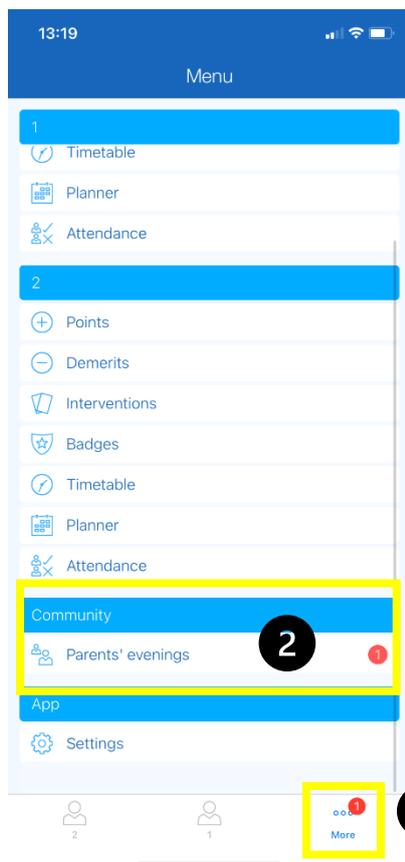
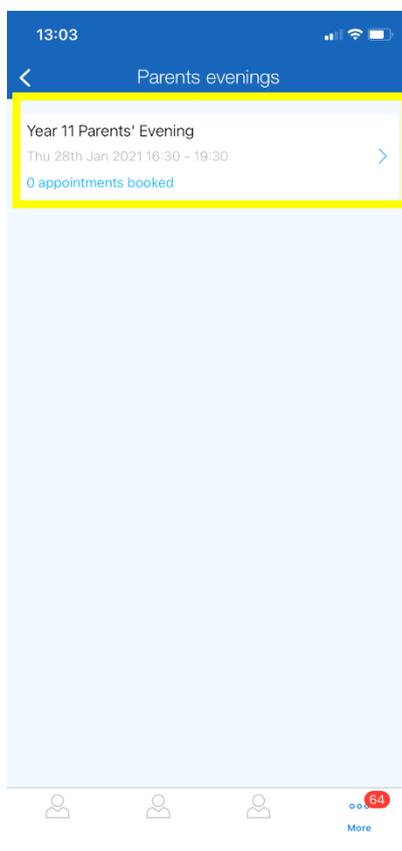


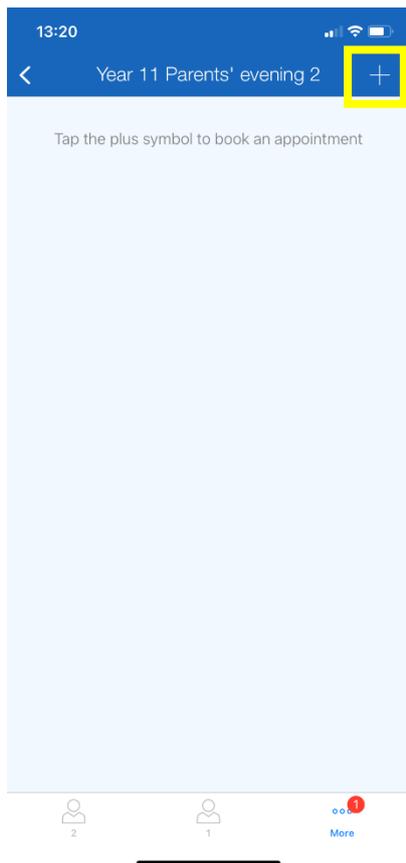
## Parent guide to making Parents' Evening appointments (mobile app)



