

BOOKING PARENTS EVENING

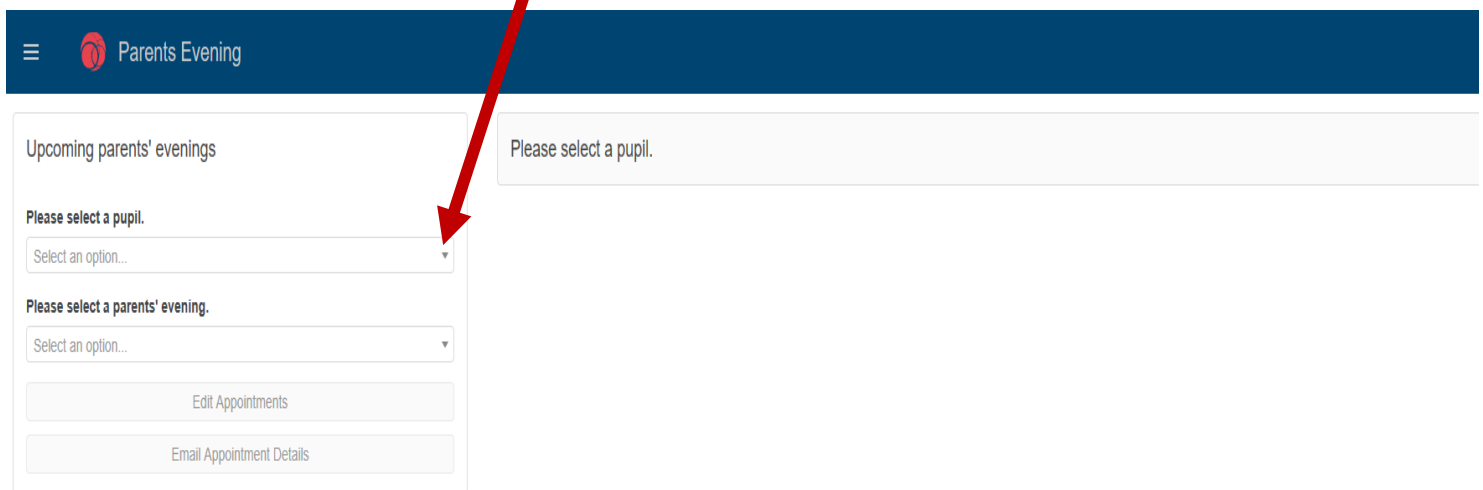
Please find below a user guide on how to make bookings for parents evening.

To access the Parents' Portal (SchoolBase Online) you should click on the following link. This can also be found on our website at the bottom left of all pages. It is called SchoolBase:

<https://schoolbase.online/Logon?DName=HornsbyHouse>

If you have any questions please do not hesitate to contact the IT department on (ITSupport@hornsbyhouse.org.uk) who will be more than happy to help you.

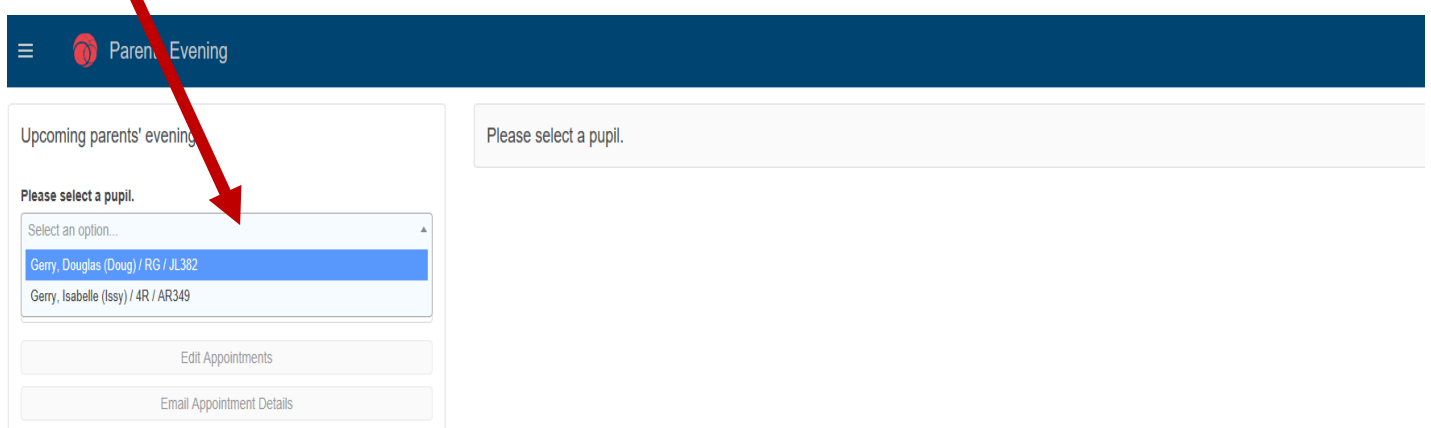
Click on down arrow next to 'Select an Option



