



A parent's guide to using INSIGHT for parents' evening bookings and video-conferencing

N.B. The instructions below will work on tablets/laptops or mobile phones. You do not need to download a mobile app. Access to the INSIGHT software is via the link on our website (the INSIGHT icon is shown above).

Step 1: Logging on

Logon to INSIGHT through your device. If you are unsure where to find INSIGHT, the logo connecting you to the software is available on the AGS website (**select the 'Pastoral' tab, then 'INSIGHT'**). Scroll down the webpage until you see the ICON at the top of this page).

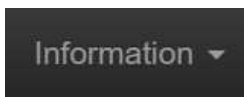
Username

Password

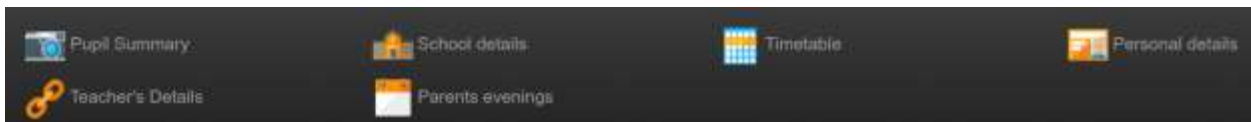
Log in

Step 2: Opening the Parents' Evening 'schedule' (booking) sheet

- On your landing page click the down arrow on the 'Information' tab



- Select 'Parents evenings'



- A new screen opens showing the booking form

Name of parents' evening

Parents' Evening TEST** 19 November 2020 21:00-23:00

Elle Varney

21:00

21:10

21:20

21:30

21:40

Available bookings

Mr D Galloway **History;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mr P Lovatt **Geography;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mr S McKenzie **Tutor Time;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mrs J Geeson **English;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Timeslots – these will be from 4.00pm to 6.30pm

This is a list of our teachers

These are the available bookings of each teacher.

Step 3: making a booking with a teacher

- Select the booking slots you require by following the instructions below. Please book appointments with each of your child's teachers.

1. The booking shows on your booking list in the chosen timeslot.

21:00 Mr D Galloway (History) remove

21:10

21:20

21:30

3. Select a booking slot

Available bookings

Mr D Galloway **History;** 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mr P Lovatt **Geography;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mr S McKenzie **Tutor Time;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mrs J Geeson **English;** 21:00 21:10 21:20 21:30 21:40 21:50 22:00 22:10 22:20 22:30 22:40 22:50

Mr D Galloway (History) Your booking has been made.

4. An information banner shows the booking has been made

5. Repeat for the remaining teachers by searching through the staffing list

N.B. you can remove a booking by selecting remove on your booking list

Step 4: downloading your booking list

- If you would like a pdf of your booking list, select the 'Download' button above your booking list:

