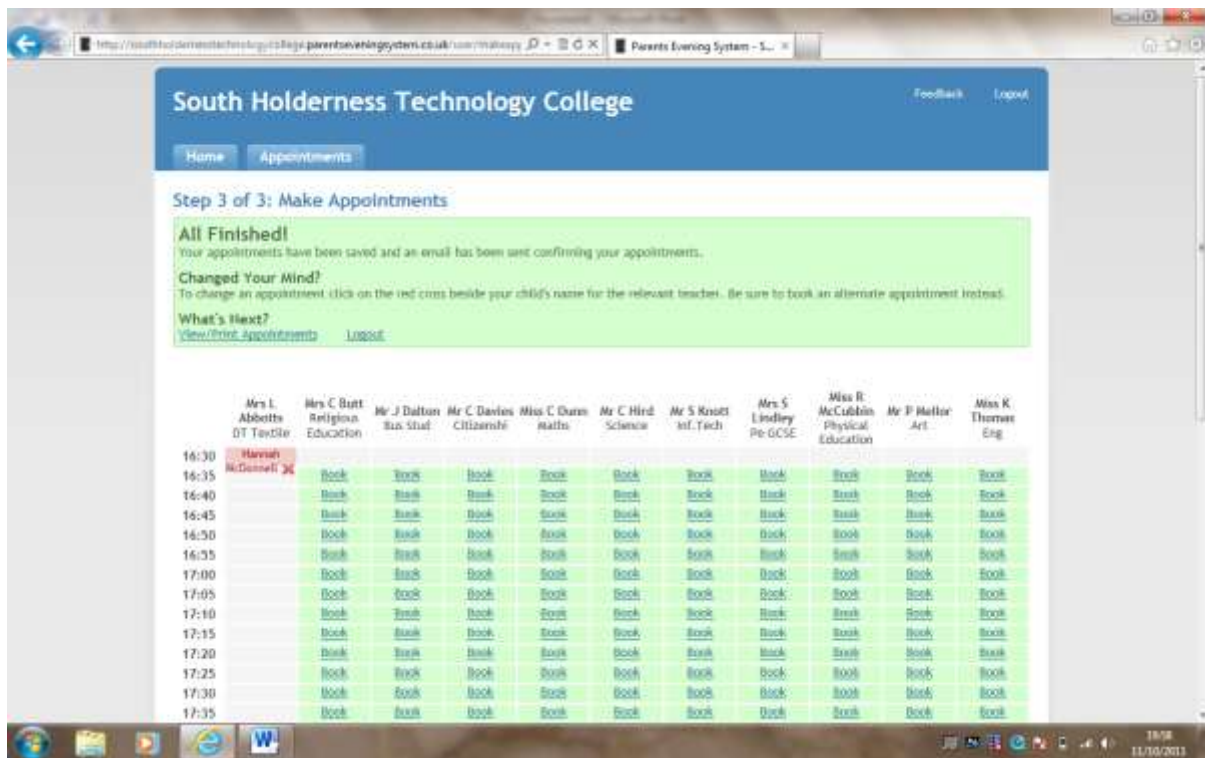
- You will then see the screen below. This screen gives you a list of your child's Teachers and their Appointments for the evening. You will need to select an Appointment for each Teacher. To do this just click on the time slot you require and your Appointment is made.



