

You Tell Us Meeting

The screenshot shows the 'Student Profile' page for student ADHI000007p. The page includes a calendar for the month of March 2021, showing holidays on 06/03 (Sat) and 07/03 (Sun), and school days on 08/03 (Mon), 09/03 (Tue), and 10/03 (Wed). Below the calendar are buttons for 'Student Demographics', 'Medical Information', 'Absence Request', 'Attendance Report', 'ARR Report', 'Assessments', 'Activities', and 'Foundation Activities'. The 'Parent Consultation' button is highlighted with a red box, with the text 'Click to book or update' below it.

Logon to Gateway. Click **PARENT CONSULTATION**

The screenshot shows the 'Parent Consultation' page. The page title is 'Parent Consultation'. Below the title, there is a 'Parent' tab and a timestamp 'Mar 10, 2021 01:15:23 PM'. The main content area is titled 'Select an event to continue:'. A red box highlights the event 'Y2 You Tell Us meeting (18/03/2021 - 19/03/2021) ADHI000007s, ADHI000007p (2H) not yet booked'. Below the event, there is a green link 'Open for Booking' and a 'Close time: 16/03/2021 13:00'.

Click on the You Tell Us meeting to start booking.

Note: if you have more than one child you will need to repeat this step.

The screenshot shows the booking interface. At the top, there is a tip: 'Tip: Select a preferred date, click on any available time slot of a teacher to book. To undo a booking, click on the purple time slot of the teacher.' Below the tip, there is a 'Select Date:' field with two date options: '18/03/2021' and '19/03/2021', both highlighted with a red box. To the right of the date field are four color-coded boxes: 'Unavailable' (grey), 'Reserved' (green), 'Reserved' (purple), and 'Available' (white). Below the date field is a table showing the booking slots for 'HOWELLS, Jane (2H)'. The table has columns for time slots: 08:30, 08:45, 09:00, 09:15, 09:30, 09:45, 10:00, 10:15, 10:30, 10:45, 11:00, and 11:15. Each column has a '15mins' label below the time. The 09:00 slot is highlighted with a red box.

Select the date you wish (eg 11 SEP or 12 SEP) and look for the "WHITE" slot to book. Click on the available slot to book

Tip: Select a preferred date, click on any available time slot of a teacher to book.
To undo a booking, click on the purple time slot of the teacher.

Select Date: 18/03/2021 19/03/2021

Unavailable Reserved Reserved Available

	08:30 15 mins	08:45 15 mins	09:00 15 mins	09:15 15 mins	09:30 15 mins	09:45 15 mins	10:00 15 mins	10:15 15 mins	10:30 15 mins	10:45 15 mins	11:00 15 mins	11:15 15 mins
HOWELLS, Jane (2H)	Reserved	Reserved	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

After you have booked the slot. It will change to PINK colour. Booking has now been completed

CANCEL A BOOKING

Simply click on the pink slot to cancel it.

END