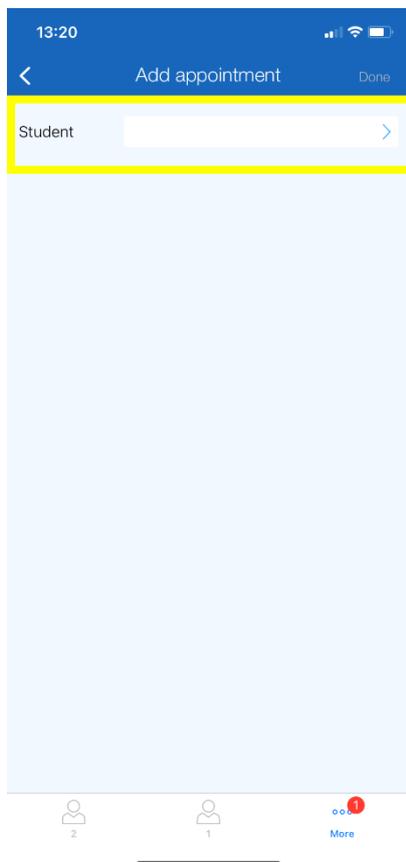
1. Sign in to ePraise as normal. If you're unable to do so, please contact [rdavid@fitzharrys.oxon.sch.uk](mailto:rdavid@fitzharrys.oxon.sch.uk) or [pallen@fitzharrys.oxon.sch.uk](mailto:pallen@fitzharrys.oxon.sch.uk) to reset your password.
2. Press on the three dots at the bottom entitled 'more'
3. Scroll down if needed and press on 'Parents' evenings' under 'Community'



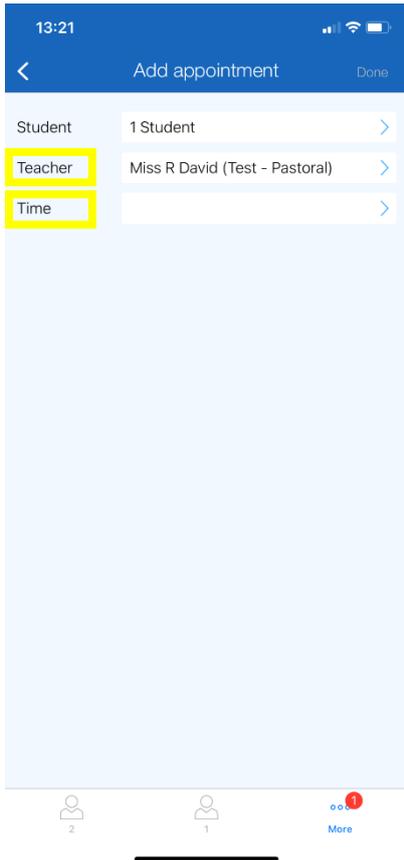
4. Press on the relevant Parents' Evening – in this case, Year 11 on 28<sup>th</sup> January 2021



5. As it says, 'tap the plus symbol to book an appointment'. The plus symbol will be there even when your appointments are showing in this area.



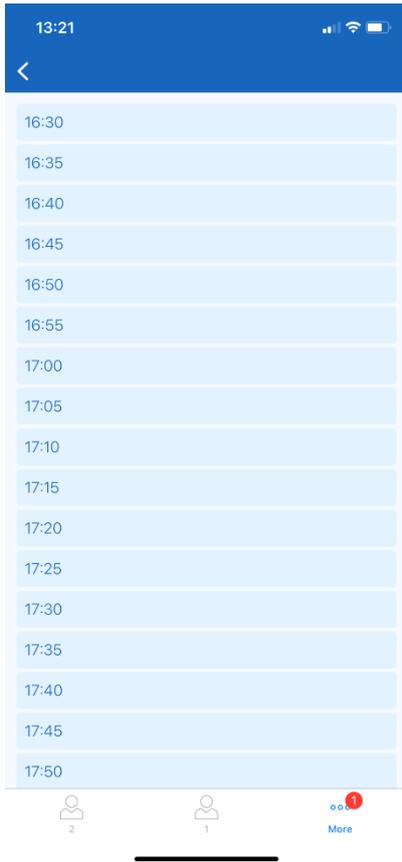
6. You should select your child. If you only have one child, they should be automatically selected. However, if you have two children in the same year group, you should repeat this process to make appointments for each child.



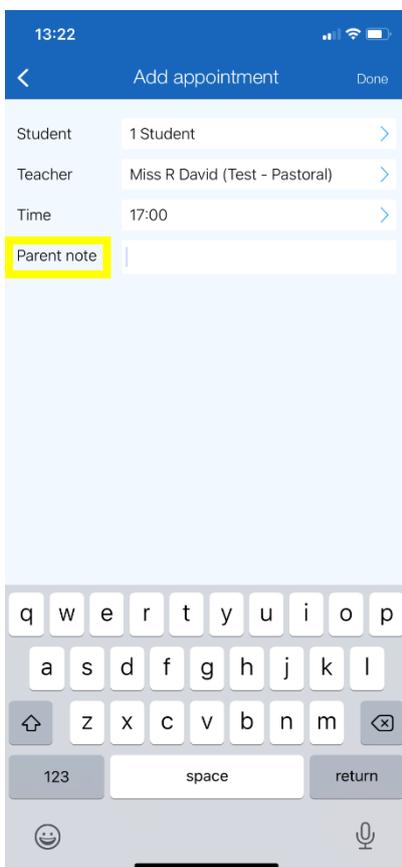
7. Once you have selected your child, you should press on the box that says 'teacher'.



