

# Parent Portal: Book a parent-teacher interview

---

The School Bytes parent portal provides parents and carers with a booking system for parent-teacher interviews. The streamlined booking system ensures simplicity while instantly securing your preferred interview time slot in real time.

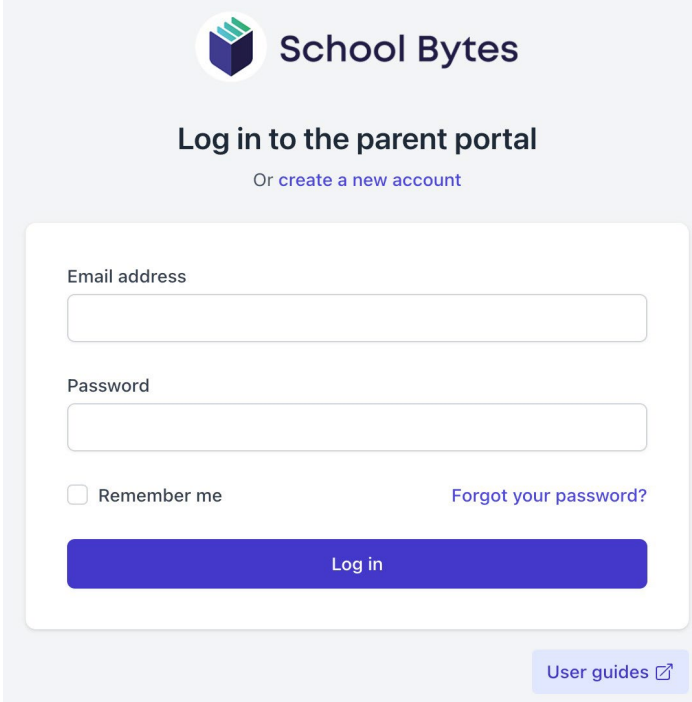
**Please note:** The interviews booking system is also available in the School Bytes app version of the parent portal. A parent-teacher notification banner will appear on the home screen with a link to make the booking.

