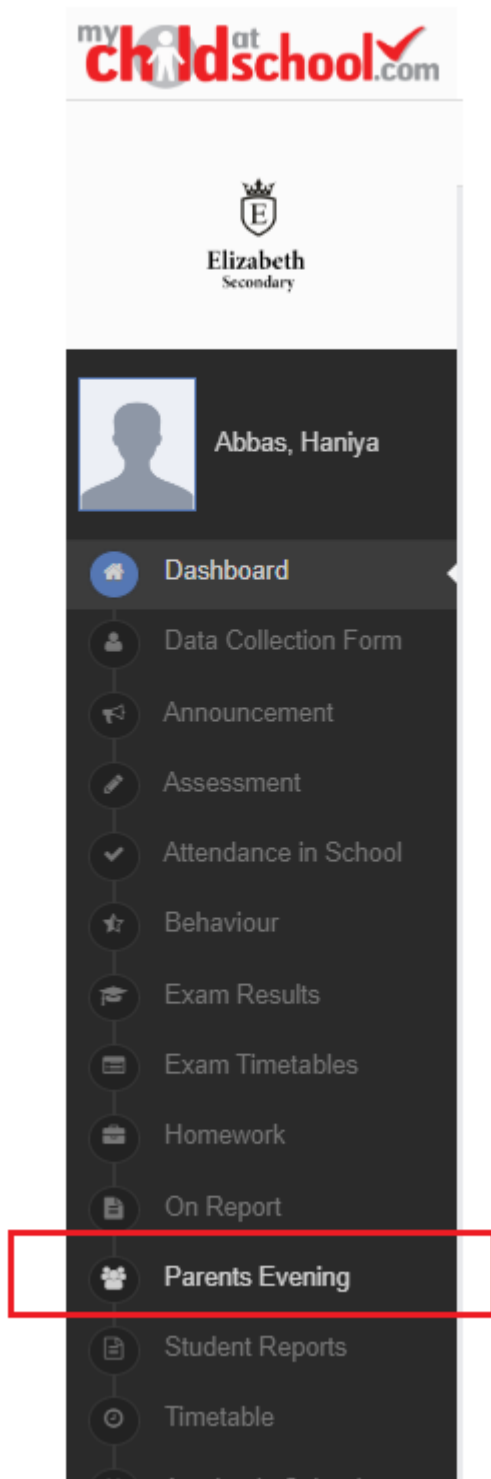


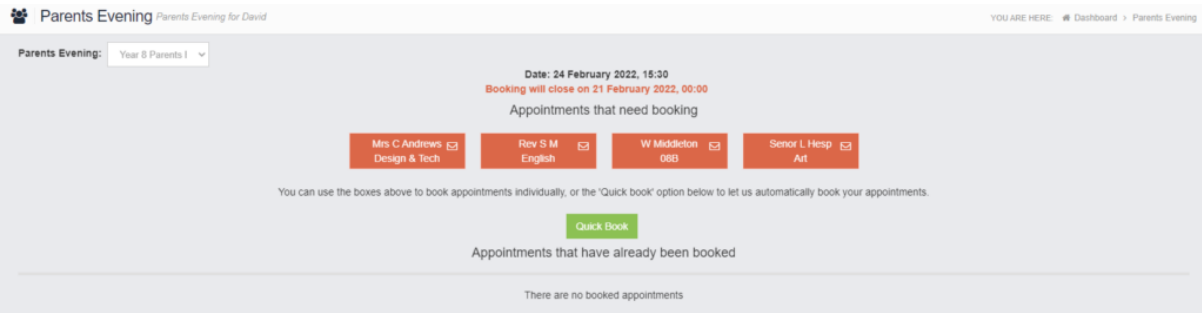
Booking Parents Evening Appointments

Login to the **MCAS Parent Portal** desktop view from <http://www.mychildatschool.com> then from the left **Menu** select the **Parents Evening** option.



