

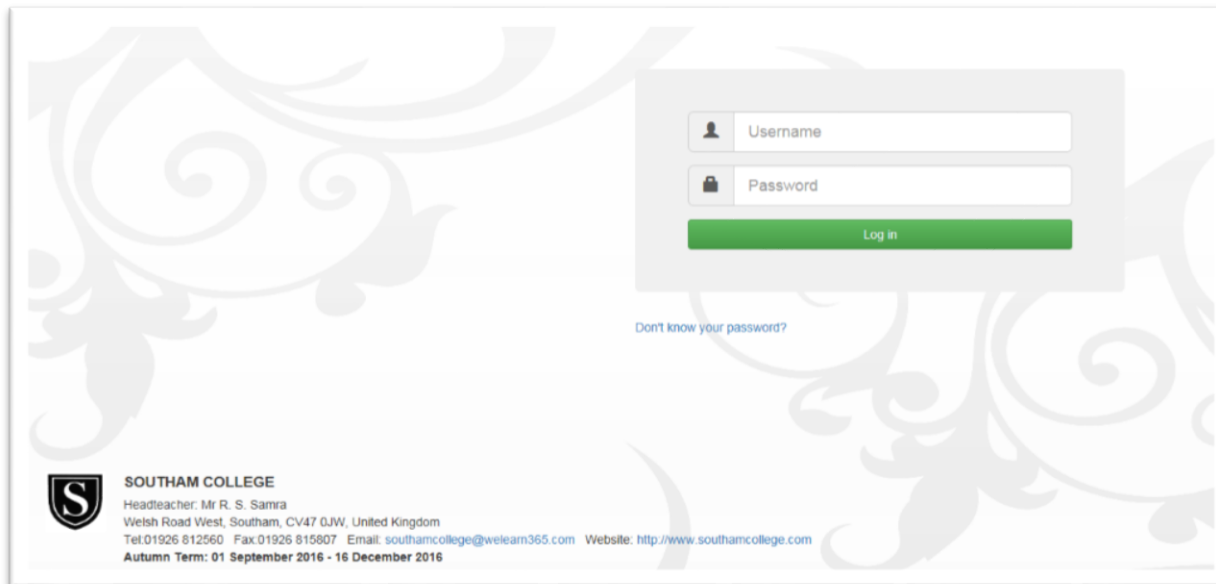
Insight Guidance Notes – Parents’ Evenings

Please only use **ONE** ‘Parent/Carer Login’ when you book your appointments – So for example ‘Mr & Mrs Southam’ will only use the ‘Mrs Southam’ login details; otherwise you will end up with duplicate appointments.

- 1.) Go to the school website – www.southamcollege.com
- 2.) Click on the INSIGHT button in the top right corner.

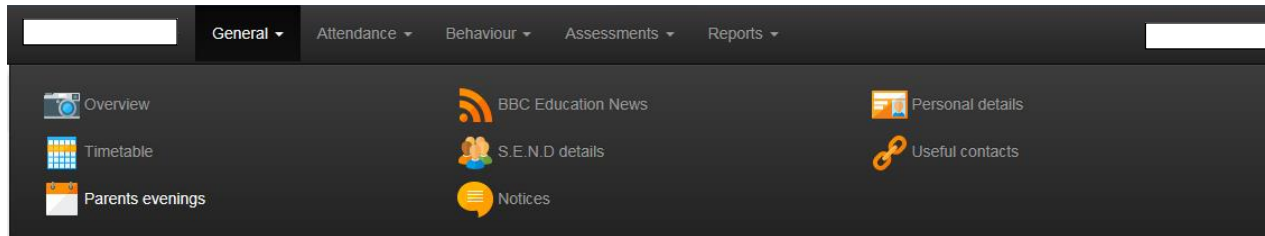


- 3.) You will now be able to enter your INSIGHT login details. Please use only 1 Parent/Carer login when booking appointments.

A screenshot of the INSIGHT login page. The background is white with a large, faint, grey decorative scrollwork pattern. In the center, there is a white login box with a grey border. Inside the box, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the fields is a green 'Log in' button. Below the login box, there is a blue link that says 'Don't know your password?'. At the bottom left, there is the Southam College logo (a shield with an 'S') and the following text: 'SOUTHAM COLLEGE', 'Headteacher: Mr R. S. Samra', 'Welsh Road West, Southam, CV47 0JW, United Kingdom', 'Tel:01926 812560 Fax:01926 815807 Email: southamcollege@welearn365.com Website: http://www.southamcollege.com', and 'Autumn Term: 01 September 2016 - 16 December 2016'.

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4.) Select ‘General’ and then the ‘Parents Evenings’ icon to access the relevant event.



5.) Available time slots for each teacher will be visible on the right. Click an appointment time to book. Your confirmed bookings will appear on the left, along with any appointments which staff may have already made with your child. Where possible, please make bookings 10 minutes apart to allow for movement between appointments.

The screenshot shows a booking interface. On the left is a vertical calendar with time slots from 17:00 to 17:35. On the right is a table titled 'Available bookings' showing teacher availability for various subjects.

| Time Slot | Teacher | Subject | Available Times | Status |
|-----------|----------------|-------------|---|-----------|
| 17:00 | | | | |
| 17:05 | | | | |
| 17:10 | Miss C Harwood | Photography | 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 | Confirmed |
| 17:15 | | | | |
| 17:20 | Mrs C Spademan | Business | 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55 19:00 19:05 19:10 19:15 19:20 19:25 | Confirmed |
| 17:25 | | | | |
| 17:30 | | | | |
| 17:35 | | | | |