The screenshot shows the 'Parents Evening' interface. On the left, there is a sidebar with the title 'Parents Evening' and a hamburger menu icon. Below the title, there is a section 'Upcoming parents' evenings' with two dropdown menus: 'Please select a pupil.' and 'Please select a parents' evening.'. Below these are two buttons: 'Edit Appointments' and 'Email Appointment Details'. On the right, there is a large grey box with the text 'Please select a pupil.'. A red arrow points from the text above to the 'Please select a pupil.' dropdown menu in the sidebar.

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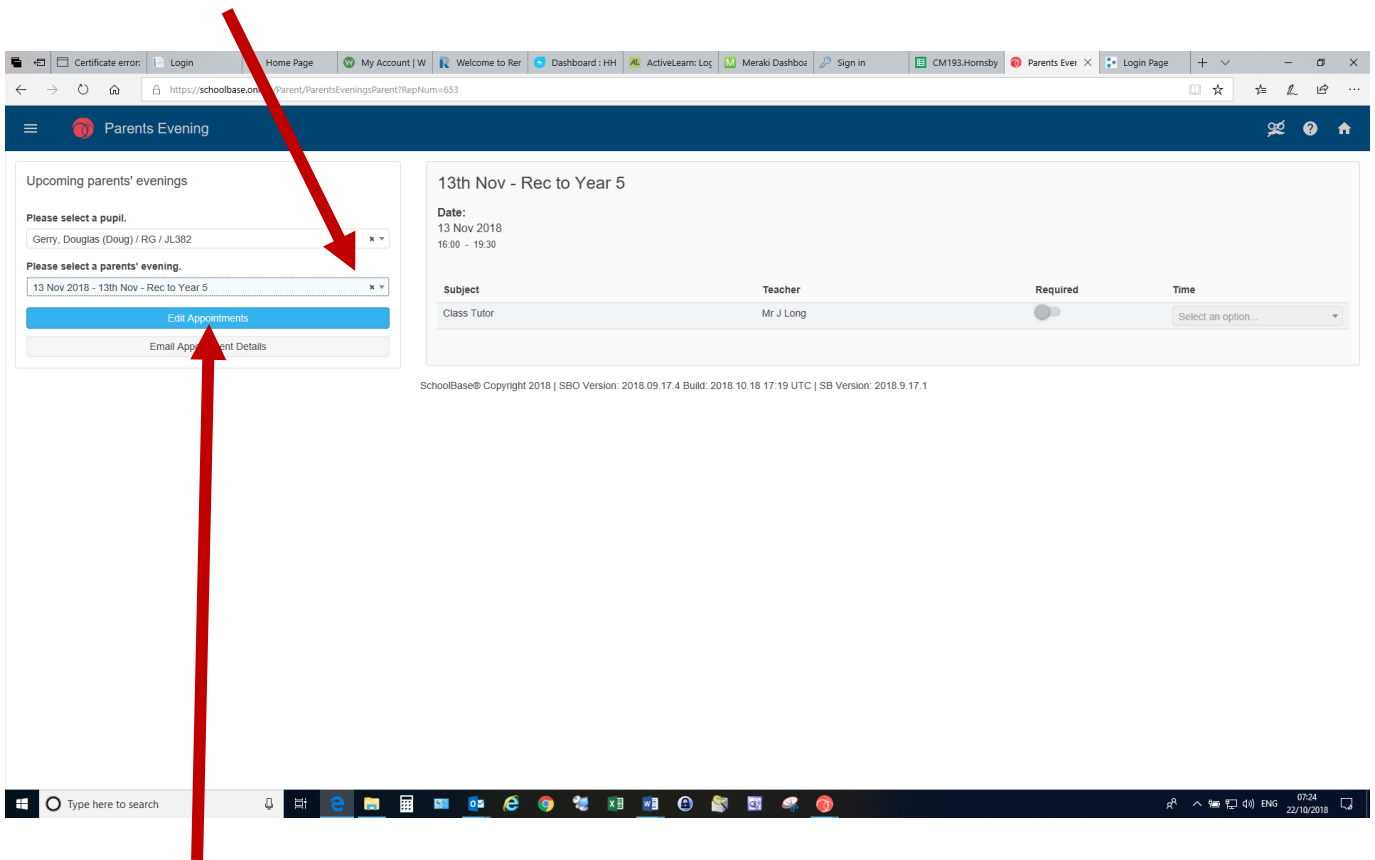
Select your child



The screenshot shows the 'Parents Evening' interface. A red arrow points from the text above to the 'Please select a pupil.' dropdown menu in the sidebar. The dropdown menu is open, showing two options: 'Gerry, Douglas (Doug) / RG / JL382' and 'Gerry, Isabelle (Issy) / 4R / AR349'. Below the dropdown are two buttons: 'Edit Appointments' and 'Email Appointment Details'. On the right, there is a large grey box with the text 'Please select a pupil.'.

