## **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 Parents Evening Parents Evening for Emma the Parents Evening a YOU ARE HERE: # Dashboard > Parents Eve Parents Evening: Y10 Parents eve + list of appointments Date: 27 February 2020, 00:00 will close on 26 February 2020 that need to be Appointments that need booking booked and a closing date for making bookings will be Appointments that have already been booked displayed. There are no booked appointments
- 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 the need booking section and will display as Appointments that hav been booked, with the details and time.

Time slots f	or Mr P Oddie		
15:00	Available	Book	
15:05	Available	Book	
15:10	Not Available		
15:15	Available	Book	
15:20	Available	Book	
15:25	Not Available		
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	- 11
16:25	Available	Book	
16:30	Available	Book	
16:35	Available	Book	
16:40	Available	Book	

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.

Parents Evening:	r10 Parents eve 🔹			
		Date: 27 February 2020, 00:00		
		Booking will close on 26 February 2020, 00		
		Appointments that need booking		
	Mr C Tailor Mr A Obeng Drama Science Cor		Mr P Oddie 🔄 Mr S Williams 🖂	
	Drama Science Cor	mbi 1 ICT	PE Art	
	App	pintments that have already been bo	oked 🖴	
		,		
				*
Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	×
Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	ж

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.

15:30	Available	
	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

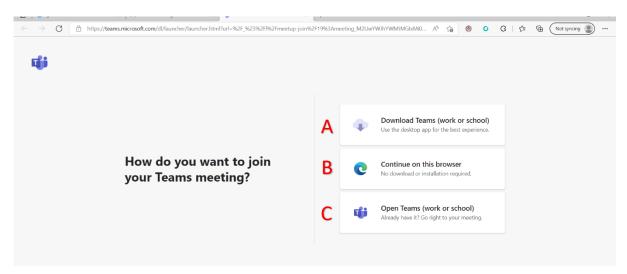
## Joining The Teams meetings

**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.* 

= 🎽 Gmail	Q Search mail	21	0 🕸 🎟 🚺
- Compose			2 of 588 < > 🖬 -
Inbox 2	Parents Evening -	D Inbox ×	9 12 9
<ul> <li>Starred</li> <li>Snoozed</li> </ul>	Mrs H Lane «hlane@hswv.co.uk»		💷 12:12 (8 minutes ago) 🐈 🔺 🏾
Important	Arr Parents Evening - Lucour Control	20	
Sent Drafts 1	Prom Google Calendar Fri  B	C	
Categories     Social 423			
O Updates 989 Meet	Join Tourns Meeting en-GB https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2UwYWJhY		context=%7b%22Txd%22%3a%2275ce4ead-2a60-
<ul> <li>New meeting</li> <li>Join a meeting</li> </ul>	48cf-ad29-a34cf3f26f5bf522%2cf5220xf522%3af522eba79e86-f8c2-4		
Hangouts	ir you need a local number, get one nere. And ir you ve lorgotten the dia	Hin Pirk, you can reser it.	
+	Learn More https://aka.msiJoinTeamsMeeting     Meeting options: https 48cf.ad20-a34cf3t26f5b&threadid=19_meeting_M2UwYWJhYWMMGb		
	invite.ics Download		

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

Choose your audio and video settings for Meeting	
A Enter name B B B B B B B B B B B B B B B B B B B	
Other join options	
Cj= Audio off S Phone audio	
For a better experience sign in or download the desktop version	

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