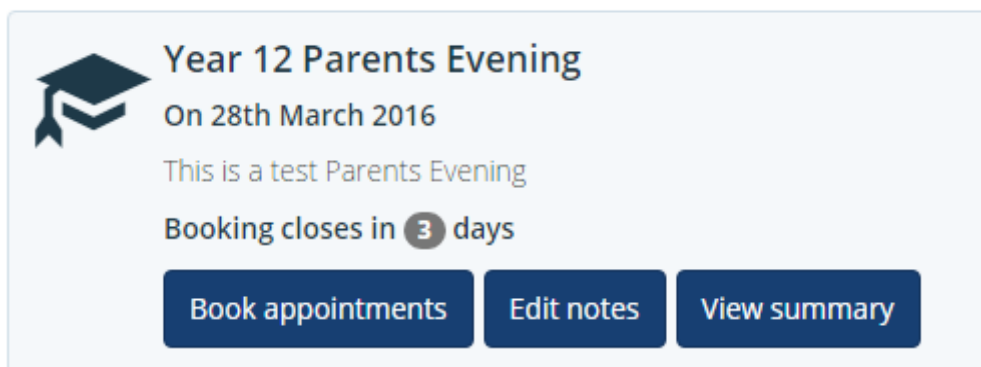



Parents Evening: Edit Notes and View Summary



The screenshot shows a light blue rectangular box containing the following information:

-  **Year 12 Parents Evening**
- On 28th March 2016
- This is a test Parents Evening
- Booking closes in **3** days
- Three dark blue buttons with white text: **Book appointments**, **Edit notes**, and **View summary**.

Edit Notes

1. Click the 'Edit Notes' icon.
2. Here, you are able to write notes for each subject appointment for the upcoming Parents Evening. Any notes you save are visible to that subject teacher, and will be displayed in the Summary.
3. Once you have written your notes, click the green 'Save' icon to save.

View Summary

1. Click the 'View Summary' icon.
2. A page summarising your upcoming Parents Evening appointments will load.
3. You can use this page to add the Parents Evening to your calendar, download a summary of the Parents Evening, or E-Mail yourself a summary of your Parents Evening appointments.