Parents Evening

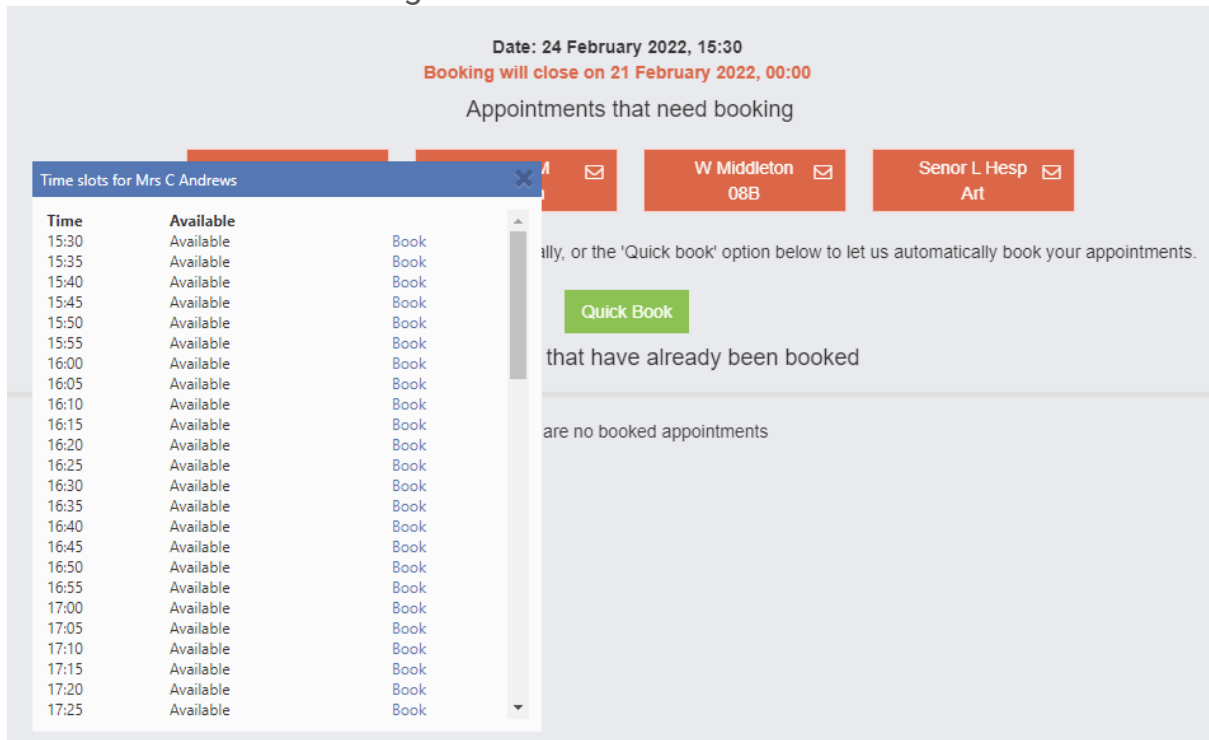
This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.



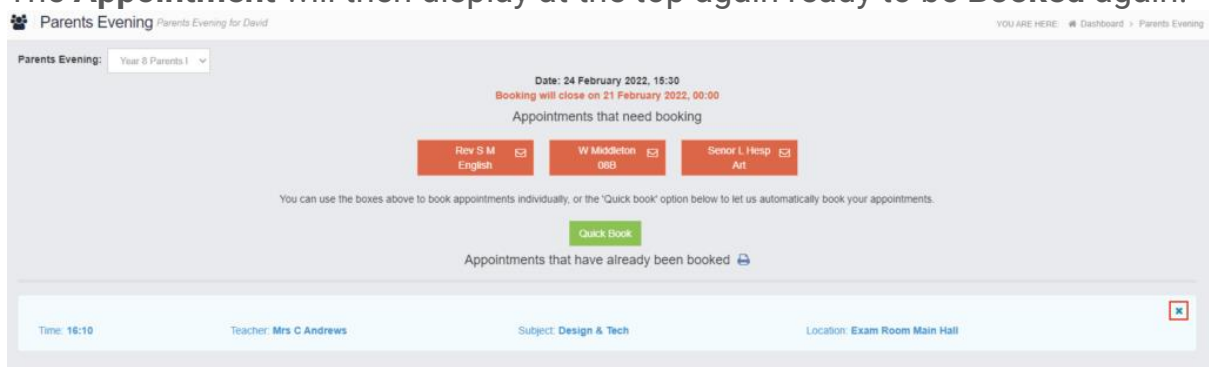
Appointments that need booking

Booking Appointments Manually

The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.