8. Select the teacher you want to make the appointment with. You will need to make separate appointments for each teacher you wish to see.

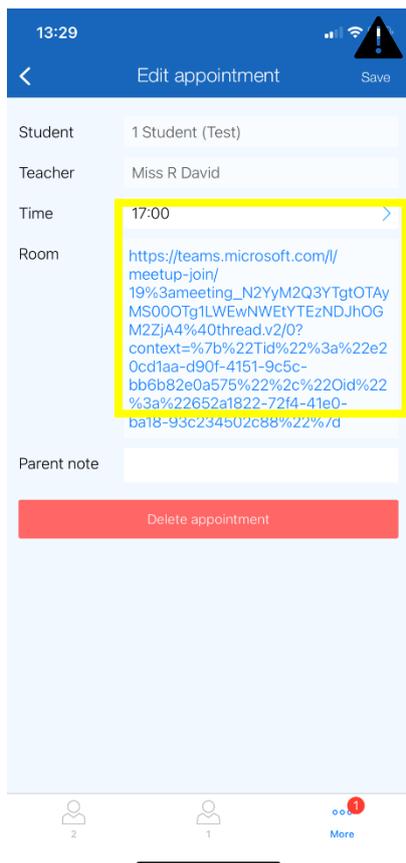


9. You should then press the box titled 'time'. This will take you to a list of available times for the teacher you have selected. Please select an available time.



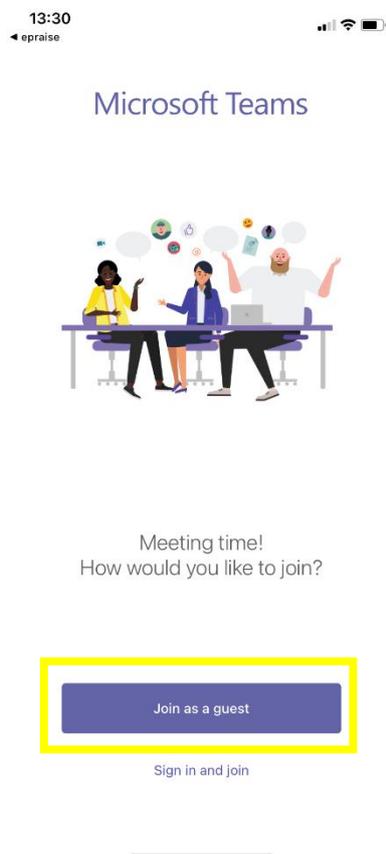
10. At this stage, you are able to add any notes you want the teacher to see before your appointment. If you'd like to say anything substantial, please pop this in an e-mail to the teacher instead. If you are happy with your note, or do not wish to write anything, press 'Done' in the top right hand corner.

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

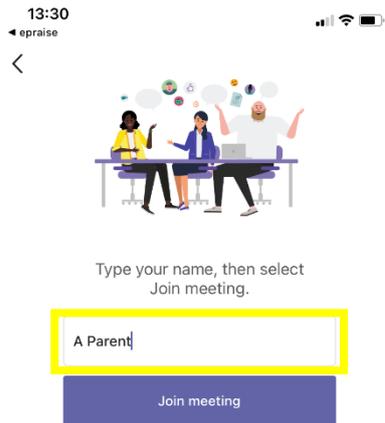


12. To edit or delete the appointment, simply press on the appointment itself, and the same screen will pop up (left). Don't forget to press 'save' after any editing.

13. At some point before the Parents' Evening, teachers will add in a link to their 'room'. These links will appear in the appointment. To join the meeting, press on the link at the appropriate time. It will then open in Teams.



14. 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 the Teams app on your mobile, and you should select 'join as guest'.



15. Type in your name and select 'join'. It may be helpful for you to write the name of your child if you do not have the same surname as them. 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.



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.