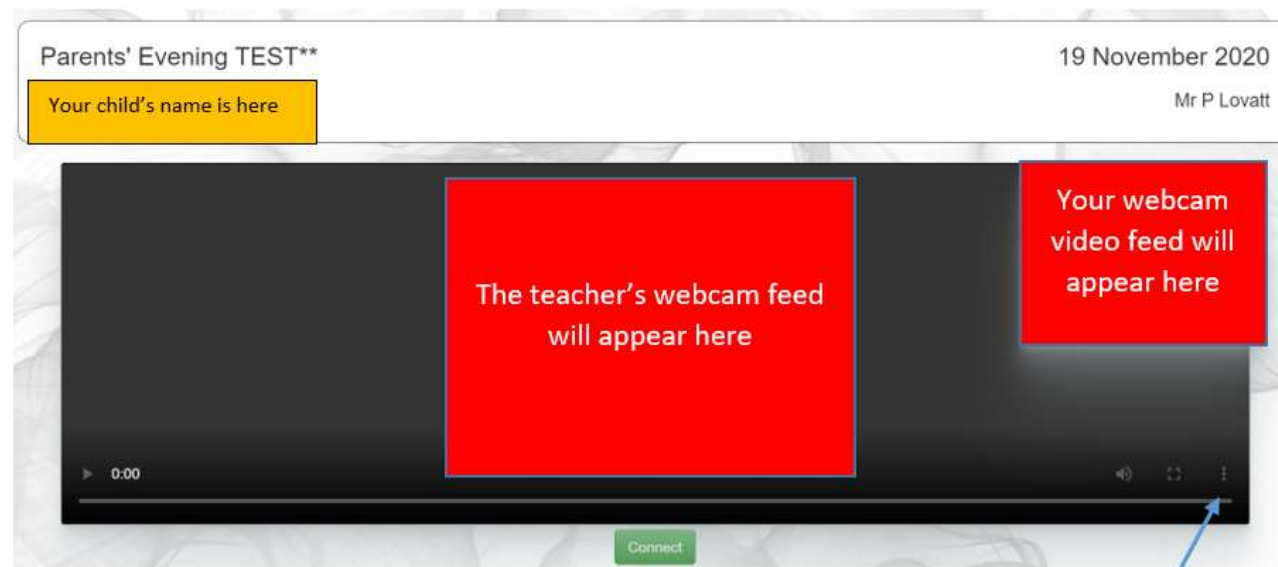


Step 5: connecting to a teacher

- Once the booking period is complete, the school will close the booking system to parents; at this point you will no longer be able to make or amend bookings
- On the date of the parents' evening, logon to the system and access your booking list by following the steps above
- Note: a video icon has now appeared at the right-hand side of each appointment



- At the allocated time, click the video icon and a new screen will open. This is the screen where you will meet the teacher (see screenshot below).
- When both you and the teacher have selected the video icon the green 'Connect' button will appear. Select this button to connect to the teacher. If either you or the teacher are late to the call, the 'Connect' button will not appear.

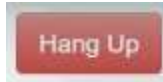


Click the 'Connect' button to start the meeting. You may have to wait until the teacher also clicks their 'connect' button before this appears as shown above

Do not select the 3 dots or alter any settings. Nor should you maximise the screen, leave all settings as they are. Adjust volume if necessary

Step 6: ending the call

- To end the call, click the 'Hang Up' button located at the bottom of the video-conferencing screen. You will then be returned to the booking screen to take part in your next appointment.



- Time is limited so please be mindful the teacher will have to limit to the 5 minutes allocated.

What if I or the school experience technical difficulties

We will do our very best to ensure the evening is successful. We are hopeful that all will go well. If you should experience problems with a connection (we are dependent on our broadband connection as are you), then please let us know and we will arrange for the teacher to contact you over the coming days.

Practical tips and information:

- Choose a location where the broadband or mobile phone signal is strong
- Make sure cameras are faced toward you and not forward facing (otherwise the member of staff will see your wallpaper and not you!!)
- Check your volume settings are on
- Are your security settings set to allow outgoing video broadcasts?
- Have a pen and paper handy if you want to record anything
- Remember the consultation will last 5 minutes and then the staff member will have to end the meeting to ensure they are able to connect to the next member of staff. Should you need to continue a conversation, please contact the school to arrange an appointment on enquiries@anthonygell.co.uk or telephone 01629825577
- Parent teacher consultations can only be accessed by the person who books the appointment. A related parent cannot open their INSIGHT logon and access another parent's booking
- Parent teacher consultations are one to one and cannot be linked to a third person even where they do have an INSIGHT login for their child.

Safeguarding:

- When the consultation takes place, please ensure the location is suitable
- Appropriate spaces may include main rooms in a household including dining rooms, lounge spaces and offices
- Please ensure backgrounds and wall coverings are also appropriate
- The recording of video consultations is strictly forbidden.

What happens if I do not have broadband or a 5G connection?

- Please let us know if this is the case; we can make bookings for you and then use a phone number to contact you. Should you wish to speak to us about setting this up for you, please contact the school by calling 01629 825577.