

Highfields Virtual Parents' Evening Parent Guide



How to book an appointment in MCAS.

Firstly, you need to open MCAS, if you have any difficulties accessing MCAS please email digitalsupport@hswv.co.uk

1. The **Parents Evening** option is accessible from the **Menu Bar (left of the MCAS screen)**.

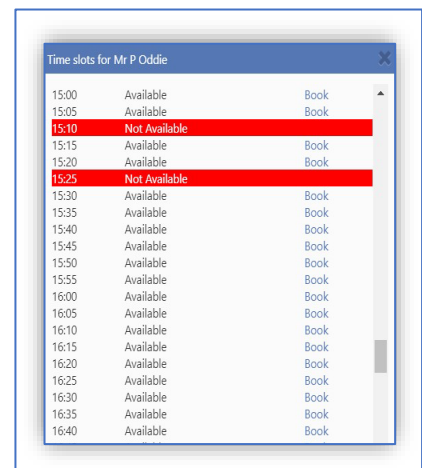


The **Parents Evening** option displays the information about any upcoming **Parents Evening** that your child/children are associated with.

2. Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed.

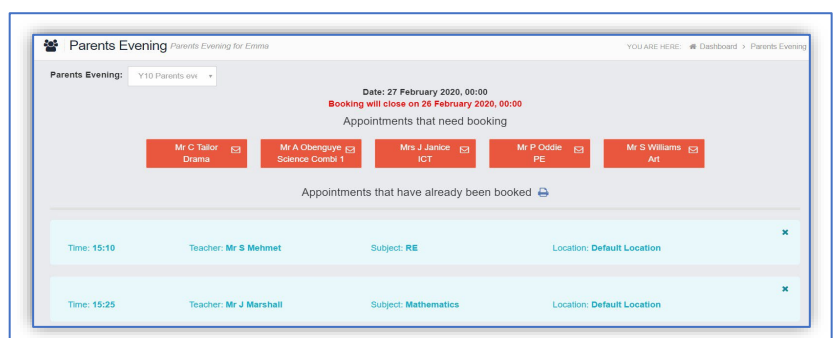


3. Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



4. The **Teacher/Subject** will be removed from the **Appointments that need booking** section and will display as **Appointments that have been booked**, with the details and time.

5. Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section.

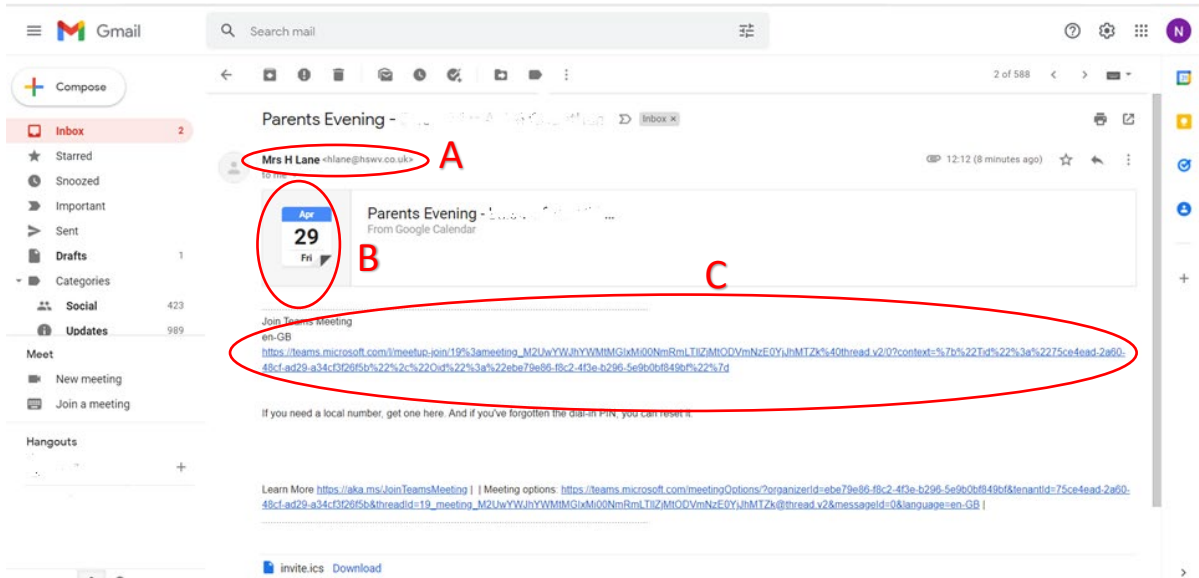


Once the booking window has closed and appointments have been booked, the system will create Teams meeting for you automatically and send them to your email address, please make sure this is correct in MCAS.

