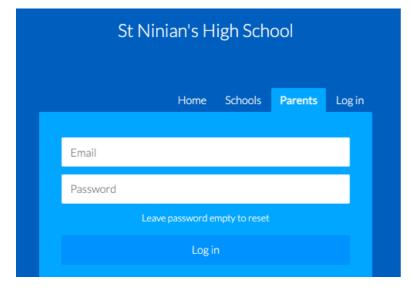


# Parent's Guide for Booking Appointments on ePraise

St Ninian's High School

Scoill Ard Noo Ninian



### Step 1: Login

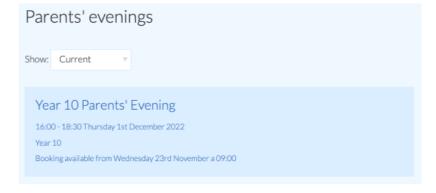
If you haven't logged in to ePraise before, you should receive an email directly from ePraise inviting you to login.

Please ensure you have clicked on the 'Parents' tab at the top of the box.

Enter your login details. This will be the email address you have given the school and the password you have set when you joined ePraise.

# Step 2: Select Parents' Evening

Click on Community and then select Parent's Evening. Click on the relevant Parents' Evening on this page. The date of the Parents' Evening will be displayed and there is also a date on the page showing when booking will be available to parents.





#### **Step 3: Choose Teachers**

Click on the drop-down menu to select your children's teachers. Once you have selected the member of staff, you will be able to choose a time for your appointment.

Live to Learn



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## **Step 4: Changing Appointments**

If you wish to change the time of any appointments or to cancel an appointment you have made, then you can click on the icons on the right-hand side of the page (as shown in the image).



## Step 5: Finished

You will be emailed a confirmation of your appointments closer to the Parents' Evening start date. This will include a list of rooms where the teachers will be based.

On arrival at Parents' Evening, please can we ask you to sign in and then out of the school building with our student helpers.

Time	Length	Teacher	Group	Child	Room
16:00	5 minutes	Mr C Hughes	-	Frankie Evans	Hall 1
16:35	5 minutes	Miss A Parker	13D/En1 (English)	Frankie Evans	Hall 2
18:30	5 minutes	Mr R Davidson	Maths (Mathematics)	Frankie Evans	Hall 3
18:40	5 minutes	Mrs J Darby	C6R/Rc5 (Recreation)	Frankie Evans	L201
18:55	5 minutes	Mr S Dumbell	13C/Ge1 (German)	Frankie Evans	Hall 7