Setting up your parents' evening appointments on a computer

- 1. Log in to ePraise with your normal account. If you do not know your password, please e-mail rdavid@fitzharrys.oxon.sch.uk or pallen@fitzharrys.oxon.sch.uk for it to be reset.
- 2. On the top bar, hover over 'Community' and click on 'Parents' evenings'.

	.epraise.co.uk/index.php?login_suc						
epraise Home	Me Mychildren Comm	nunity Help				٤	2 📾 🗗
	Hous	se points					
	Parer	nts' evenings	ogged in as A Parent				
			ogged in as A Parent				
	Yea	ar 11 Parents' evening	s to view your appointmen	nts click <u>here</u> .			
Fitzharrys School							
Welcome to our house points syst	om Chaok bara ta asa bawwawa	re doing and how your h	aura ia daing. Alaa ahaaku aura	un achigunmenta hag			
			louse is doing. Also check your o	wirachievements boa	rd - we li be making su	ire that school, comm	nunity and
sports awards appear here as well		ine doning and now your n	iouse is doing. Also check your o	wir achievenients boa	ro - we ii be making su	ire that school, com	nunity and
		ne doing and now your n	Past week	wirachievennents boa	ro - we ii be making su	ire that school, comh	nunity and
sports awards appear here as well		ne denig and new year n		wir aumevements doa	ro - we ii de making su	ir e that school, comh	nunity and
sports awards appear here as well		n s doing and non your n		winachievements doa	ro - we ii de making su	re that school, com	nunity and
sports awards appear here as well				winachievennents boa	ro - We ii de making su	re that school, comin	nunity and
sports awards appear here as well				i i	ro - we ii de making su	re that school, comin	nnity and
sports awards appear here as well				i .	ro - we inde making su	re that school, comin	nnity and
sports awards appear here as well					ro - we ii de making su	re (hat school, comm	nnity and
sports awards appear here as well		12,000		200	ro - we ii de making su	600	nnity and

3. This will take you to the page below. Click on the relevant Parents' Evening (in this case, Year 11 on 28th January 2021).

\leftrightarrow \rightarrow O $\hat{\omega}$ https://www.epraise.co.uk/index.php?view=parents_evenings	
Cpraise Home Me Mychildren Community Help	<u>ک</u> 🗃 🗗
Parents' evenings	
Year 11 Parents' Evening 16:30 - 19:30 Thursday 28th January 2021 Year 11 Booking evallable from Thursday 21st January at 13:00	
© 2009-21 4 style stouk Privacy policy	

4. In the top right hand corner, select 'Book appointment'

$\leftarrow \ \rightarrow $	0 ŵ 8	https://www	v.epraise.c	o.uk/index.php?	view=parents_even	ning_schedule&id=1634		□ ☆	7	^= <i>°</i>	Ē	
	epraise	Home	Me	My children	Community	Help			2	∄ 🗗		
	Year 11 Pa	rents' (eveni	ing			View all Sche	du e Boo	k appoi	ntment],	
					You have no app	ointments booked for this parents' evening. Click here to book one						M
						© 2009-2021 epreise.co.uk Privecy policy						• •

5. Your child should be automatically selected unless you have two children in the same year group. In this case, you should make appointments for each child separately by selecting their name.

\leftarrow \rightarrow \circlearrowright \Uparrow https://www.e	praise.co.uk/index.php?view=parents_evening_book_appointment&id=1634	
epraise Home	Me Mychildren Community Help	오 🗃 다
Year 11 Parents' e	vening	View all Schedule Book appointment
Child	1 Student	
Teacher	Pick one 🔻	
Notes		
	© 2009-2021 epraise.co.uk Privacy policy	

6. Select the teacher you wish to book an appointment with by clicking the 'teacher' box. All your child's teachers should automatically come up. You will need to book an appointment with each teacher individually.

← → O ᢙ https://www.epraise.co.uk/index.php?view=parents_evening_book_appointment&id=1634	☆ ☆ & ம் …
Community Help	요 📾 다
Year 11 Parents' evening	Schedule Book appointment
Child 1 Student	
• Pick one Tutor Mise * Stades Miss R David (Test - Pastoral)	

7. The times that are available for this teacher should appear in a new drop down menu titled 'Time'. Please select this, and then select the time you would like from the ones available.

\leftarrow \rightarrow O \textcircled{a} $\textcircled{https://www.epraise.co.uk/}$	index.php?view=parents_evening_book_appointment&id=1634	
epraise ноте ме му	rchildren Community Help	요 뼈 다
Year 11 Parents' e 16:35 16:40 16:55 17:00 Teacher Time Notes 17:25 17:30 17:35 18:15 18:15 18:15 18:15 18:35 18:15 18:35 18	(Test - Pastoral) ment © 2009-2021 epreise could Privacy policy	View all Schedule Book appointment

8. At this stage, you are able to add any notes you want the teacher to see before your appointment. If you'd like to say anything substantial, please pop this in an e-mail to the teacher instead. If you are happy with your note, or do not wish to write anything, click 'Book appointment'.

