

## Online Options Evenings: Guidance for Parents and Carers

### Introduction

Options' Evening this year will take place online through Microsoft Teams. To book appointments with subject teachers you will need to follow the instructions below, which also show you how the online meetings will operate. Please be aware that to have a Teams Meeting with a teacher you will need to use either the Teams App or use one of the internet browsers Google Chrome or Microsoft Edge.

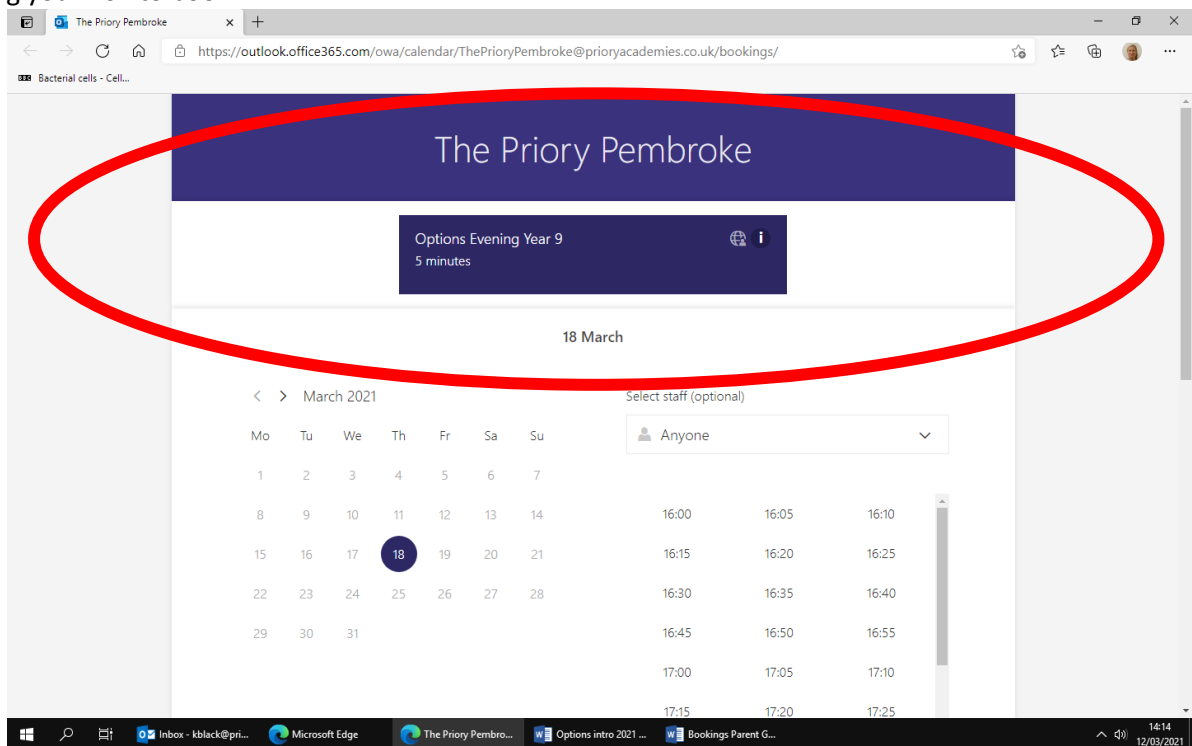
You will be able to book appointments up until 2pm on the day of the Options' Evening. To ensure the online meetings run smoothly the timeslots must be strictly followed. If you do not have enough time with a teacher and have any follow up questions please email [pembroke@prioryacademies.co.uk](mailto:pembroke@prioryacademies.co.uk)

### Making a Booking

Click on this link:

<https://outlook.office365.com/owa/calendar/ThePrioryPembroke@prioryacademies.co.uk/bookings/>

1. You will see a page that looks like the one below. The first thing you need to do is select the corresponding evening you wish to book.



2. You can then select the member of staff, with whom you wish to make an appointment, and a time slot that is available. **The time slots will show once you have selected the correct date on the left hand side.** Please ensure you do select a member of staff and do not select the 'Anyone' option. Ask your child to review their timetable in order to know which staff to book. Please only book one member of staff per subject.

18 March

< > March 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select staff (optional)

Anyone

16:00	16:05	16:10
16:15	16:20	16:25
16:30	16:35	16:40
16:45	16:50	16:55
17:00	17:05	17:10
17:15	17:20	17:25

3.

4. Once you have selected a slot you will need to fill in the details below. Ensure you give your child's full name. Then click 'Book'.

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

Student's Full Name

Book

5. When you have made a booking you can then click the 'New booking' option that appears on the screen below to book another of your child's teachers.