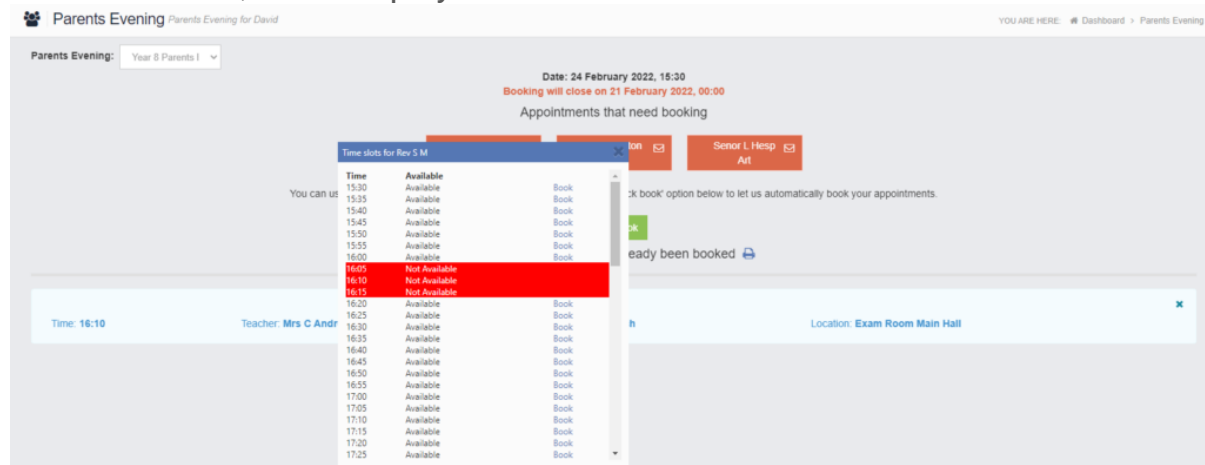


The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.



Booked Appointment

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.



Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 16:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

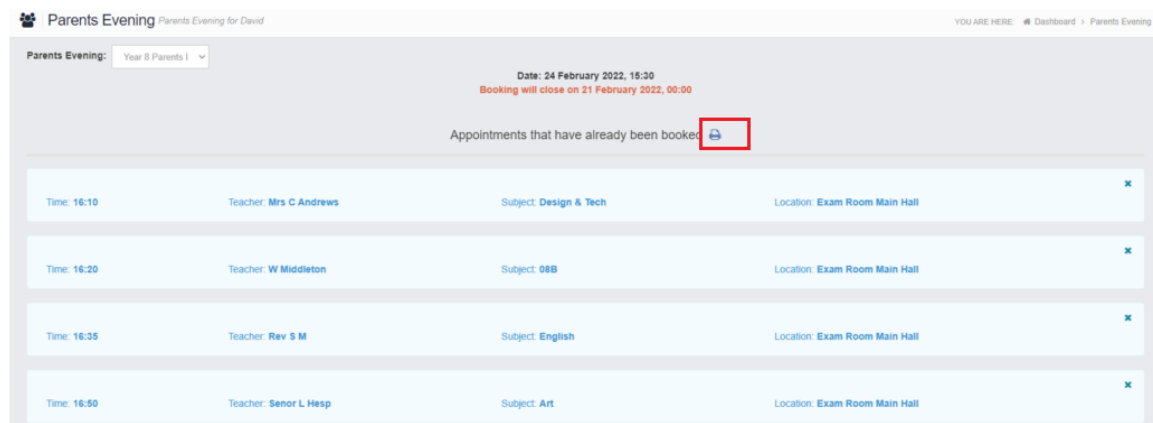
Time	Availability	Action
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

Time: 16:10 Teacher: Mrs C Andr Location: Exam Room Main Hall

Not available

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.



Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 16:30
Booking will close on 21 February 2022, 00:00

Appointments that have already been booked

Time	Teacher	Subject	Location
16:10	Mrs C Andrews	Design & Tech	Exam Room Main Hall
16:20	W Middleton	08B	Exam Room Main Hall
16:35	Rev S M	English	Exam Room Main Hall
16:50	Senor L Hesp	Art	Exam Room Main Hall

Print Icon

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Using the Quick Book Option

Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top ready to be **Booked** again using the **Manual** or **Auto-Booking** options.

