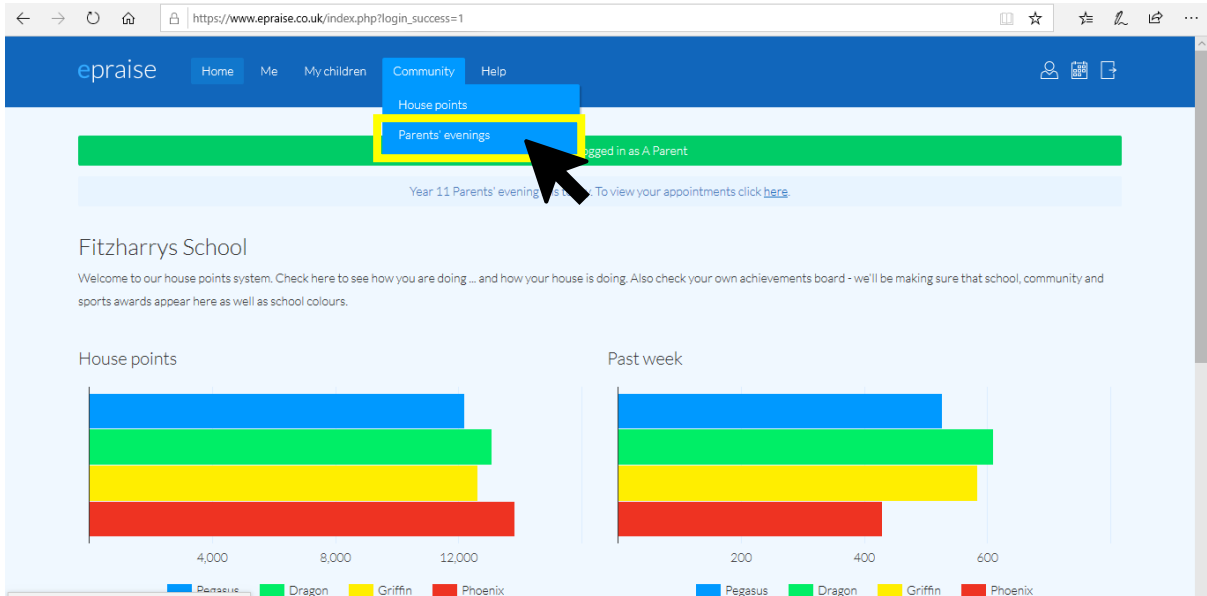
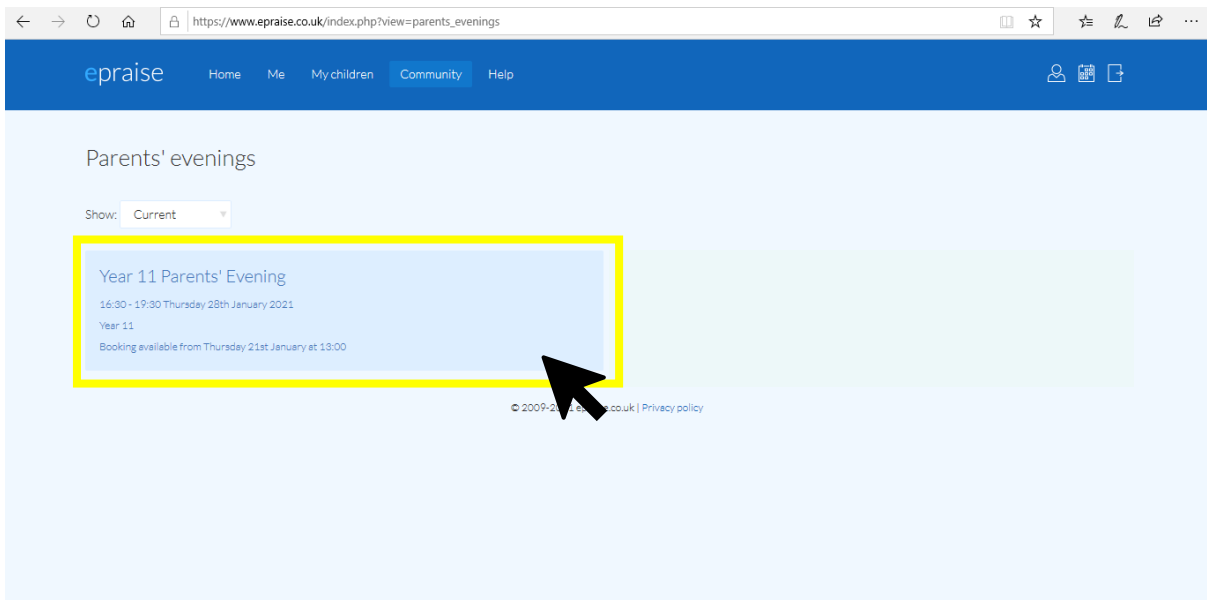