## Detailed steps

---

### 1. Log into the parent portal – <https://portal.schoolbytes.education/auth/login>

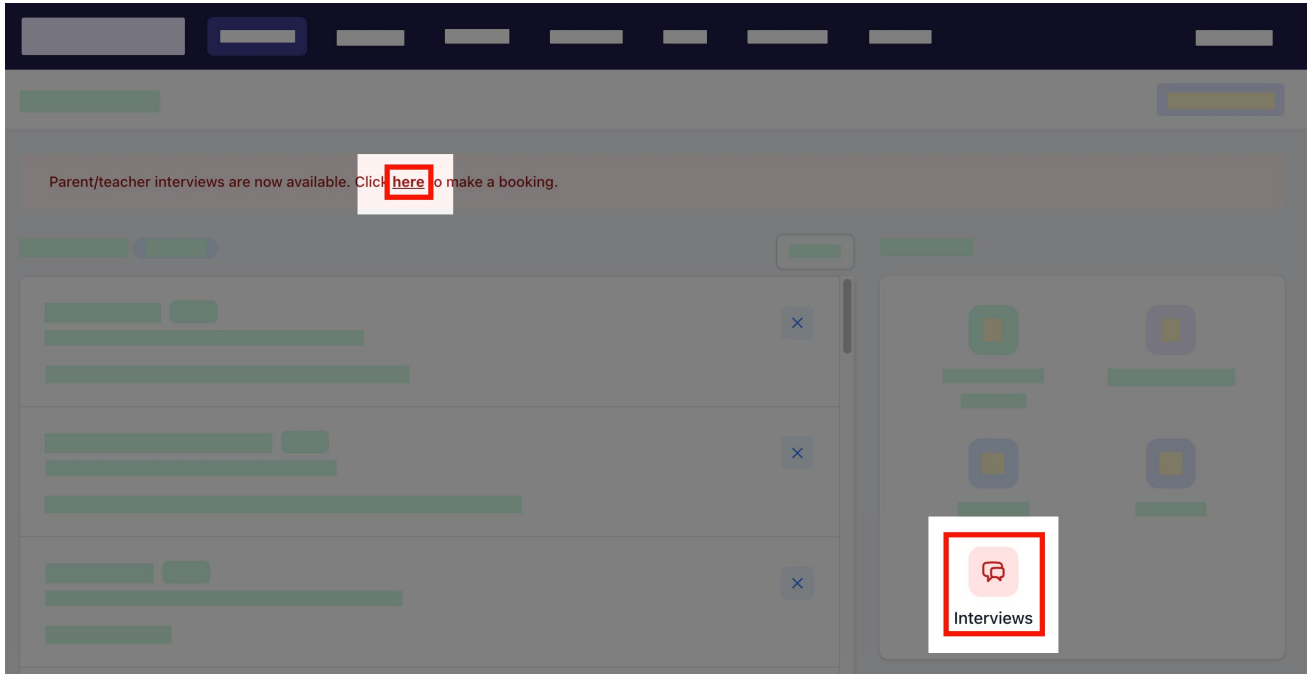
---



The screenshot shows the login page for the School Bytes parent portal. At the top left is the School Bytes logo, which consists of a blue cube with green lines. To the right of the logo is the text "School Bytes". Below the logo and text is the heading "Log in to the parent portal" in bold, followed by the link "Or create a new account" in a smaller font. The main content area is a white rounded rectangle containing two input fields: "Email address" and "Password". Below the "Email address" field is a "Remember me" checkbox. To the right of the "Remember me" checkbox is a link "Forgot your password?". At the bottom of the white rounded rectangle is a blue "Log in" button. In the bottom right corner of the light blue background, there is a link "User guides" with an external link icon.

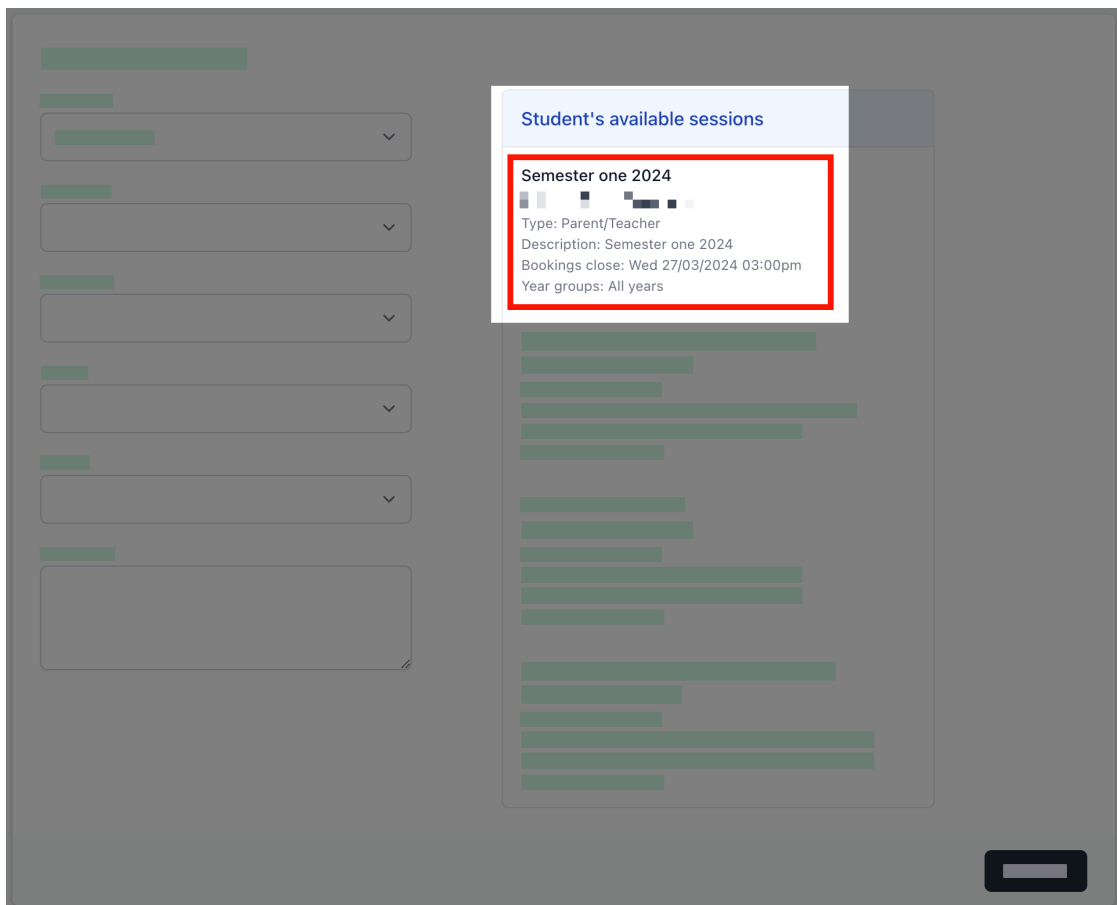
On the dashboard screen, a red banner will appear, notifying you that parent-teacher interviews are now available for booking.

