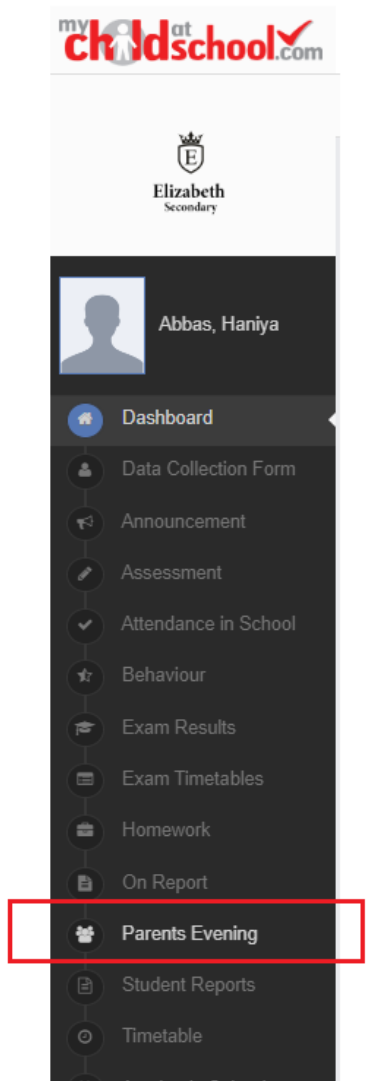


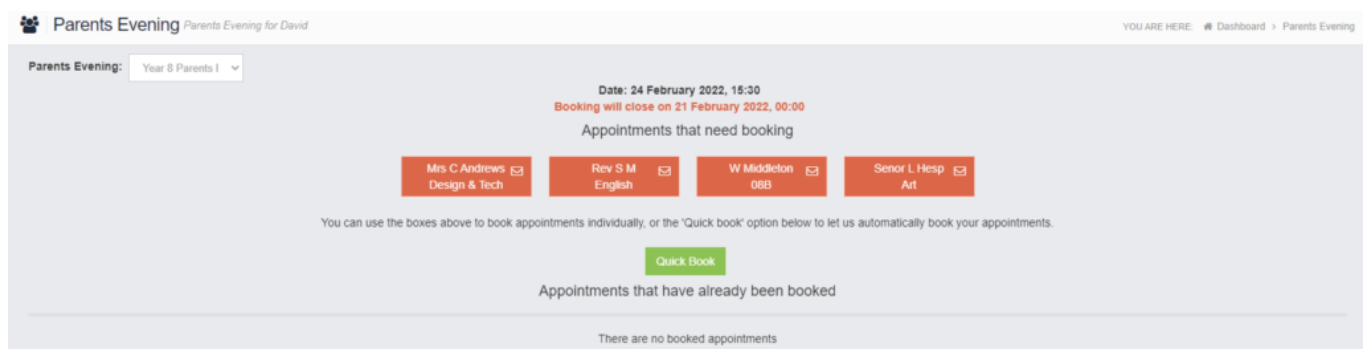
How to book Parents Evening appointments using MCAS

Parents can use this guide to learn how to book their appointments for Parents Evening. You will need to use the manual booking option.

Login to the MCAS Parent Portal desktop view from <http://www.mychildatschool.com> then from the left Menu select the Parents Evening option.



This will open the Parents Evening page displaying the sessions available for booking in the red blocks.



Booking Appointments Manually

The available sessions are displayed in red blocks. Click on your preferred date to book an appointment. Then from the available times, click on the word “book” to select your appointment.

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Time slots for Mrs C Andrews

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

W Middleton O&B

Senor L Hesp Art

Quick Book

This time will then be removed from the appointments list and displayed as booked. The alternative session will still be displayed above but please do not book appointments on more than one session. If you wish to change your appointment, you can remove your booking by clicking on the X to the right of the booked appointment. That date will then display at the top again ready for you to make a different selection.