Joining The Teams meetings

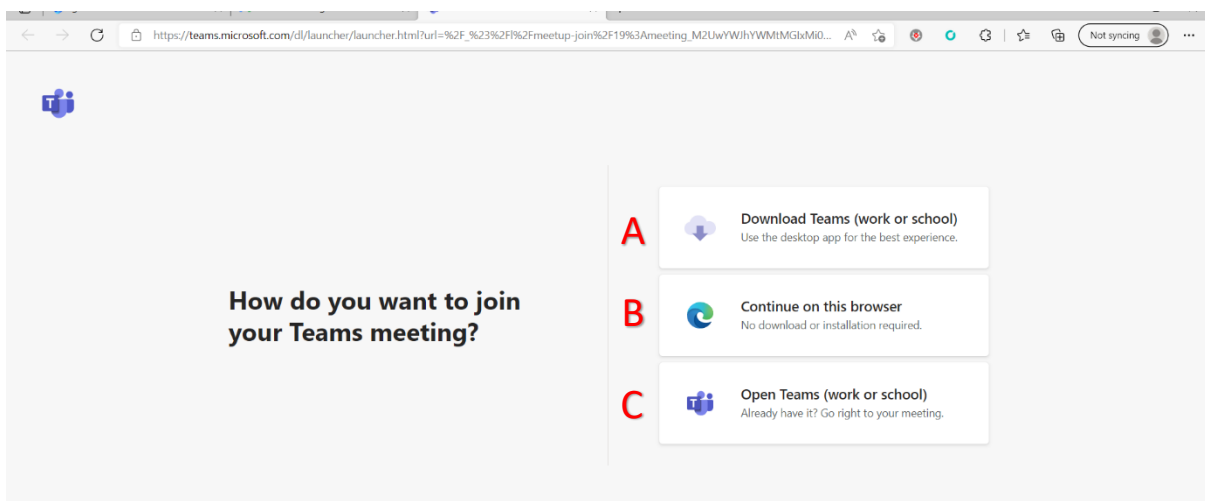
1. You will have received invitations to the upcoming parents evening appointments. The key information for this email is highlighted, as below:

The email may appear slightly different, depending on your email provider – this is an example of a gmail account.



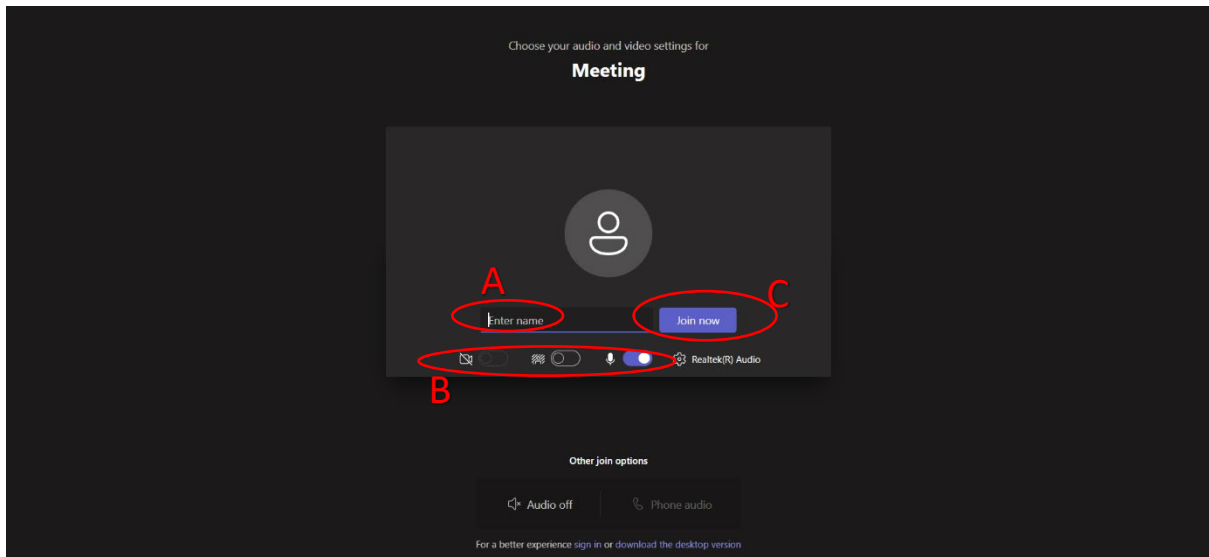
- A. Name and email address of the teacher who the appointment is with.
- B. Date of appointment.
- C. Link to the meeting.

2. You can accept the meeting invitation at any time, to add it to your calendar. **On the day**, you will need to access the meeting from your calendar and click on the link, which will take you to the following screen:



- A. If you want to install Teams app, if you have a log on: **not recommended**.
- B. If you do not have Teams, click here: **recommended action**.
- C. If you already have Teams installed, click this option.

3. After selecting Continue on Browser, you will be asked to enter your name and join the meeting



- A. Enter your name.
- B. Turn on camera and microphone.
- C. When ready, join the meeting.