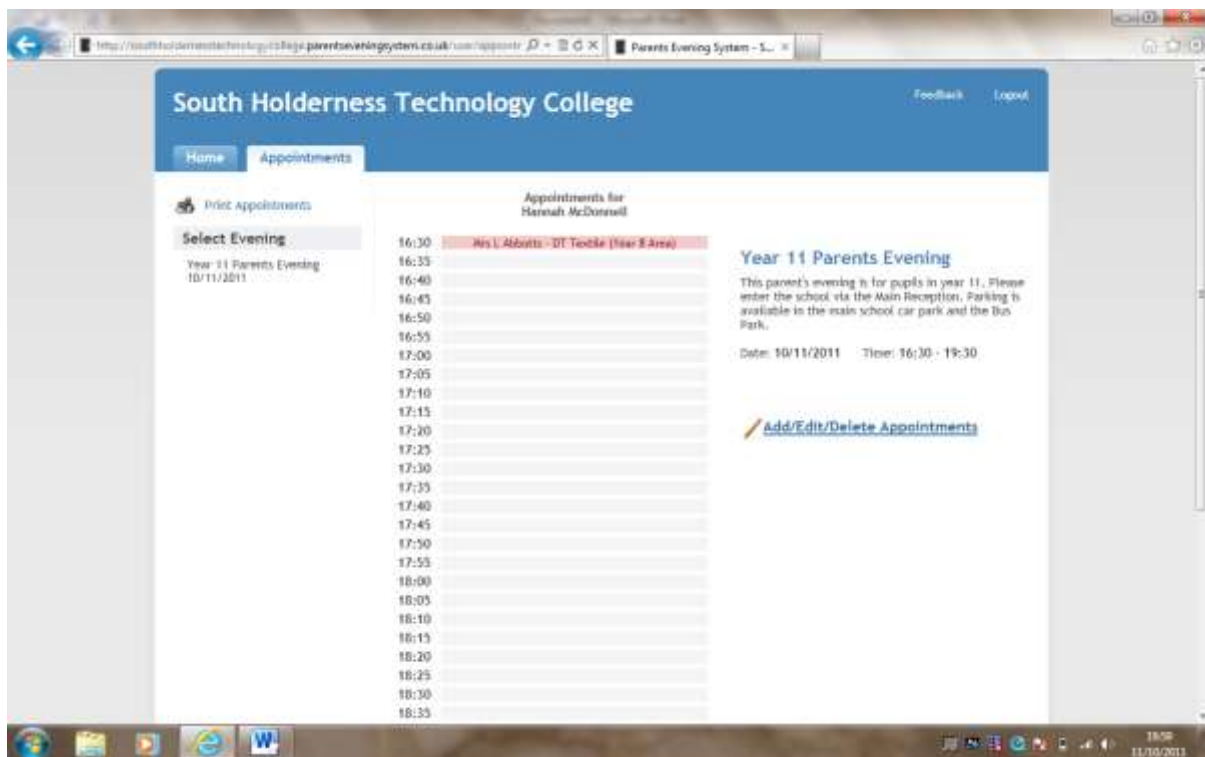
- Once have made an Appointment your will see the Screen below.
- And as the instruction on the Screen state, once you have FINISHED ADDING APPOINTMENTS click on CLICK HERE.