The Priory Pembroke

Upcoming booking for Katy

Options Evening Year 9

18 March 2021  
16:00 (5 minutes)

Mrs S Warnock

Reschedule

Cancel booking

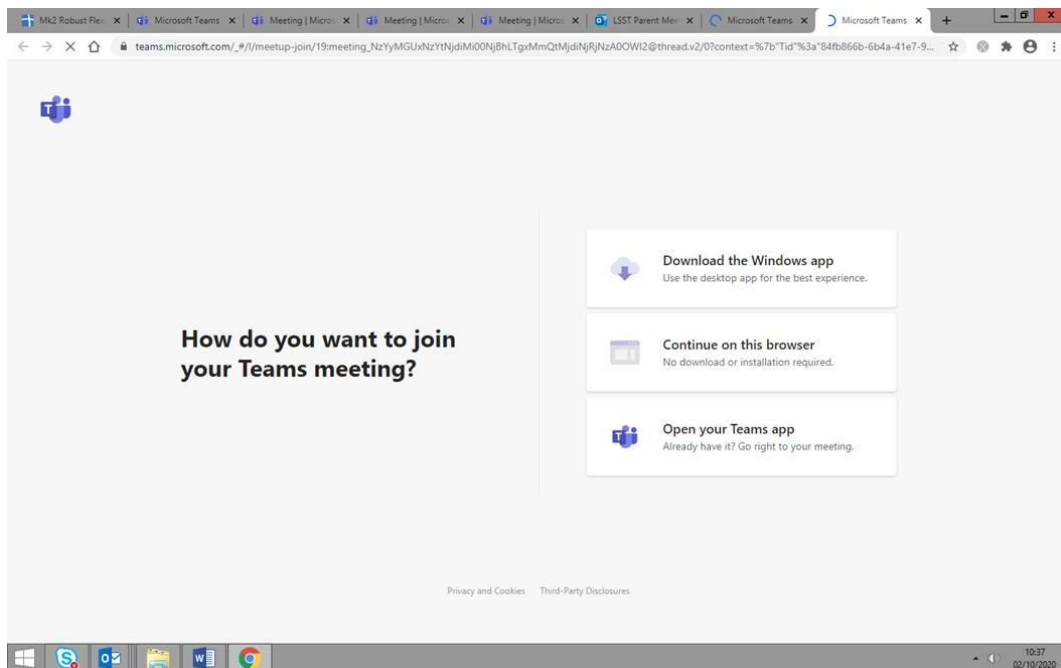
New booking

## Meeting with the Teacher

6. Your bookings will all be emailed to you and appear as below. Open each email at the time of the appointment and click 'Join your appointment'. You will need to do this for each teacher you are meeting.



7. When you click 'Join Appointment', the meeting will either automatically open in the Teams App, if you have it, or you will see the screen below.



On this screen you can do one of the following:

- Download the App for Teams to run the meeting via this. Please allow time to download the app if you wish to do this.
- Open the meeting in the App should you already have it available (If this does not work properly see the advice on the start of next page. You may need to use Chrome or Edge instead).
- Open the meeting in browser. The browser needs to be either Microsoft Edge or Google Chrome.

**The browser option is only possible on a laptop or desktop. If you using a mobile device you will need to use the app.**

If you already have the Teams App and this launches automatically, but does not let you login to access the appointment, you will need to open the appointment in Google Chrome or Microsoft Edge instead. This happens for some users and is an issue about which Microsoft are aware and are working to fix. To open the appointment in Google Chrome or Microsoft Edge, right click on where it says 'Join your appointment' in the email you received confirming your booking and select 'copy link'. You then need to paste this link into your browser (Chrome or Edge), this will then allow you to open the meeting in browser.

8. When you join a meeting you may arrive before or after the teacher. If the teacher is already present you will be able to see a picture of them. If the teacher is not present please wait for them to join you. Please do ensure your microphone and speakers are working on your own device.
9. Please be aware you will need to 'Join appointment' for each booking you have made with a teacher. Once one meeting is finished you will need to close it and then go back to your emails and join your next one.

### **Trouble Shooting**

One common issue is when users have been trying to access the meeting via the App, but the booking was made in a different email address to the one the App is signed into. For example, booking the appointment with a personal email address, but the App on the device being used is signed into a work account.

To get around this, either:

Go into Teams before your appointments begin;

Click the menu (usually in the top left, but can vary depending on device);

Then click 'Settings' and select the option to sign out.

Or alternatively:

Right click on the 'Join your appointment' in your confirmation email;

Select 'Copy link';

Then paste this link into either Google Chrome or Microsoft Edge if you have them available.

If you have any further queries please email [pembroke@prioryacademies.co.uk](mailto:pembroke@prioryacademies.co.uk)