Setting up your parents' evening appointments on a computer

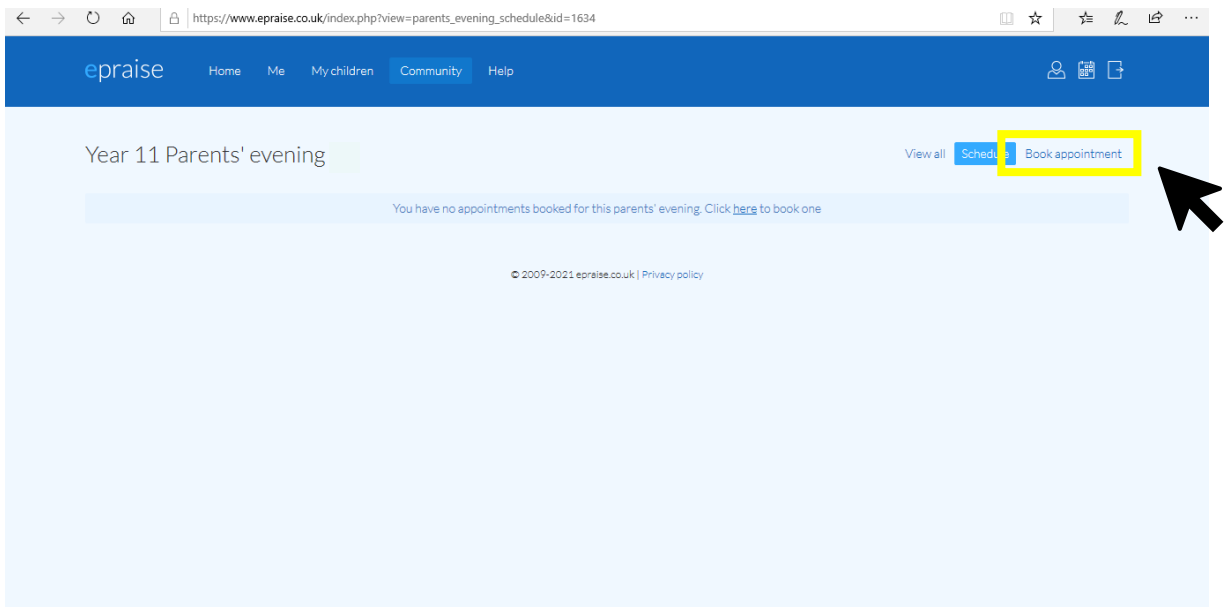
1. Log in to ePraise with your normal account. If you do not know your password, please e-mail rdavid@fitzharrys.oxon.sch.uk or pallen@fitzharrys.oxon.sch.uk for it to be reset.
2. On the top bar, hover over 'Community' and click on 'Parents' evenings'.