## 2. Click on the 'here' hyperlink or select interviews.



You will be re-directed to the interview booking panel to create a new booking.

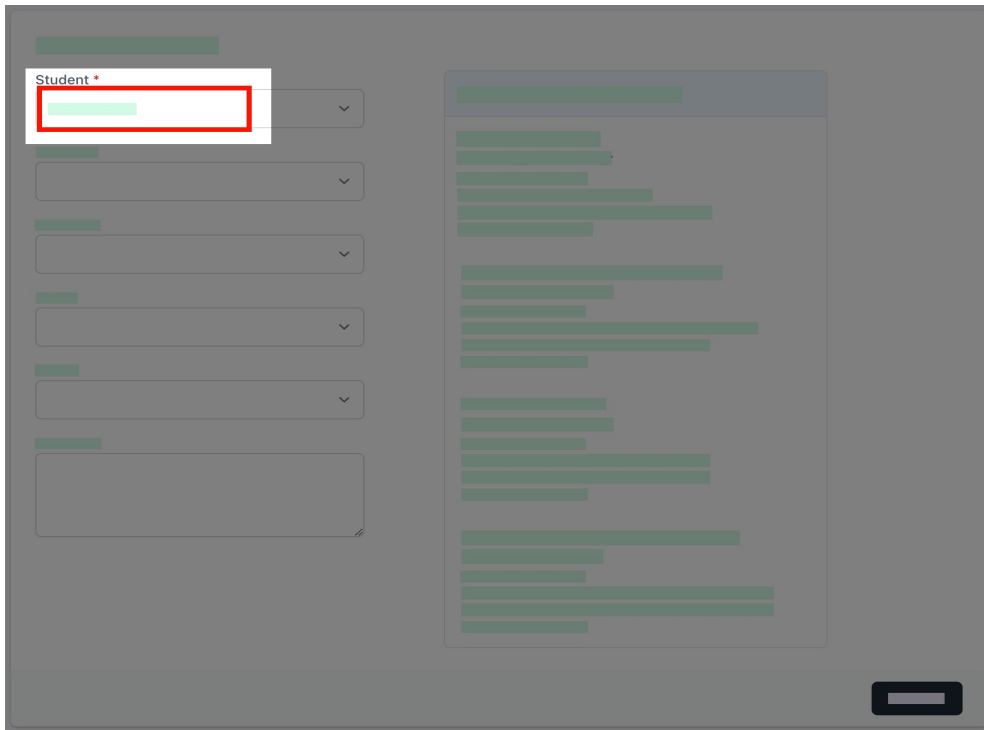
Students' available sessions will display on the right-hand side of the bookings panel.



### 3. Select the student's name.

---

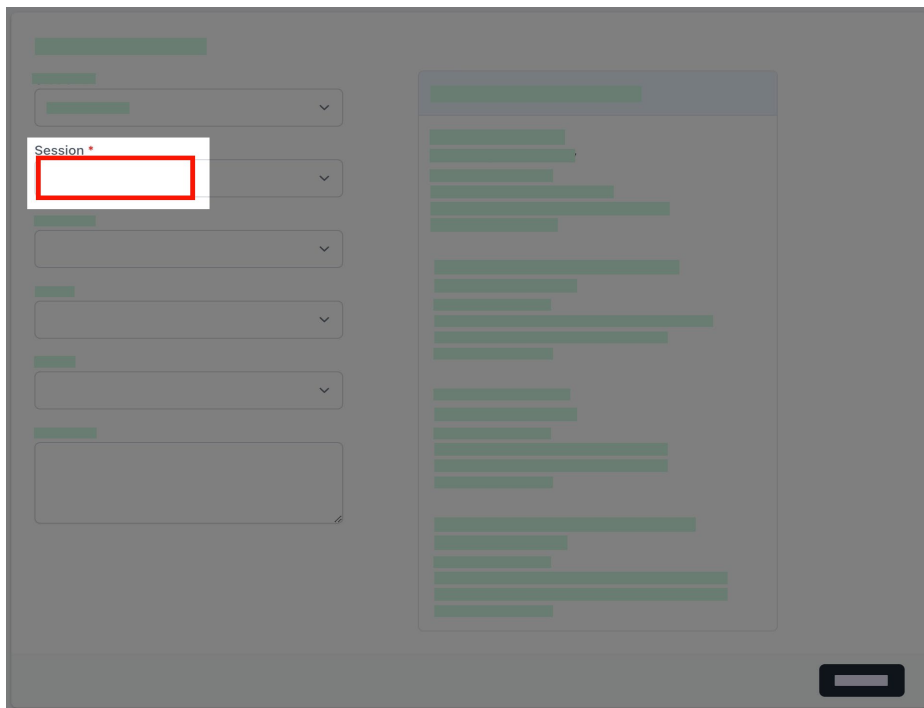
This is your child's name, and if you have multiple children, select the required child.



