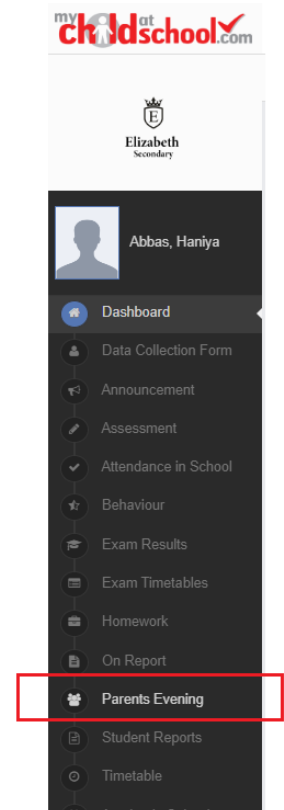


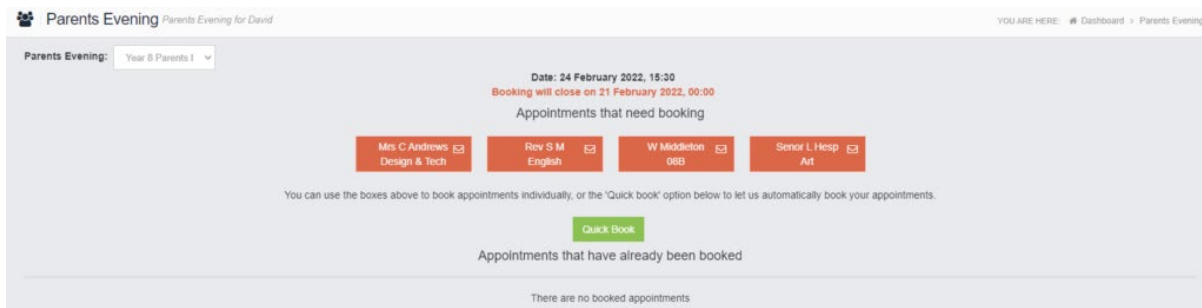
Parent Guide on How to book Parents Evening appointments using MCAS

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

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



blocks.



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.

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Time slots for Mrs C Andrews

Time	Available	Book
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	Available	Book
16:10	Available	Book
16:15	Available	Book
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

Quick Book

Appointments that have already been booked

There are no booked appointments

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.

Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M English W Middleton 08B Senior L Hesp Art

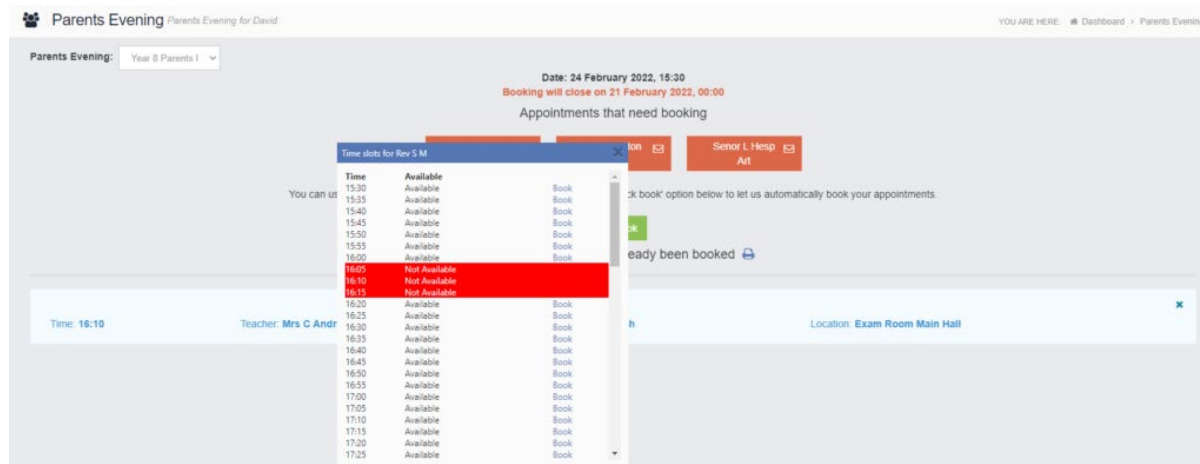
You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