The screenshot shows the 'Parents Evening' booking page for Scott. The page title is 'Parents Evening Parents Evening for Scott'. The user is logged in as 'Young, Scott'. The page displays a date of '30 January 2022, 15:00' and a booking deadline of '30 January 2022, 00:00'. Under the heading 'Appointments that need booking', there is a grid of 15 appointment cards, each with a teacher's name and subject, and a small 'X' icon in the top right corner. The appointments are: Miss C Thompson (SW-CTD), Mr D Cox (Design technology), Mr B Aulton (History), Miss D Bushby (Information Technology), Mrs A Trappe (Science), Miss B Bapfist (Mathematics), Miss H Fairy (Spanish), Mr M Poole (Drama), Mrs K Cheng (Art), Miss J Smart (Religious Education), Mr J Appleby (Science), Mrs I Ashton (Music), Mrs M Thompson (Geography), Miss M Parker (Physical Education), and Miss M Marshall (French). Below the grid, there is a 'Quick Book' button and a section for 'Appointments that have already been booked', which currently shows 'There are no booked appointments'.

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Booking Appointments Manually with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.



Parents Evening

Book appointments individually below, or click the 'Quick Book' option to let us automatically book your appointments.

Quick Book

CA

Mrs C Andrews
English

Book



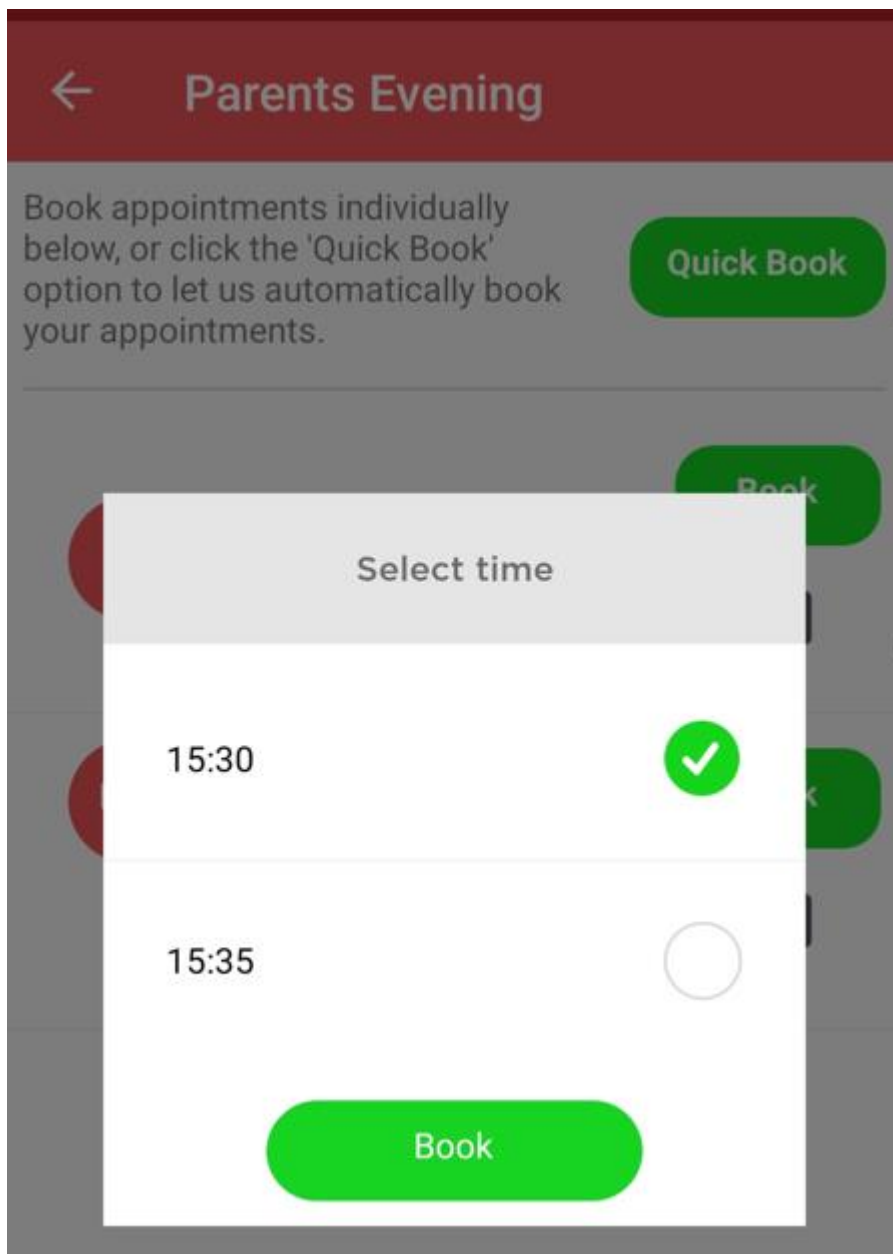
MM

W Middleton
O8B