A screenshot of a web form with a grey background. On the left side, there are several dropdown menus. The top one is labeled "Student \*" and has a red rectangular box around it. Below it are four more dropdown menus, each with a small downward arrow. At the bottom left is a text input field. On the right side, there is a large list of names, each with a small green bar to its left. At the bottom right of the form is a black button with a white outline.

### 4. Select an interview session.

---



A screenshot of a web form with a grey background, similar to the one above. On the left side, there are several dropdown menus. The second one from the top is labeled "Session \*" and has a red rectangular box around it. Below it are four more dropdown menus, each with a small downward arrow. At the bottom left is a text input field. On the right side, there is a large list of names, each with a small green bar to its left. At the bottom right of the form is a black button with a white outline.

## 5. Select the teacher.

---

A screenshot of a form interface. On the left side, there are several input fields, each with a dropdown arrow on the right. The third field from the top is labeled "Teacher \*" and has a red rectangular box around its input area. To the right of these fields is a large rectangular area containing a list of items, each represented by a horizontal bar of varying lengths, suggesting a list of names or categories. At the bottom right corner of the form, there is a small black button with a white rectangular icon.

## 6. Select a date.

---

A screenshot of a form interface, similar to the one above. On the left side, there are several input fields, each with a dropdown arrow on the right. The fourth field from the top is labeled "Date \*" and has a red rectangular box around its input area. To the right of these fields is a large rectangular area containing a list of items, each represented by a horizontal bar of varying lengths. At the bottom right corner of the form, there is a small black button with a white rectangular icon.

## 7. Select the preferred interview time slot.

---

Only one (1) time slot can be booked at a time.

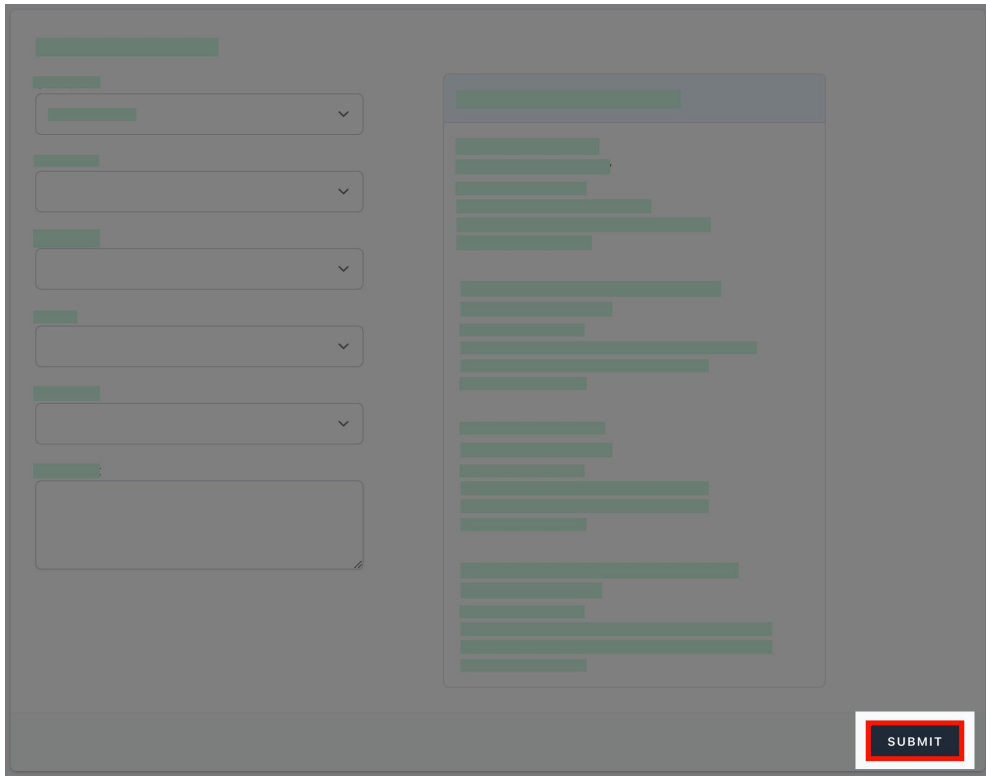
A screenshot of a booking interface. On the left side, there are several dropdown menus, each with a small green bar above it. The fifth dropdown menu is labeled "Time" and has a red rectangular box drawn around its selection area. Below the dropdowns is a text input field. On the right side, there is a large panel containing a list of horizontal bars of varying lengths, representing available time slots. A dark button is visible in the bottom right corner of the interface.

