



John Cabot
ACADEMY



Parent Portal Parent's Evening Booking User Guide for Parents

Principal: Simon White

Woodside Road, Kingswood, Bristol, BS15 8BD

Tel: 0117 9763000 Fax: 0117 9760630

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1 Accessing INSIGHT

1.1 Navigating to the website

1. INSIGHT is accessed through the internet. To access it, either enter this below web address into your browser -
<https://insight.cabot.ac.uk/INSIGHT/secure.aspx?ReturnUrl=%2fINSIGHT%2fInfo.aspx>,

Alternatively, navigate to the John Cabot Website (<http://cabot.ac.uk/>) where on the home page, you will see an INSIGHT logo, clicking on this takes you through to the INSIGHT site.



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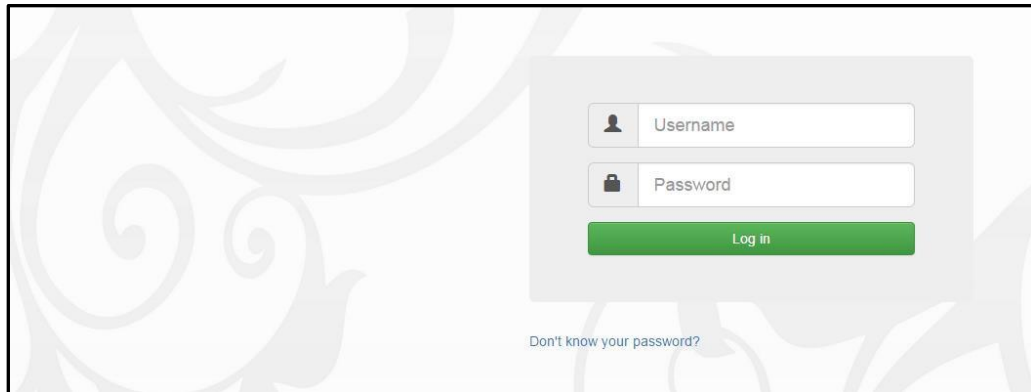
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1.2 Logging in

2. Once on the INSIGHT homepage, you will be presented with a box to enter your username and password, as shown below;



NOTE: Login details are sent using the email address we have stored on our database; if the email does not arrive, please call the school on 0117 9763000.

3. Enter your username and password into the relevant fields.

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2 Using the Parents' Evening Section.

1. Once logged in, select **General** from the main menu headers
2. Select **Parents' Evening** from the subsequent menu, as shown in the below image



This will display the Parents' evening schedule, as displayed below.

1617 Y7 Parent's evening		30 March 2017 15:45-18
Jack Watts	Available bookings	
15:45	Miss C Brimble <i>IT</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:50	Miss K Ogden <i>PE</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:55	Miss S Evans <i>English</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:00	Mr D Legg <i>History</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:05	Mr P Longbottom <i>Science</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:10	Mr S Bridges <i>Drama</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:15	Mr S Clarke <i>Music</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:20	Mr S Dell <i>Maths</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:25		
16:30		
16:35		
16:40		
16:45		
16:50		

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2.1 Booking a slot

In the below example, no slots have yet been booked. The student's teachers are listed on the right hand side, along with all the available time slots.

1617 Y7 Parent's evening 30 March 2017 15:45-18:20








<div style="background-color: #ccc; padding: 2px; margin-bottom: 5px;">[Redacted]</div> <p>15:45</p> <hr/> <p>15:50</p> <hr/> <p>15:55</p> <hr/> <p>16:00</p>	<div style="background-color: #ccc; padding: 2px; margin-bottom: 5px;">Available bookings</div> <div style="border: 2px solid red; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"></td> <td style="width: 15%;">Miss C Brimble <i>IT</i></td> <td style="font-family: monospace;">15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15</td> </tr> <tr> <td style="text-align: center;"></td> <td>Miss K Ogden <i>PE</i></td> <td style="font-family: monospace;">15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15</td> </tr> <tr> <td style="text-align: center;"></td> <td>Miss S Evans</td> <td style="font-family: monospace;">15:45 15:50 15:55 16:00 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</td> </tr> </table> </div>		Miss C Brimble <i>IT</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15		Miss K Ogden <i>PE</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15		Miss S Evans	15:45 15:50 15:55 16:00 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
	Miss C Brimble <i>IT</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15								
	Miss K Ogden <i>PE</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15								
	Miss S Evans	15:45 15:50 15:55 16:00 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								

