



Online Parent Teacher Meetings

First Year: 27th April 2022

Platform: Microsoft, Bookings App

Dear Parents and Guardians,

We hope the following guide will assist you in booking staff for the Parent Teacher meeting of your son/daughter. A pdf document listing second year teachers and their subjects will accompany this guide.

A link to the bookings page will be text to parents/guardians two days in advance of PT Meetings.

Monday 25th April 2022 at approximately 3.30pm

Donabate Community College

Sixth Year Meeting
5 minutes
Free

02 December with Marian Flynn (Donabate CC)

< > December 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)

Marian Flynn (Donabate CC)

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

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

First Step: From the drop down menu, choose the teacher you wish to book.

Step Two: Click on the time to book the teacher.

Fill in the remainder of the form as the sample demonstrates below:

The image shows a Microsoft Bookings form with two main sections. The first section, titled "Add your details", contains two input fields: one for the name "Marian Flynn" and one for the email address "marianflynn@ddletb.ie". A blue callout box points to these fields with the text "Enter your name and email address". The second section, titled "Provide additional information", has a label "Please Enter Student Name" and a text input field containing "Mary Smith". A blue callout bubble points to this field with the text "Please enter your son/daughter's name". Below the input fields is a checkbox with a blue checkmark and the text "Dear Parent/Guardian, submission of your email address is to facilitate our online PT Meeting through our Microsoft Platform." A blue arrow points to this checkbox with the text "Data Information, please tick.". At the bottom of the form is a dark blue "Book" button, with a blue arrow pointing to it from the right and the text "Click Book". The footer of the form is dark grey and contains the text "The Policies and Practices of Donabate Community College apply to the use of your data", a logo, and "Powered by Microsoft Bookings © 2021 Microsoft".

Add your details

Marian Flynn

marianflynn@ddletb.ie

Provide additional information

Please Enter Student Name

Mary Smith

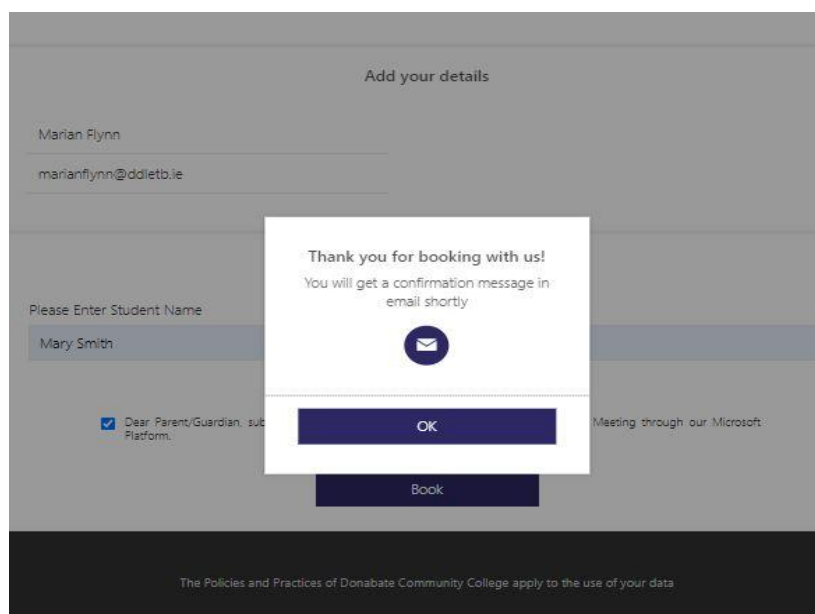
Dear Parent/Guardian, submission of your email address is to facilitate our online PT Meeting through our Microsoft Platform.

Book

The Policies and Practices of Donabate Community College apply to the use of your data

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Once Book is clicked, the following message will appear, click OK



The following screen then displays with option "new booking" to book the next teacher you wish to meet. You will receive email confirmation of your booking.



Donabate Community College

Upcoming booking for
Marian Flynn

Sixth Year Meeting
Free


02 December 2021
17:05 (5 minutes)

Marian Flynn (Donabate CC)

Reschedule
Cancel booking
New booking

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Additional Information:

We recommend:

Checking the staff list attached to this document for the names of your son/daughter's teachers. Please do not click on "Anyone". This is a default that we have requested removed.

As some teachers' surnames are close in spelling, please ensure from the attached list that you are booking the correct teacher.

That you book meetings strategically, once the available teacher time slots have been booked, the teacher is unavailable to further bookings.

Downloading the Teams App

Making sure that your bookings are saved to your digital calendar

Gentle Reminders:

- Meetings will be strictly of 5-minute duration, and will end at that point. As meetings will end at the 5 minute intervals, we ask that you monitor the time so that your conversation is not cut off mid-sentence.
- Bookings may be made up to one hour before the PT meeting is due to begin.

As you are booking your slots, jot down the teacher and booking time on paper, (sometimes paper and pen comes to the rescue) as an aide to memory. Only book teachers which teach your son/daughter.

- As with our recent practise at in person PT Meetings, your son/daughter may be present on screen with you, if you so wish.
- Recording of meetings is strictly prohibited.
- We can only facilitate one booking per family per teacher, even when one teacher teaches two subjects to your son/daughter.
- This is a new development in our use of the Microsoft Platform, and while excited to have this facility, this is our fifth time using the system and we would be grateful for your feedback. Please send to info@donabatecc.ie , marked PT Feedback in subject box.
- The PT meeting will open for bookings on Monday 25th from approximately 3.30pm when the link is text to your phone, and remain open for bookings up to one hour before the commencement time.

Teachers are only available for First Year meetings on the evening of the 27th.

As this is our first PT meeting for this year group, we have listed the tutors for each class, should you wish to check in with your son/daughter's tutor. Please be aware that tutors also teach first year classes with the result availability will be limited.