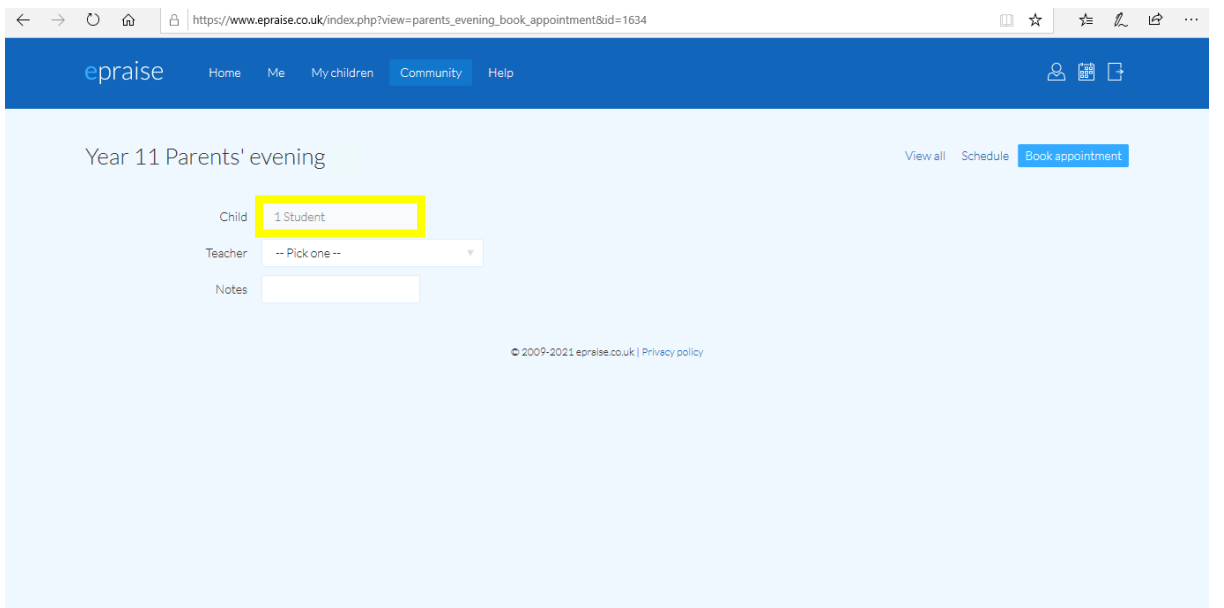
3. This will take you to the page below. Click on the relevant Parents' Evening (in this case, Year 11 on 28th January 2021).



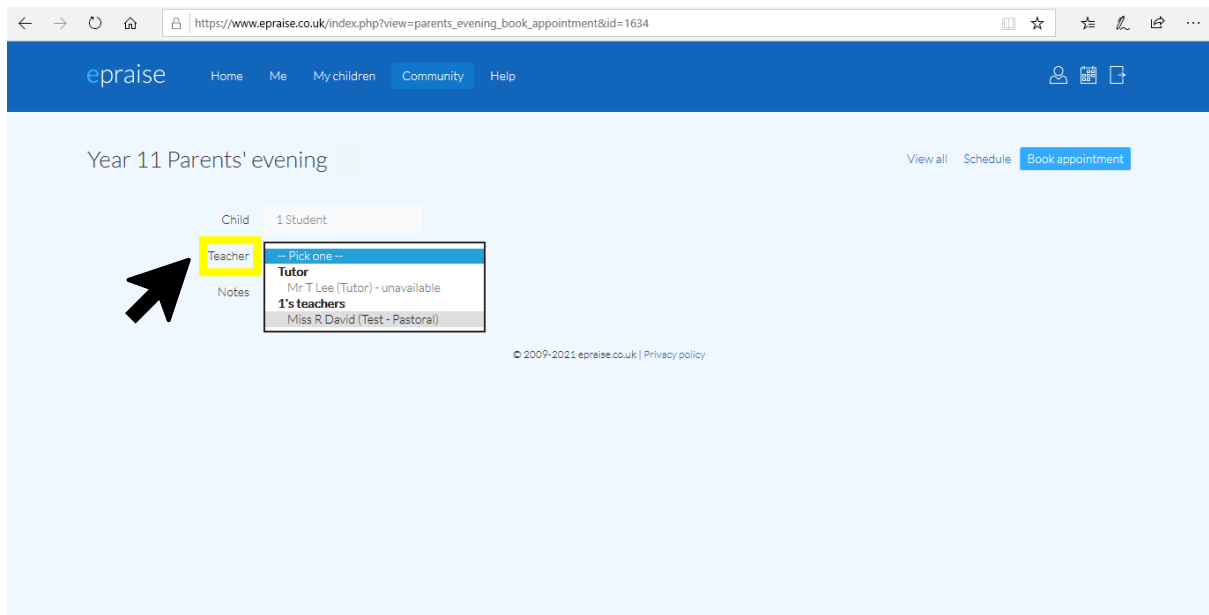
4. In the top right hand corner, select 'Book appointment'