To Book a slot;

1. Click on the desired time displayed against a Teacher.

In the below example, a booking has been made at 15:45 for Miss Brimble. The booking will show on the left hand side, and a tick will be displayed against the teacher to denote that a booking has been made for that teacher. This slot is not displayed as available for this particular teacher, which prevents anyone else booking this slot.

1617 Y7 Parent's evening 30 March 2017 15:45-18:20

<div style="background-color: #ccc; padding: 2px; margin-bottom: 5px;">Jack Watts</div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>15:45  Miss C Brimble (IT) remove</p> </div> <p>15:50</p> <hr/> <p>15:55</p>	<div style="background-color: #ccc; padding: 2px; margin-bottom: 5px;">Available bookings</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"></td> <td style="width: 15%;">Miss C Brimble <i>IT</i></td> <td style="font-family: monospace;">15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15</td> <td style="width: 10%; text-align: center; border: 2px solid red;">✓</td> </tr> <tr> <td style="text-align: center;"></td> <td>Miss K Ogden <i>PE</i></td> <td style="font-family: monospace;">15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15</td> <td></td> </tr> </table>		Miss C Brimble <i>IT</i>	15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15	✓		Miss K Ogden <i>PE</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15	
	Miss C Brimble <i>IT</i>	15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15	✓						
	Miss K Ogden <i>PE</i>	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15							

This process can be repeated until all desired bookings have been made, an example is displayed below.

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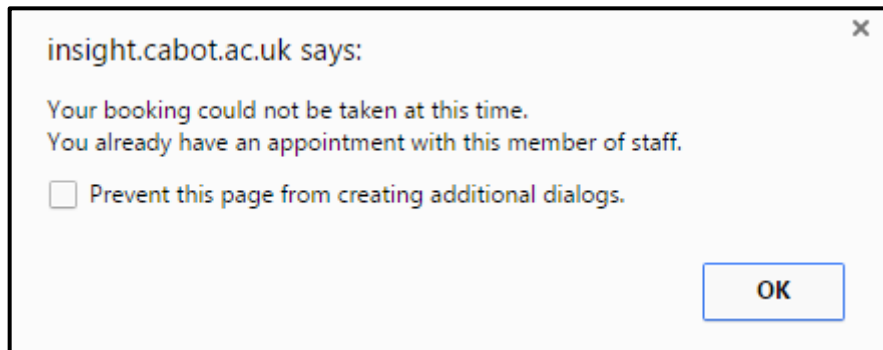
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1617 Y7 Parent's evening 30 March 2017 15:45-18:15

Jack Watts		Available bookings	
15:45	Miss C Brimble (IT) <i>remove</i>	Miss C Brimble IT	15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 ✓
15:50	Miss K Ogden (PE) <i>remove</i>	Miss K Ogden PE	15:45 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 ✓
15:55	Mr D Legg (History) <i>remove</i>	Miss S Evans English	15:45 15:50 15:55 16:00 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 ✓
16:00	Mr P Longbottom (Science) <i>remove</i>	Mr D Legg History	15:45 15:50 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 ✓
16:05	Miss S Evans (English) <i>remove</i>	Mr P Longbottom Science	15:45 15:50 15:55 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 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 ✓
16:10	Mr S Bridges (Drama) <i>remove</i>		

NOTE:

If a second booking is attempted for the same teacher, an error message will be displayed, as shown below. Click Ok to close the box.