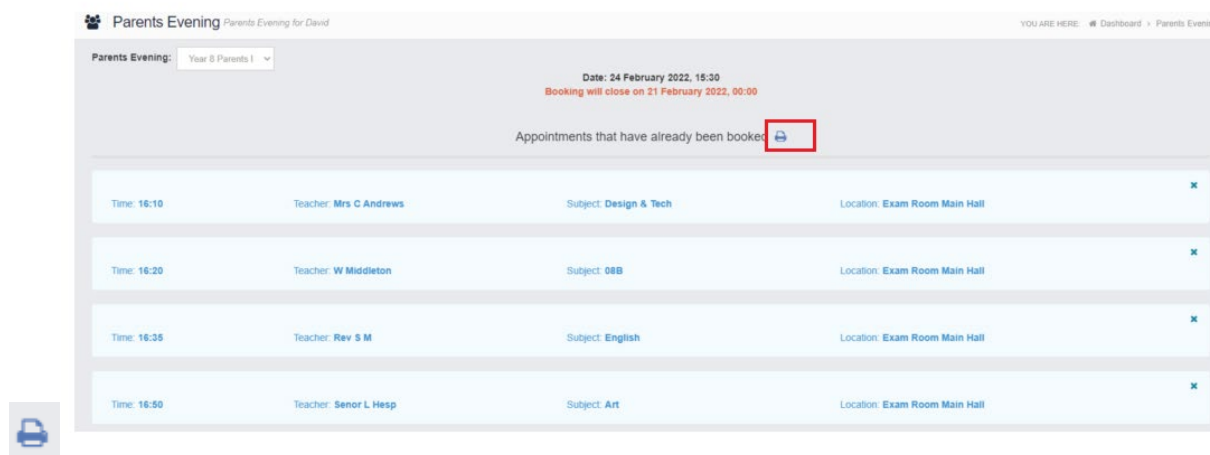
Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

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



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**.



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.

Young, Scott

- Dashboard
- Data Collection Form
- Notices
- Attendance
- Behaviour
- Exam Timetables
- Homework
- Parents Evening**
- Reports
- Timetable
- Academic Calendar

Parents Evening: CLASS

Date: 30 January 2022, 18:00
Booking will close on 30 January 2022, 00:00

Appointments that need booking

Miss C Thompson Bw-CTD	Mr D Cox Design Technology	Mr B Auton History	Miss D Bushby Information Technology	Mrs A Trappe Science
Miss B Badstet Mathematics	Miss H Farry Spanish	Mr M Pook Drama	Mrs K Cheng Art	Miss J Smart Religious Education
Mr J Appleby Science	Mrs J Ashton Music	Mrs M Thompson Geography	Miss M Parker Physical Education	Miss M Marshall French
Mr J Caygill Mathematics	Miss K Lampert English			

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

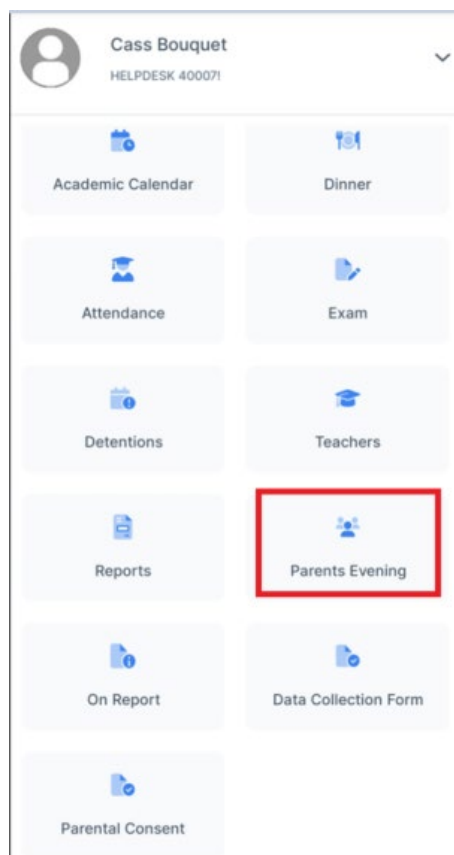
Quick Book

Appointments that have already been booked

There are no booked appointments

Booking Appointments Manually with the MCAS Parent App

Select **Parents Evening** from the menu.