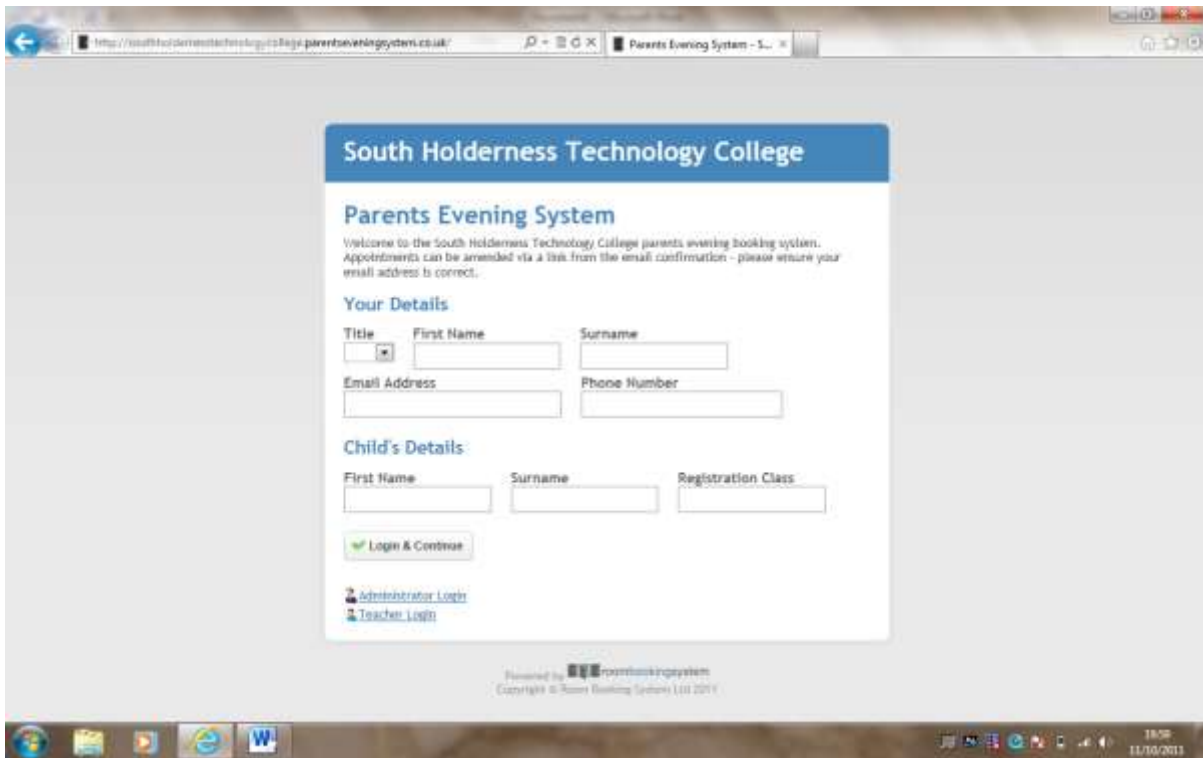
11. You will then see the Screen below. You can then either VIEW / PRINT APPOINTMENTS or LOGOUT.



12. If you select VIEW / PRINT APPOINTMENTS you will get the screen below. And if you want to Print a copy click on PRINT APPOINTMENTS and your Appointment Schedule will print on your local printer.



13. If you choose LOGOUT it will take you back to the initial screen – see below.



The screenshot shows a web browser window displaying the 'Parents Evening System' login page for South Holderness Technology College. The page has a blue header with the college name. Below the header, there is a section titled 'Parents Evening System' with a welcome message and a note about amending appointments. The main form is divided into two sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Phone Number. The 'Child's Details' section includes fields for First Name, Surname, and Registration Class. At the bottom of the form, there is a 'Login & Continue' button and links for 'Administrator Login' and 'Teacher Login'. The footer of the page contains the text 'Powered by [logo] parents evening system Copyright © Parents Evening Systems Ltd 2011'. The browser's address bar shows the URL 'http://southholdernesscollege.co.uk/parents-evening-system.co.uk/'.

If you have any problems or queries with regard to any of the above please do not hesitate to contact the IT Support by telephoning 01482 895405 (IT Support Direct Line) or 01482 899315 and selecting Option 4 ICT Support. ICT Staff are available to assist you from 0815 – 1515 hours Monday – Friday.

However, if your problem is being encountered outside of the hours where the IT Support Department is manned you can still forward us your problem or query via email to _ITSupport@shtc.org.uk and we will reply as soon as we are next available.

The procedures for Parents / Carers WITHOUT access to ICT facilities are as follows:

1. Parents without access to ICT facilities should call either 01482 895405 (IT Support Direct Line) or 01482 899315 and Select Option 4 IT Support. This is manned between the hours of 0815 – 1515 hours.
2. Parents should have the following information to hand – Students name and Registration Group.

3. Once you are through to the IT Support you will be asked for the details required to make an Online Booking for Parents Evening including what times you are available and would like to attend.
4. The IT Support staff will then on your behalf complete your Appointments and then print off and despatch via First Class post a paper copy for you to follow / use on the evening.

If you have any queries at all with regards to the new system or even wish to amend appointments after the bookings have been made the IT Support Staff are here to help, so please give us a call.

Tony Morris

Network Manager

October 2012