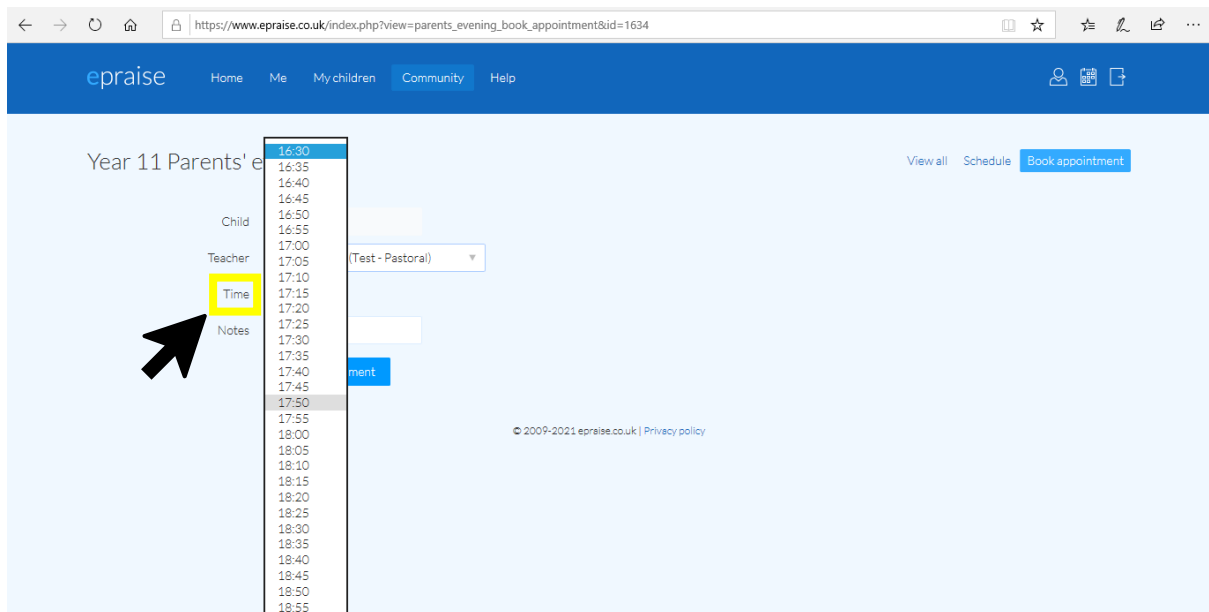
5. Your child should be automatically selected unless you have two children in the same year group. In this case, you should make appointments for each child separately by selecting their name.



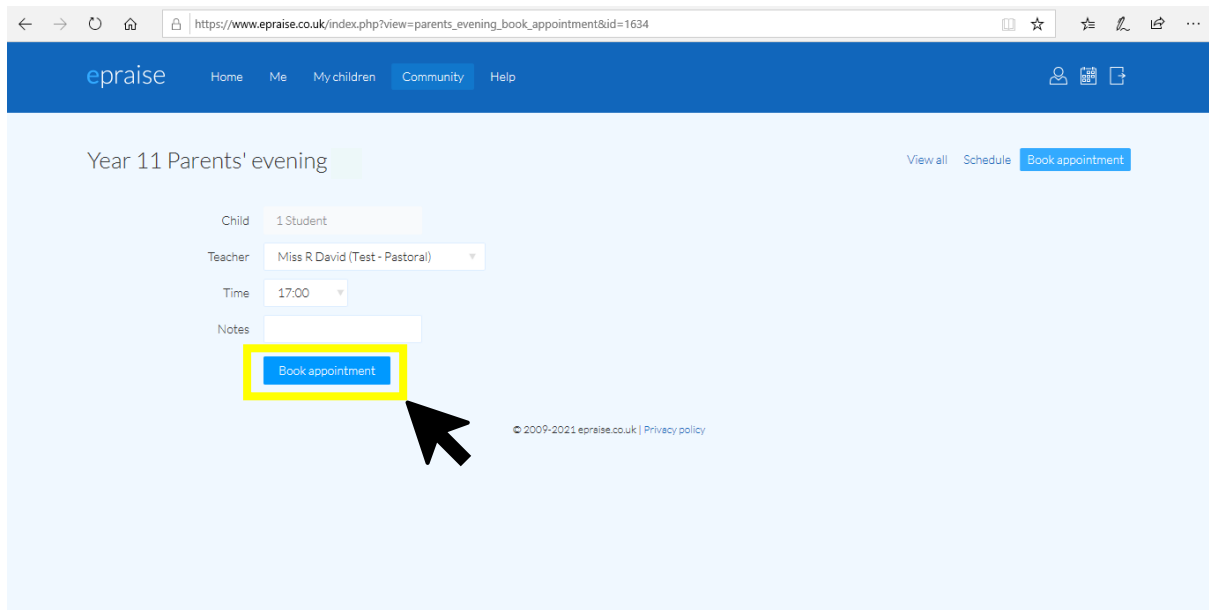
6. Select the teacher you wish to book an appointment with by clicking the 'teacher' box. All your child's teachers should automatically come up. You will need to book an appointment with each teacher individually.