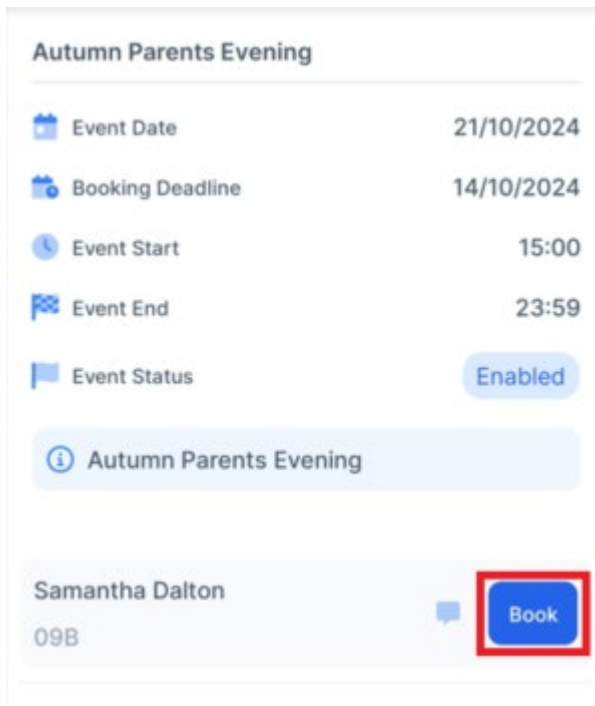


Select the **Parents Evening** you would like to book sessions for from the list.



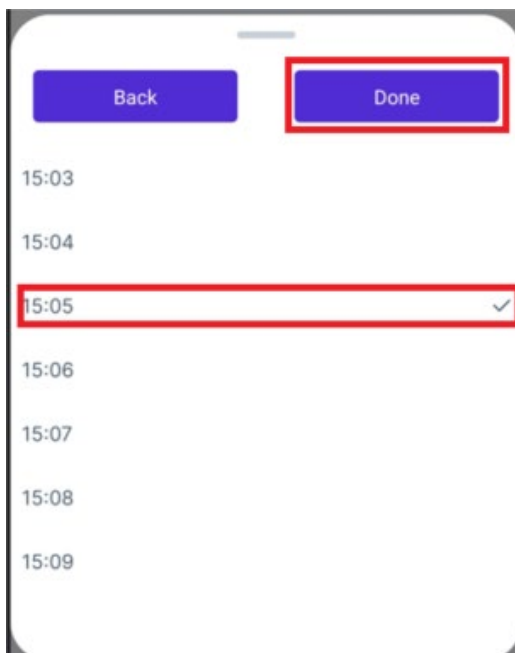
Select Parents Evening

This will display a list of all the teachers you are able to book sessions with. Click **Book** next to the name of the **Teacher** you would like to book an **Appointment** for.



Book

This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click **Done**.



Your selected time will then appear in green next to the **Teacher**.

Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

Samantha Dalton
09B
Default Location

15:05

Confirmed Appointment

Using the Quick Book Option with the MCAS Parent App

Select **Parents Evening** from the menu.