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Select the evening you wish to book for.



Upcoming parents' evenings

Please select a pupil.
Gerry, Douglas (Doug) / RG / JL382

Please select a parents' evening.
13 Nov 2018 - 13th Nov - Rec to Year 5

[Edit Appointments](#)

[Email Appointment Details](#)

13th Nov - Rec to Year 5

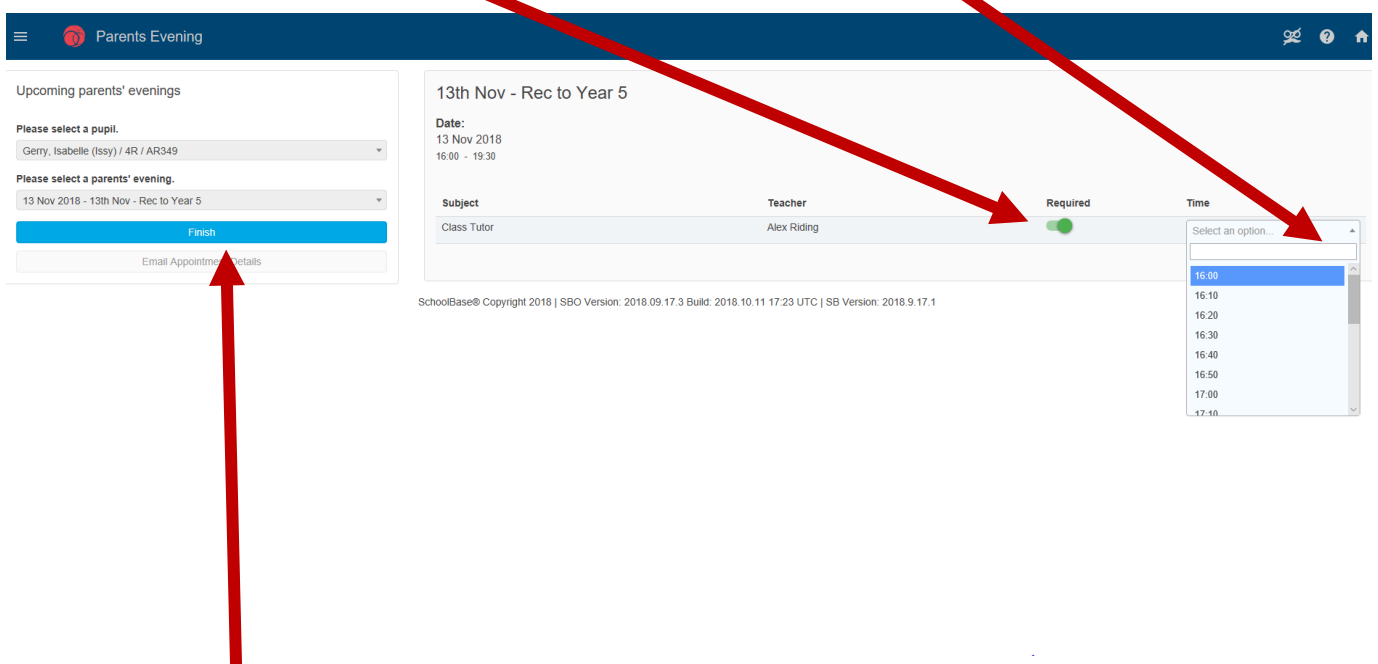
Date:
13 Nov 2018
16:00 - 19:30

Subject	Teacher	Required	Time
Class Tutor	Mr J Long	<input type="checkbox"/>	Select an option...

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Click on “Edit Appointments”.

Now click on “Required” and it will turn Green – the time slots will then become available to select.