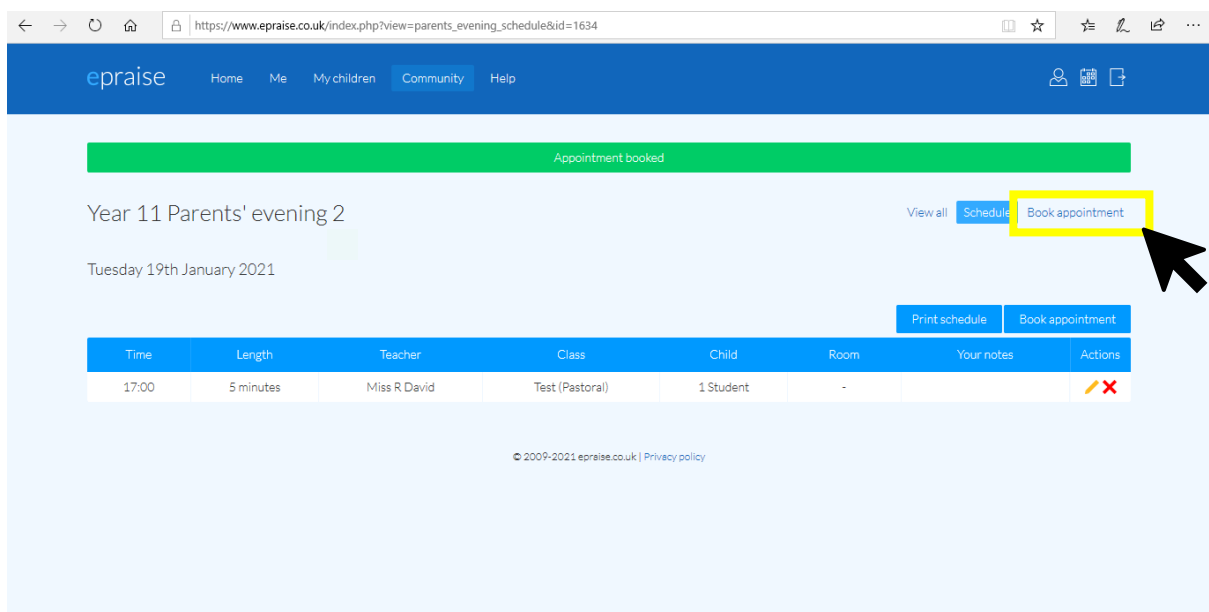
7. The times that are available for this teacher should appear in a new drop down menu titled 'Time'. Please select this, and then select the time you would like from the ones available.



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'.





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



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.

Year 11 Parents' evening 2



Tuesday 19th January 2021

Time	Length	Teacher	Class	Child	Room	Your notes	Actions
17:00	5 minutes	Miss R. David	Test (Pastoral)	1 Student	https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2YyM2Q3YtGtOTAyMS00OTg1LWwNWEtYtEzNDJhOGM2ZjA44%40threadv2/0?context=%7b%22Tid%22%3a%22e20cd1aa-d90f-4151-9c5c-bb6b82e0a575%22%2c%22Oid%22%3a%22652a1822-72f4-41e0-ba18-93c234502c88%22%7d		 

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.

Year 11 Parents' evening 2

Tuesday 19th January 2021

Time	Length	Teacher	Class	Child	Room	Your notes	Actions
17:00	5 minutes	Miss R. David	Test (Pastoral)	1 Student	https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2YyM2Q3YtGtOTAyMS00OTg1LWwNWEtYtEzNDJhOGM2ZjA44%40threadv2/0?context=%7b%22Tid%22%3a%22e20cd1aa-d90f-4151-9c5c-bb6b82e0a575%22%2c%22Oid%22%3a%22652a1822-72f4-41e0-ba18-93c234502c88%22%7d		 

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.