## 8. Optionally, add comments.

---

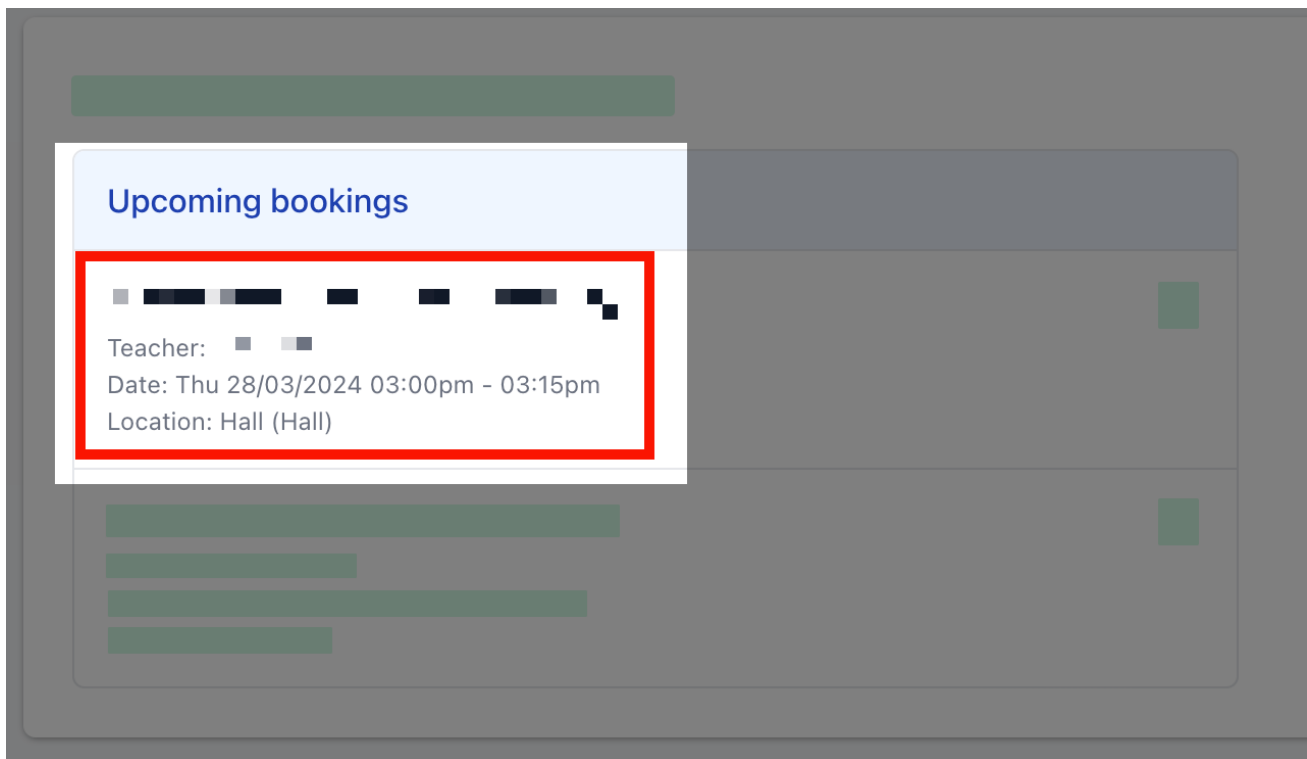
A screenshot of the same booking interface as above. In this view, the "Time" dropdown menu is no longer highlighted. Instead, the text input field below the dropdowns is highlighted with a red rectangular box. The label "Comment" is positioned above the input field. The rest of the interface, including the list of time slots and the bottom button, remains the same.