Parents Evening Parents Evening for David

Date: 24 February 2022, 16:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Rev S M English

W Middleton O&B

Senor L Hesp Art

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

If the time you wanted has already been booked by yourself or another parent it will display as not available and cannot be booked.

Parents Evening Parents Evening for David

Date: 24 February 2022, 16:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Time slots for Rev S M

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

Senor L Hesp Art

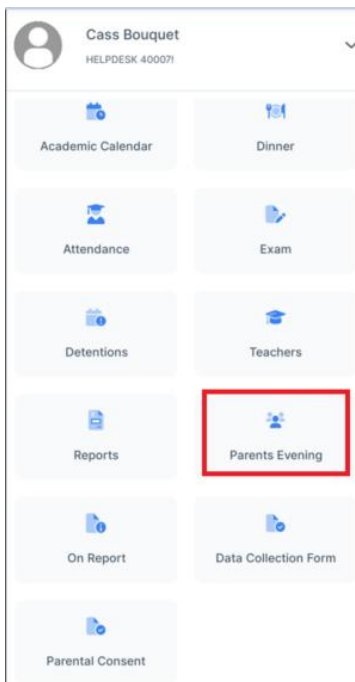
Quick Book

Appointments that have already been booked

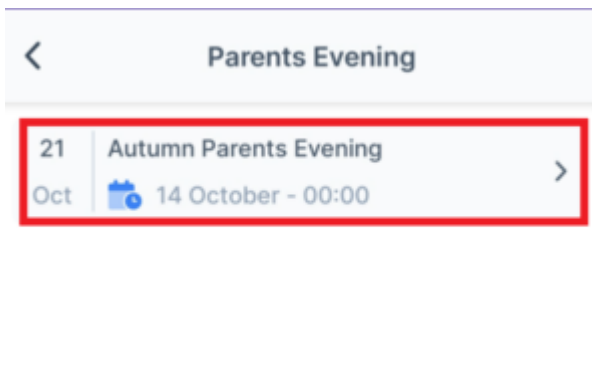
Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

Booking Appointments Manually with the MCAS Parent App

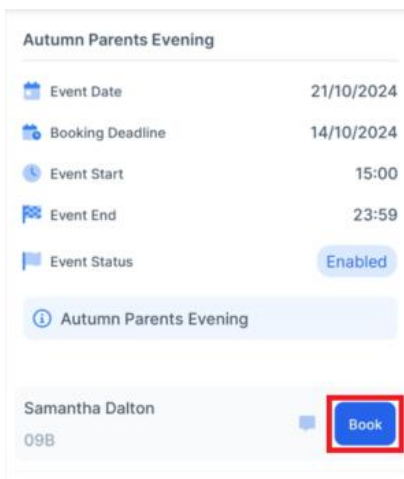
Select Parents Evening from the menu.



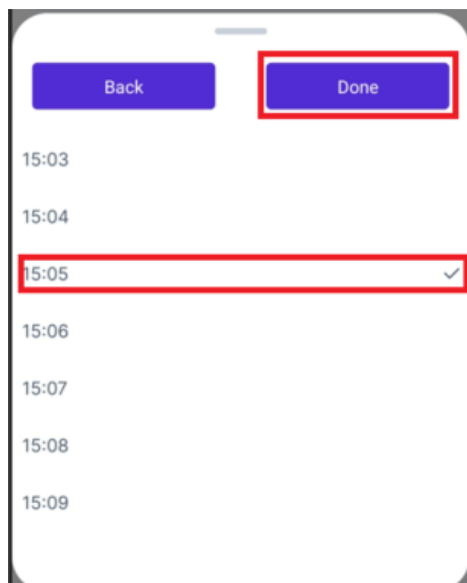
Select the session for which you would like to book an appointment from the list.



Click "book" next to the name of the teacher.



This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click done.



Your selected time will then appear in green next to the teacher.