Upcoming parents' evenings

Please select a pupil.
Gerry, Isabelle (Issy) / 4R / AR349

Please select a parents' evening.
13 Nov 2018 - 13th Nov - Rec to Year 5

[Finish](#)

[Email Appointment Details](#)

13th Nov - Rec to Year 5

Date:
13 Nov 2018
16:00 - 19:30

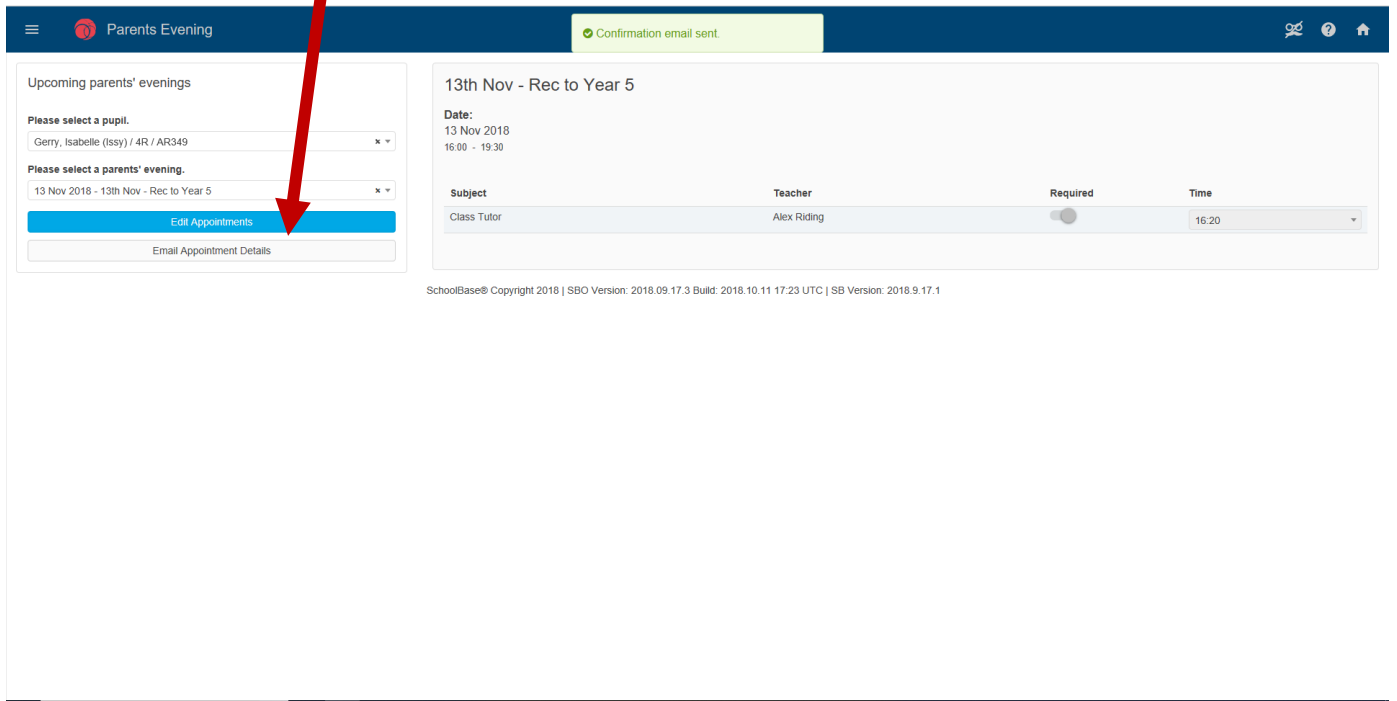
Subject	Teacher	Required	Time
Class Tutor	Alex Riding	<input checked="" type="checkbox"/>	Select an option...

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Then Click on Finish

IT Support

Click on “E-Mail Appointment Details” and a confirmation e-mail, will be sent to you



The screenshot shows the 'Parents Evening' interface in SchoolBase. At the top, there is a dark blue header with a menu icon, a notification 'Confirmation email sent.', and utility icons. The main content is divided into two panels. The left panel, titled 'Upcoming parents' evenings', contains two dropdown menus: 'Please select a pupil.' (showing 'Gerry, Isabelle (tssy) / 4R / AR349') and 'Please select a parents' evening.' (showing '13 Nov 2018 - 13th Nov - Rec to Year 5'). Below these are two buttons: 'Edit Appointments' (highlighted in blue) and 'Email Appointment Details'. A red arrow points from the text above to the 'Email Appointment Details' button. The right panel, titled '13th Nov - Rec to Year 5', shows appointment details: 'Date: 13 Nov 2018, 16:00 - 19:30'. Below this is a table with columns 'Subject', 'Teacher', 'Required', and 'Time'. The table contains one row: 'Class Tutor', 'Alex Riding', a toggle switch, and '16:20'. At the bottom of the interface, there is a small copyright notice: 'SchoolBase® Copyright 2018 | SBO Version: 2018.09.17.3 Build: 2018.10.11 17:23 UTC | SB Version: 2018.9.17.1'.