\leftarrow \rightarrow \circlearrowright \land \land \land \land \land \land	.epraise.co.uk/index.php?view=parents_evening_book_appointment8id=1634	
epraise Home	Me Mychildren Community Help	오 뻆 다
Year 11 Parents' e	evening	View all Schedule Book appointment
Child	1 Student	
Teacher	Miss R David (Test - Pastoral)	
Time	17:00 💌	
Notes		
	Book appointment	
	© 2009-2021 epreise.co.uk Privacy policy	

9. This will take you back to your home page. Please continue to book appointments until you have booked all the ones you need.

$\leftarrow \ \ \rightarrow$	U @ A	https://www.epraise.c	o.uk/index.php?view=parents_eve	ning_schedule&id=1634			□ ☆	¢ L	r
	epraise	Home Me	My children Community	Help				2 🖻 🗗	
				Appointment book	ed				
		irents' eveni	ng 2				Viewall Schedule Boo	ok appointment	
	Tuesday 19th J	anuary 2021					Print schedule Book	cappointment	
	Time							Actions	
	17:00	5 minutes	Miss R David	Test (Pastoral)	1 Student	-		/x	
				© 2009-2021 eprete could Pr	ivecy policy				

10. At some point before the Parents' Evening, teachers will add in a link to their 'room'. This will appear on your Parents Evening homepage. To join in your meeting, click on each link at the appropriate time. They will open in Teams.

\rightarrow	۵ ۵	A https://ww	w.epraise.co.uk/inde	x.php?view=parents_eve	ning_schedule8	kid=1634	[☆	∿≣	L	E
	epraise	Ə Home		dren Community	Help			윤		1	
		L Parents' 9th January 2	evening 2 1021			View all					
	Time	Length	Teacher	Class	Child	Printsch		Book app	ointme Actio		
	17:00	5 minutes	Miss R David	Test (Pastoral)	1 Student	https://teams.microsoft.com///meetup- join/19%3ameeting_N2YyM2Q3YTgtOTAyMS00OTg1LWEwNWEtYTEz NDJhOGM2ZjA4%40threadv2/0? context=%7%22Tid%22%3a%22e20cd1aa-d90f-4151-9c5c- bb6b82e0a575%22%2c%22Oid%22%3a%22652a1822-72f4-41e0- ba18-93c234502c88%22%7d			/:		
						2021 epraise.co.uk Privacy policy	t				

- 11. You do not have to have a Teams account to participate in these meetings. The screen will come up on your internet browser if you do not have Teams downloaded onto your computer, and you should select 'join as guest'. Type in your name and select 'join'. You will wait in a virtual lobby until you are admitted by the teacher. You will need to return to ePraise to select each meeting link, as the rooms will be different for each teacher.
- 12. To edit or delete the appointment, please select the yellow pencil (edit) or red cross (delete) next to the appointment, in the 'Actions' column.

	U A		ww.eprase.co.uk/inter	ex.php?view=parents_eve	ning_schedules	uu - 1004	□ ☆	∱≡
	epraise			ldren Community	Help		٤	2 🗃 [
`	Year 11	Parents'	evening 2			View all	Schedule Books	appointmer
1	Tuesday 19	'th January 2	2021					
						Print sch	nedule Book ap	pointment
	Time	Length	Teacher	Class	Child	Room	Your notes	Action
	17:00	5 minutes	Miss R David	Test (Pastoral)	1 Student	https://teams.microsoft.com/l/meetup- join/19%3ameeting_N2YyM2Q3YTgtDTAyMS00OTg1LWEwNWEtYTEz NDJhOGM2ZJA4%40threadv2/0? context=%7b%22Tid%22%3a%22e20cd1aa-d90f-4151-9c5c- bb6b82e0a575%22%2c%22Oid%22%3a%22e52a1822-72f4-41e0- ba18-93c234502c88%22%7d		/×
					@ 2009	2021 epreise.co.uk Privacy policy		
					£2007-	and the production of a strate bound.		

Meetings will only last 5 minutes. This is so that the online format works smoothly and every parent will be able to attend the meetings they have booked, at the time they have booked them. There will

not be an opportunity to 'jump in' as there might usually be, so please book appointments with all teachers you wish to see. You will be able to book a separate appointment with your child's teacher if you or they wish to talk at more length about your child.