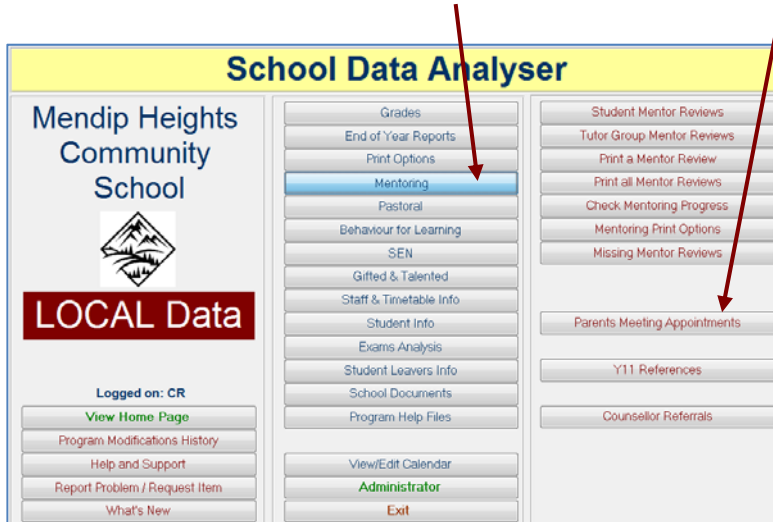


Parent Evening Appointment Sheets in School Data Analyser

Appointment sheets for parent evenings can be created in School Data Analyser. From the **Main Menu** screen, click **Mentoring** and then **Parent Meeting Appointments**.



A new form opens. If necessary, click the **Next** button to select the parents evening required

The screenshot shows the 'Parents Meeting Appointments - Mr C RIDDINGTON' form. The form is blank, showing fields for Teacher (CR), Meeting Type (Yr 10 Subject Evening), Year (10), Date (Wed 18 June 2014), Default Start Time (16:30), Default End Time (19:00), and Appointment Length (mins) (5). A 'Make Appointments Sheet' button is visible. The form also includes a 'Select Parents Meeting' section with 'First', 'Previous', '46/46', 'Next', and 'Last' buttons.

At first the form is blank. Click **Make Appointments Sheet** to create appointment slots. This may take up to a minute. The default time is for 5 minute appointments.

The screenshot shows the 'Parents Meeting Appointments - Mr C RIDDINGTON' form after the 'Make Appointments Sheet' button has been clicked. The form is now populated with appointment slots. The 'Available' column has checkboxes for each time slot. The 'Time' column shows times from 16:00 to 17:45 in 5-minute increments. The 'Student', 'Parent', and 'Phone' columns are empty. The 'Attended' and 'Phone Call' columns have checkboxes. The 'Comments' column is empty. A 'Make Appointments Sheet' button is visible. The form also includes a 'Select Parents Meeting' section with 'First', 'Previous', '46/46', 'Next', and 'Last' buttons. A note at the bottom says 'Click the Attended or Phone Call checkboxes to indicate contact made with parent(s)'. A list of instructions is visible at the top right: 1. Click a time to make a student appointment. 2. Double click a student's name to remove the appointment. 3. Double click a parent's name to enter a comment.

Some time slots are unavailable as they are before/after the designated parents evening times. Click the **Available** tick box if you wish to use one or more of these times.

To add a student / parent appointment - click a **time** on the **Appointments Sheet**. The **Select Student** form opens. Select the student and parent required then click OK

Select a Student

Select a student by typing the first few letters of the student's surname (or forename) then press the return key

Surname: AYDENK 12174

Forename:

Select the student from the list. A list of parents is displayed.

AYDENK	Daniel	8MN
AYDENK	Matthew	10PN

Select the parent from the list and then click 'OK'

Mrs A Fowler	Mother	07970 512174
Mr B Fowler	Father	07901 512174
M Fortune	Grandparent	01724 612174

OK Cancel

Appointments Sheet

1. Click a time to make a student appointment.
2. Double click a student's name to remove the appointment
3. Double click a parent's name to enter a comment

Available	Time	Student	Parent	Phone	Attend	Phone C	Comments
<input type="checkbox"/>	16:00				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:05				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:10				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:15				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:20				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:25				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	16:30				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	16:35	Matthew AYDENK 10PN	Mrs A Fowler	07970 5121	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	16:40				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	16:45				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	16:50				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	16:55				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:00				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:05				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:10				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:15				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:20				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:25				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:30				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:35				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:40				<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17:45				<input type="checkbox"/>	<input type="checkbox"/>	

Click the Attended or Phone Call checkboxes to indicate contact made with parent(s)

The student, parent & contact phone number are added to the form.

To clear an appointment, double click a student's name.

Click **Print Appointments** to get a printed report for the parents evening.

Click **Email Appointments** to send an email with the appointment times to each student listed.

NOTE:

You can just print the blank sheet if you prefer not to make appointments electronically.