## 9. Select submit.



A screenshot of a booking form interface. On the left side, there are several dropdown menus and a text input field, all with green placeholder text. On the right side, there is a larger text area with multiple lines of green placeholder text. At the bottom right corner, there is a red rectangular button with the word "SUBMIT" in white capital letters.

Your booking has been secured and will show on the 'Your bookings panel' at the bottom of the screen.



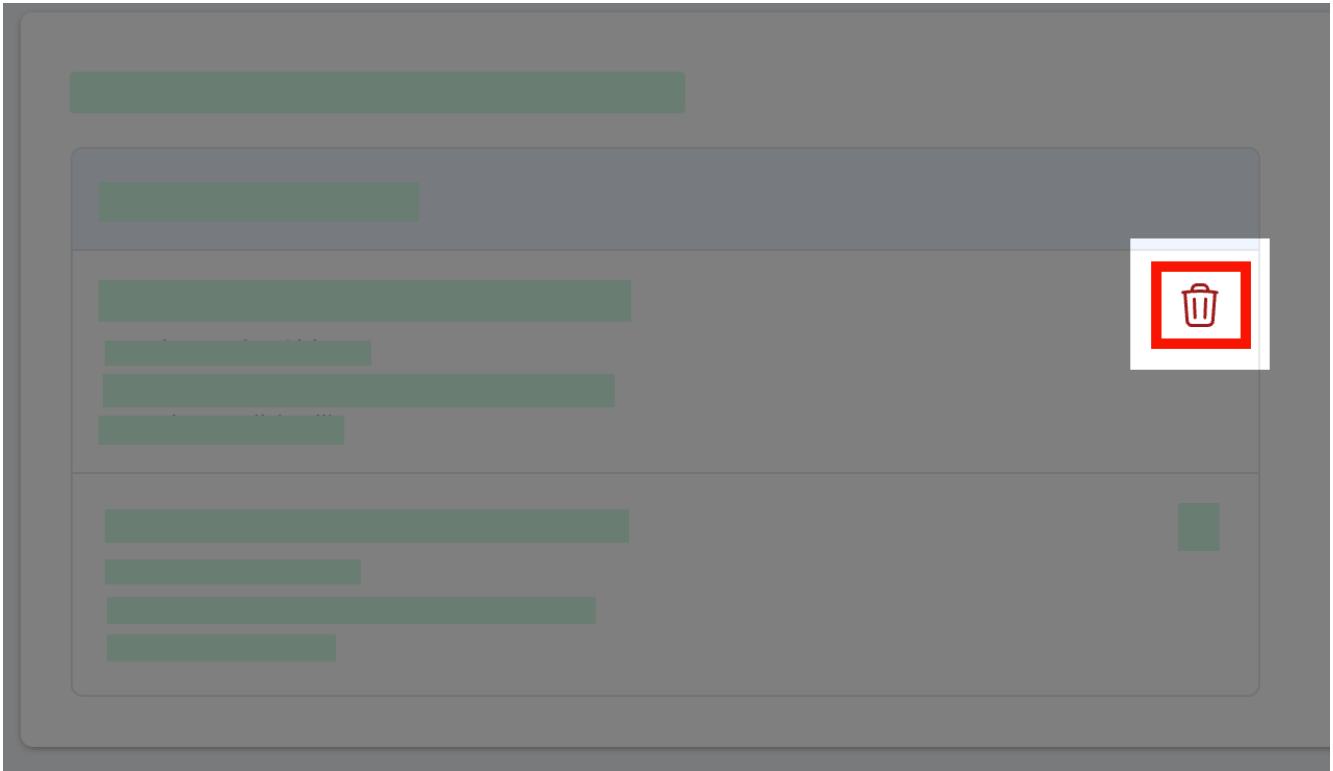
A screenshot of a 'Your bookings panel' interface. The panel has a light blue header with the text 'Upcoming bookings'. Below the header, there is a card with a red border containing the following information:

- Teacher: [Redacted]
- Date: Thu 28/03/2024 03:00pm - 03:15pm
- Location: Hall (Hall)

Below the card, there are several more lines of redacted text, indicating a list of bookings.

## 10. Optionally select the bin icon to cancel a booking.

---



Repeat the above steps to make further bookings.

### **Further assistance**

If you have any questions relating to this article, please contact your school.