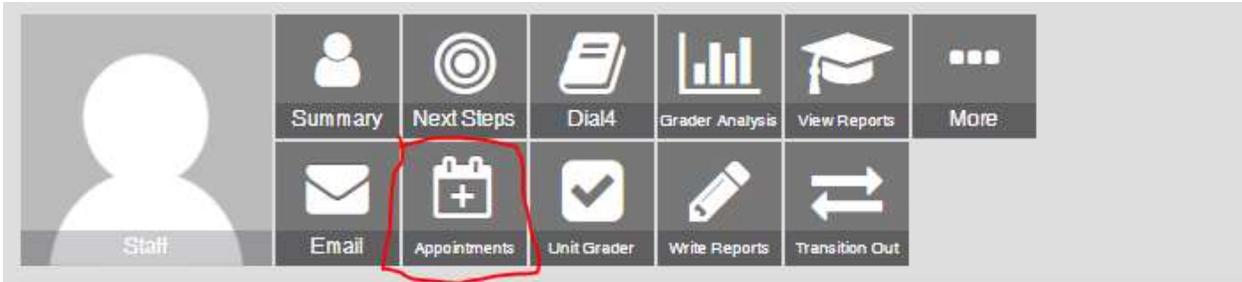


## CONFIGURING AN EVENT IN THE APPOINTMENTS MODULE

1. From Datahub go to the Appointments Module of the VLE eg click the Tile Appointments



2. When the page opens, click on the panel Configure Appointments

Home / Datahub / Appointments

**Nothing current to show**



**Note** if previous appointments have been configured they will be displayed below the collapsible panel.

3. A form will display where you will input the various details of the event. Similar to that shown below:

The screenshot shows a comprehensive event booking form with the following sections:

- Event Title:** A text input field.
- Event Date:** A date picker set to 16/08/2021.
- From Tag (e.g. year 7):** A text input field.
- Teacher Go Live Date:** A date picker set to 25/08/2021.
- Booking limit per student:** A dropdown menu set to One.
- Student Go Live Date:** A date picker set to 02/09/2021.
- Student Go Live Time:** A time picker set to 18:00.
- Student Priority Date:** A date picker set to 02/09/2021.
- Student Priority Time:** A time picker set to 18:00.
- Student Class Date:** A date picker set to 02/09/2021.
- Student Class Time:** A time picker set to 18:00.
- Start Time:** A time picker set to 18:00.
- Number of Slots:** A text input field set to 10.
- Slot Duration (minutes):** A text input field set to 10.
- Buffer:** A checkbox labeled "Allow buffering" which is currently unchecked.
- Type of Appointment:** A dropdown menu set to "Tutors Based - without Heads of College".
- Take Event:** Two checkboxes: "Allow talk events" (unchecked) and "Require Video Conferencing" (unchecked).
- Instruction for parents:** A text area.
- Message for Parents:** A text area.
- Save:** A blue button at the bottom right.

### Various components of the Form

3.1 - Enter the **TITLE** of the Event eg K1 Parent Conference or Parent Conference for K2EA and K2EP)

Event Title  
K1EA and K1EP Parent Conference

3.2 - Enter the **class groups** with a comma separating each group that the event applies to (the codes for these are found on the Staff Resource/Training page under the section Configure Appointments).

From Tag e.g year:7  
classgroup:01QQ107,classgroup:01QQ108

Note: If the event applied to an entire Yr group eg K1 or K2 then you could just enter year:1

3.3 - Enter the **booking limit** eg how many appointments can the student/parent make. For primary and kindergarten this will always be set to 1.

Booking limit per student  
1

3.4 - Enter the **DATE of EVENT** from the datapicker eg 07/10/2021

**Note:** if your event spans over multiple days eg 7<sup>th</sup> Oct and 14<sup>th</sup> Oct please contact your LSP representative and they will manually alter the dates for the 2<sup>nd</sup> day – currently these are non-editable to the end user

Event Date

3.5 - Enter the **DATE you want the staff** to have access to the system in order to manage their schedule or make advance bookings (advice make this day at least one day after you configure the appointment event.

Teacher Go Live Date

3.6 - Enter the **DATE and TIME you want Students/Parents** to have access to the appointment schedules inorder to make bookings.

Advice would be to give staff 2-3 days to access their schedules to check timings and block of any slots they require. Also consider if you have priority students

Student Go Live Date

Student Go Live Time

3.7 - Enter the **DATE and TIME for priority booking** (if you have any)

Student Priority Date

Student Priority Time

3.8 Enter the **CLOSE date** to the student/parent.

Advice would be to close it to bookings 24 hrs before the event is due to commence so that staff have time to review their schedules an make any necessary preparations.

**Note** the system will automatically lock for bookings 12 hrs before the event is due to start

Student Close Date

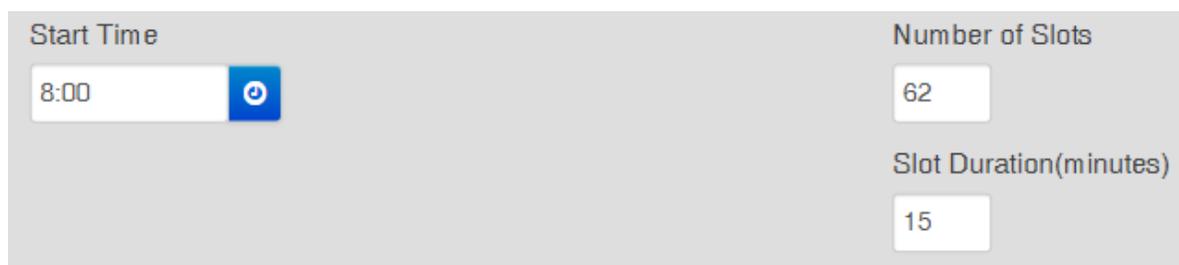
   

Student Close Time

In the above example parents have from the 26<sup>th</sup> September to the 5<sup>th</sup> Oct 4pm to make a booking with the teacher. Parents should be capable of making a booking inside that open period of 10 days.

3.9 - Enter the **START TIME** of the event, the **NUMBER of appointment slots** required and the **DURATION** of each slot. (this will vary for each school)



The screenshot shows a form with three input fields. The first field is labeled 'Start Time' and contains the value '8:00' next to a blue circular refresh icon. The second field is labeled 'Number of Slots' and contains the value '62'. The third field is labeled 'Slot Duration(minutes)' and contains the value '15'.

3.10 - Enter the **TYPE of appointment** it is eg tutor, subject, head of college etc (for primary and kindergarten it will be **Subject**).

Select also if it will be Virtual.



The screenshot shows a form with several options. The 'Type of Appointment' dropdown menu is set to 'Subjects Based'. There are three checkboxes: 'Allow buffering' (unchecked), 'Allow talk events' (unchecked), and 'Will use Video Conferencing' (checked). The labels for the first two checkboxes are crossed out with a red 'X'.

3.11 - Enter the **Instruction and Message** for parents to see when they access the Appointments Module.



The screenshot shows two text input fields. The first field is labeled 'Instruction for parents' and contains the text 'Please select ONE appointment slot with your child's teacher'. The second field is labeled 'Message for Parents' and contains the text 'Note: Availability is shown via the orange colour of days and slot times. Once you have booked a slot it will display in Green. If a slot is Red it means the teacher is unavailable at that time.' A blue 'Save' button is located at the bottom right of the form.

3.12 - **Review ALL** the details you have entered BEFORE pressing SAVE

4. **Press SAVE** and the event will be configured.

