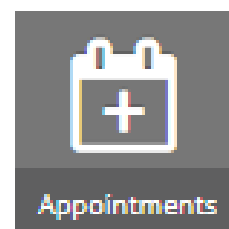


WIS Parent-Teacher Consultation Booking System- Parent Guide

Background

WIS parent voice has made clear that parents enjoy and derive great benefit meeting their child's teachers, they would however like more control when booking Parent Consultation appointments with those teachers. To meet this request we have developed the WIS Parents Consultation Booking system.



Parents' Information Evening - Event Workflow

@8pm - 10 working days prior to the event > Parent Window opens > Parents make up to 6 priority teacher appointments at a time of their choosing. > Parents can move or delete appointments made by teachers.

@8pm - 4 working days prior to the event > Parents make additional appointments with unseen teachers, subject to space being available in both their's and the teacher's schedules.

@8pm - day prior > To allow teachers sufficient time to plan their Parents Evening discussions the Parents Evening system closes to all.

Day of Event > Teachers and parents can print off a paper schedule or follow their schedule on their phones through the VLE app > During the evening teachers use the control panel to view student's data, information and work. > A brief audio cue is played to indicate the start of an appointment > A second brief audio cue will be played at 4:30 minute intervals to indicate to parents and teachers the appointment has come to an end. > At 5 minutes a brief audio cue is played to indicate the start of the next appointment.

Please note to ensure that the evening runs to time it will NOT be possible to accommodate "walk-in" appointments on the day of the Parents' Evening.

Important Dates -

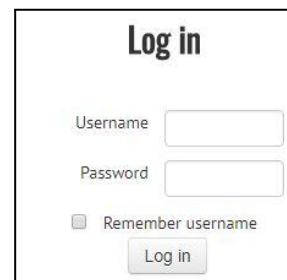
To review the dates of WIS Parents' Evenings and the relevant opening of the priority and general appointment windows please click [here](#).

Parent Guide

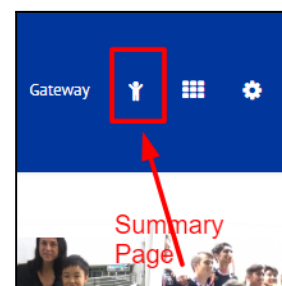
Access Parents' Consultation Appointments

To access the Parents' Evening Appointments System please log into Wisdom, (wisdom.wis.edu.hk) using your parent username and password.

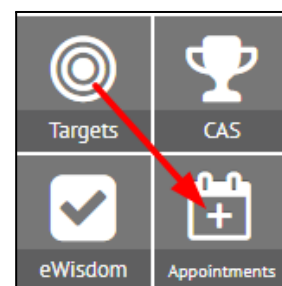
If you are unable to access Wisdom or your summary page please contact our school's systems administrator helpdesk@wis.edu.hk who will be able to reset your Wisdom account username or password.

A login form titled "Log in". It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". At the bottom is a "Log in" button.

The appointment module is accessible from your Wisdom Summary page.



From the summary page panels click on Appointments



Make an Appointment

To make an appointment please click on the dropdown next to your preferred time.



The appointment window opens and you select the teacher you would like to meet from the list of your child's teachers who are available at that time (Shown in blue)

Make booking for Ms Jo CALDWELL [Physical Education]
Make booking for Mr Paul WELSH [Science]
Make booking for Mr Ben JOLLY [Music]
Make booking for Ms Pak YUEN [Mathematics]
Make booking for Ms Amy FU [Mathematics] (move from 18:00)

Reschedule an Appointment

There may be times when you need to reschedule an appointment that either you or your child's subject teacher have previously made. This is possible. Choose the time that you wish to reschedule to.



If the class teacher has availability at this time their name will be shown in green. Click the teacher, your previous appointment time will be deleted and an appointment will be made with the teacher at the new time.

Make booking for Ms Jo CALDWELL [Physical Education]
Make booking for Mr Paul WELSH [Science]
Make booking for Mr Ben JOLLY [Music]
Make booking for Ms Pak YUEN [Mathematics]
Make booking for Ms Amy FU [Mathematics] (move from 18:00)

If their name is not shown on the list then the class teacher does not have availability at this time.

Switch Appointment to Another Teacher

There may be occasions where you wish to switch the time of appointment from one teacher to another. This is possible. Choose the time of the appointment.



From the drop down list find the teacher that you now wish to see (shown in yellow). This teacher will now replace the teacher you had previously chosen. Your booking will be deleted from the previous teacher's schedule

Switch booking to Mr Chris HEAD [Learning for Life]
Switch booking to Mr Ben JOLLY [Music]
Switch booking to Ms Pak YUEN [Mathematics]
Switch booking to Ms Jessica GILBERT [English]
Switch booking to Mrs Emma FORDHAM [Art]

Delete Appointment

There may be occasions where you need to delete either an appointment made on your behalf or an appointment you have made but are no longer able to attend. This is possible. Choose the time of the appointment that you wish to delete.

At the bottom of the list of available teachers will be a red button with the name of the teacher with whom you have made the appointment. Click this button to delete the appointment. This will remove the appointment from both your's and the class teacher's schedules.

Switch booking to Ms Laura FAIRBAIRN [Tutor Period] (move from 17:35)
Switch booking to Ms Sophia SHEK [Chinese Foreign Language]
Remove booking made by Ms Jessie WHITE [Spanish]

Teacher Created Appointments

Prior to the Parent Booking Opening the Teacher Window is open. The opening of the Teacher Window gives your child's subject teachers two weeks to make appointments with parents of students they particularly want to meet. If when entering the system the parent finds a pre-made appointment it means that this teacher has a particular need to meet the parent of that particular child to discuss the child's progress.

This appointment is tentative, it is possible for parents to move this appointment to a more convenient time, schedules allowing, and although not recommended a parent can delete this appointment.

System Configuration

Parents are unable to make contiguous bookings. When a parent makes a booking the 5 minute slots either side of the booking are marked as unavailable thus leaving parents sufficient time to transition from one meeting to the next.

Whilst the Parent Window is open parents are unable to make more than 10 appointments with teachers.

From 4 days to 1 day prior to the parents evening parents can make additional appointments if space is available in their's and the subject teacher's schedules.

Whilst the Parent Window is open parents can amend or delete teacher made appointments. Teachers are unable to make any changes



> 16.30
> 16.35 Mr Chris HEAD [Individuals and Societies] in
> 16.40
> 16.45 Ms Julie HANNAFORD [Learning for Life] in
> 16.50
> 16.55 Mr Hugh BROWNE [Computing] in Room 605
> 17.00
> 17.05 Mr Ben JOLLY [Music] in
> 17.10

From 8pm the evening before the Parent's Evening the system is locked, at that point both parents and teachers can no longer make appointments or changes to existing appointments.

Having Difficulties?

If you are having difficulties with the Parents' Evening Appointment System please contact our school's systems administrators (helpdesk@wis.edu.hk) who will be able to assist you.

Download the ESF App

<https://drive.google.com/file/d/18C6sfzbvHFFxenO9-YjyTOAESVrDKit/view>