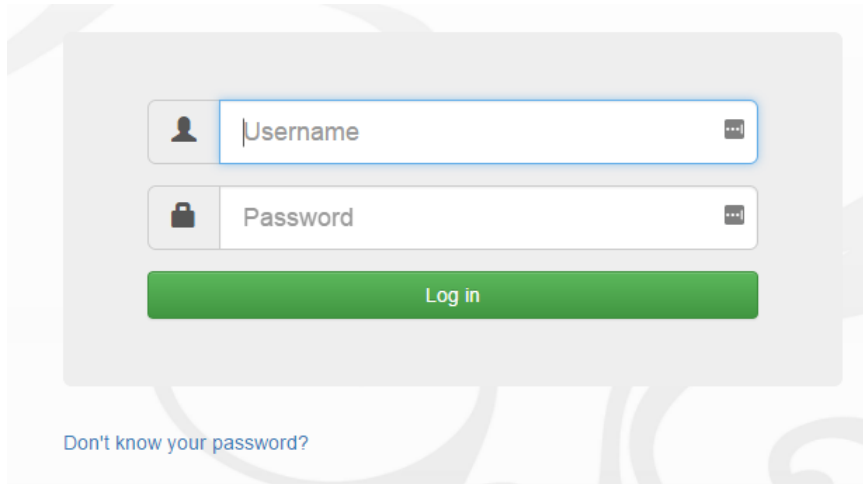


Insight – Parents Evening bookings

You can access Insight by going to the following link or via the [school website](#)

<https://whs.wolstanton.staffs.sch.uk/Insight/secure.aspx> and login with your username and password

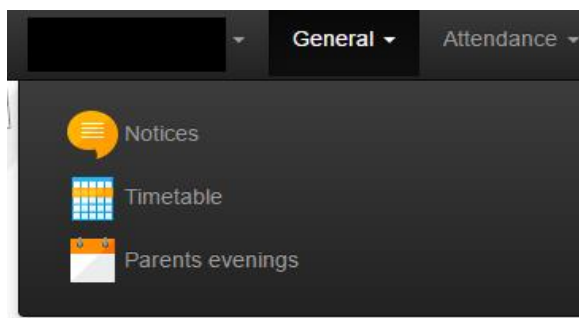


The login form consists of two input fields: 'Username' and 'Password'. Each field has a small icon on the left (a person for username, a padlock for password) and a 'show/hide' icon on the right. Below the fields is a green 'Log in' button. At the bottom left, there is a blue link that says 'Don't know your password?'.

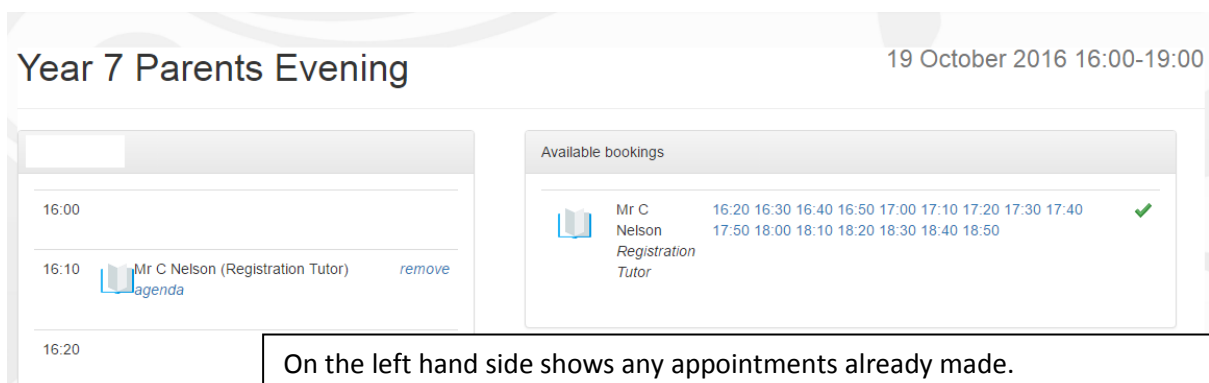
If you have forgotten your password you can click the “don’t know your password?” Link underneath the login button, enter your username and the password will be text and emailed to you.

If you have not yet received your login details please contact Pupil Reception on 01782 742900 and option 2 to check your contact details.

Once you are logged in, along the top you will see the main menu, click on General and Parents Evenings



You will then be able to pick the Parents Evening that is available to book appointments as below



The interface shows the 'Year 7 Parents Evening' page for '19 October 2016 16:00-19:00'. On the left, there is a list of time slots: 16:00, 16:10, and 16:20. The 16:10 slot is selected, showing 'Mr C Nelson (Registration Tutor)' with a 'remove' link and an 'agenda' icon. On the right, there is an 'Available bookings' table.

Staff	16:20	16:30	16:40	16:50	17:00	17:10	17:20	17:30	17:40	Status
Mr C Nelson Registration Tutor										✓

On the left hand side shows any appointments already made.

On the right hand side shows all staff available to see with available time slots, click the time you would like to book.