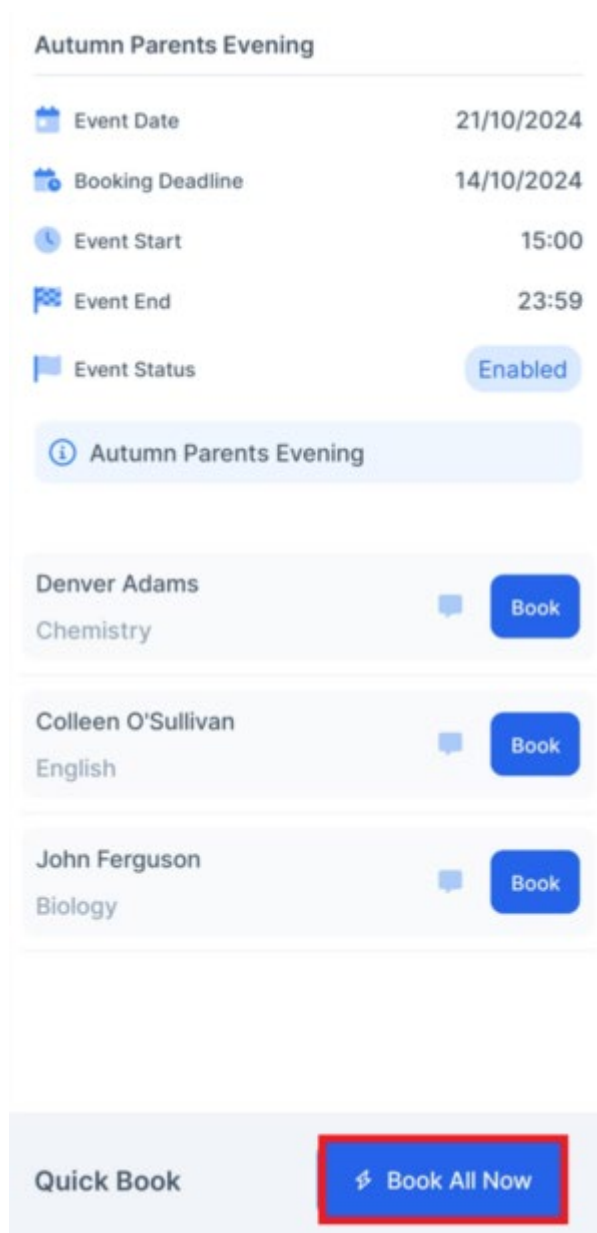
Cass Bouquet
HELPDESK 400071

Academic Calendar	Dinner
Attendance	Exam
Detentions	Teachers
Reports	Parents Evening
On Report	Data Collection Form
Parental Consent	

Select the **Parents Evening** you would like to book sessions for from the list.

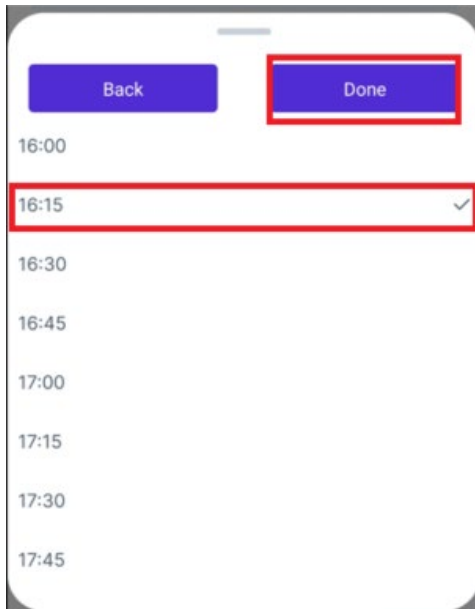


This will display a list of all the teachers you are able to book sessions with. Click **Book All Now** at the bottom of the screen.



Book All Now

This will open a time picker, select the time that you will be arriving for the parents evening and click **Done**.



This will then automatically allocate **Appointments** to you based on the booking rules set up by the **School**. If there are any **Appointments** that you are unhappy with and would like to manually review, untick them using the tick boxes to the left. Once only those **Appointments** that you are happy with are selected click **Confirm & Book**.

Autumn Parents Evening

Event Date 21/10/2024

Booking Deadline 14/10/2024

Event Start 15:00

Event End 23:59

Event Status **Enabled**

Autumn Parents Evening

<input checked="" type="checkbox"/>	Denver Adams Chemistry	16:15
<input checked="" type="checkbox"/>	John Ferguson Biology	16:30
<input checked="" type="checkbox"/>	Colleen O'Sullivan English	16:45

Quick Book **Confirm & Book**

[Review Automatic Schedule](#)

The appointments will then display in green to indicate they are confirmed. Any **Appointments** that you unticked will be available to book manually.

Autumn Parents Evening

 Event Date	21/10/2024
 Booking Deadline	14/10/2024
 Event Start	15:00
 Event End	23:59
 Event Status	Enabled

 Autumn Parents Evening



Denver Adams

Chemistry

Default Location

 16:15



John Ferguson

Biology

Default Location

 16:30



Colleen O'Sullivan

English

Default Location

 16:45