If a booking attempt is made for a timeslot where an existing booking is already in place, the following error message is displayed. Click Ok to then choose a new time slot, or remove the pre-existing booking.

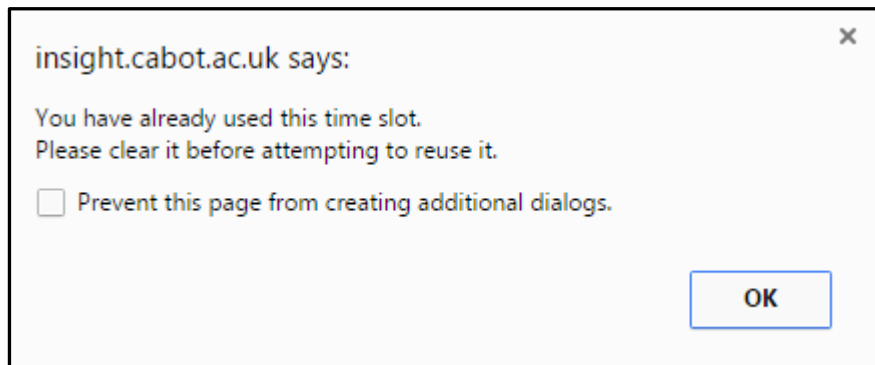
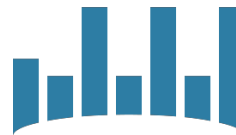
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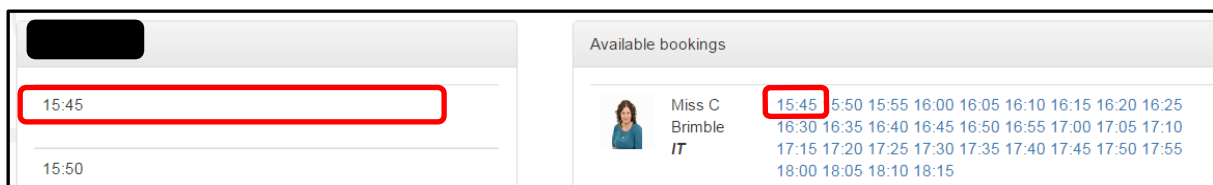
2.2 Removing a booking

If a booking was made in error, it can be removed with one click.

1. Simply click on the remove button, situated to the top right of a booking, as displayed below.



The booking will then be removed, and the slot becomes available again.



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2.3 Generating a printable schedule

Once all bookings have been made, it is possible to generate a PDF download, which can be subsequently printed.

At the top of the parents' evening page, there is a download button, to generate a PDF schedule.

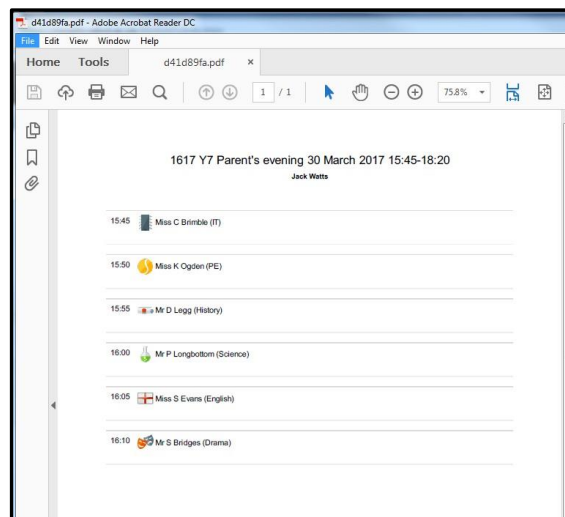
1. Click on the **Download** button
2. Select **Bookings**



Once the download is complete, the PDF should open automatically, if it does not, then please look in your downloads folder.

3. Locate the file and click **open**

You will then have all the details on a PDF, as shown below.



If you do not have a suitable program to open a PDF, there are free ones available, such as the Adobe Acrobat DC, and here is a direct link to the relevant page: <https://get.adobe.com/uk/reader/>

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