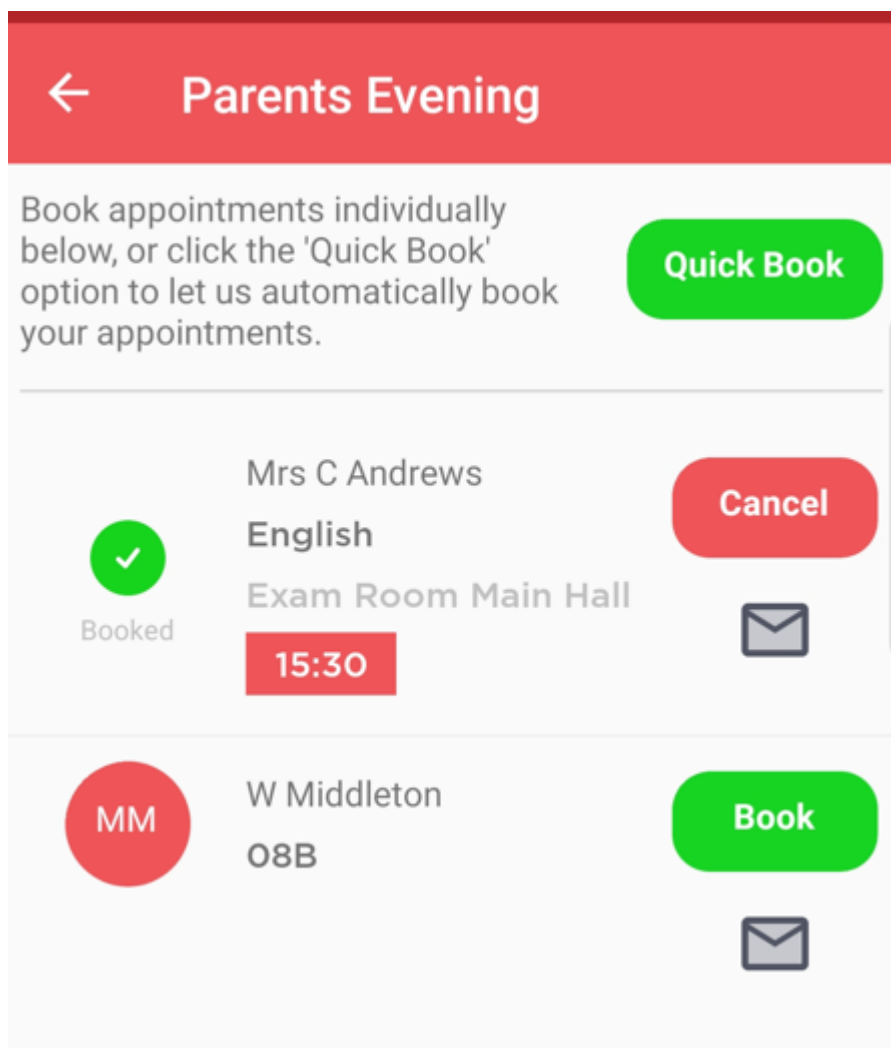
Book



Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.



The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.



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Using the Quick Book Option with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.



Parents Evening

Book appointments individually below, or click the 'Quick Book' option to let us automatically book your appointments.

Quick Book

CA

Mrs C Andrews
English

Book



MM

W Middleton
08B

Book



When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.

← Parents' Evening - Quick Book





Book below options to pick the time that you will be arriving for the parents' evening below. The system will then automatically book your appointments.

15:30	<input type="radio"/>
15:45	<input type="radio"/>
16:00	<input type="radio"/>
16:15	<input checked="" type="radio"/>
16:30	<input type="radio"/>
16:45	<input type="radio"/>

Find Bookings

All of your **Appointments** will then be **Booked** from the selected **Time**. to deselect a **Time** untick the box, when finished click the **Book Appointments** button to save the **Appointments**, which will then be displayed.

← Parents Evening

 Booked	Mrs C Andrews English Exam Room Main Hall 16:15	Cancel 
 Booked	W Middleton 08B Exam Room Main Hall 16:25	Cancel 

The **Appointments** can still be **Cancelled** by clicking the **Cancel** button.
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