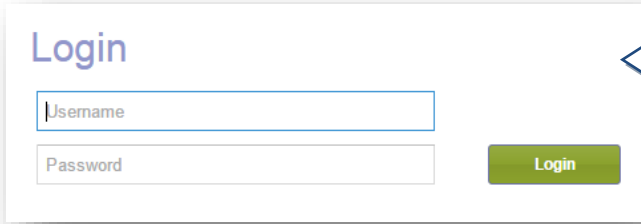


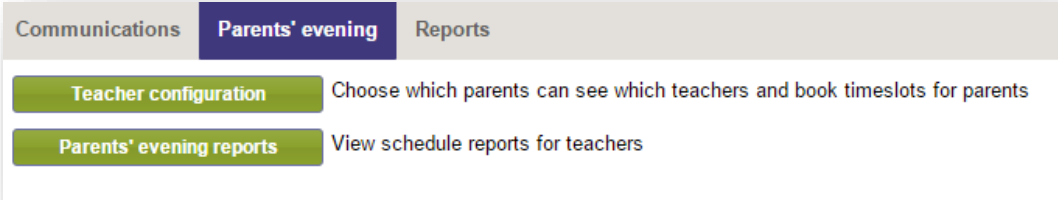
How do I login?

Go to the Online Payments Website
www.scopay.com/UserWebapp



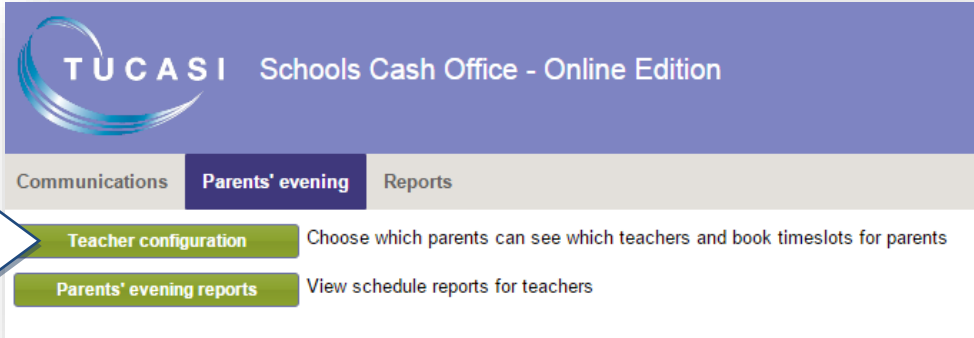
1. Login with your **username** and **password**

2. Click on **Parents' evening** tab



How do I edit my meetings?

1. Within the Parents' evening section click on **Teacher configuration**



2. Select the **Meeting** and your name from the **Teacher** list

3. Select **Edit location and subject for this teacher's meeting** and amend details, if required

4. Select **Invite pupils to this teacher's meeting** to add or remove pupils from the meeting

Parents' evening configuration

Meeting: Summer term review

Teacher: Brown, Peter

Location: Main Hall

Subject: Summer term review

Edit location and subject for this teacher's meeting

Pupils invited: Ackroyd, Marc; Ackroyd, Mary; Akram, Amina; Al Amin, Ranjit; Ansell, Richard; Azlan, Elliott; Babir, Karina; Baden, Arthur; Barker, Robbie; Beckford, Jules; Begum, Raghbir; Blackmore, Tyrone; Bond, Tracy; Doo, Khan; Drummond, Vanessa; Foot, Walter; Goodway, Catherine; Guntley, Mike

Invite pupils to this teacher's meeting

Configure invited pupils

Time slots	
Date	Pupil
18/05/2015 16:00-16:10	--Free--
18/05/2015 16:10-16:20	--Free--
18/05/2015 16:20-16:30	--Free--
18/05/2015 16:30-16:40	--Free--
18/05/2015 16:40-16:50	--Free--
18/05/2015 16:50-17:00	--Free--
18/05/2015 17:00-17:10	--Break--
18/05/2015 17:10-17:20	--Break--
18/05/2015 17:20-17:30	--Free--
18/05/2015 17:30-17:40	--Free--
18/05/2015 17:40-17:50	--Free--
18/05/2015 17:50-18:00	--Free--
18/05/2015 18:00-18:10	Ackroyd, Marc
18/05/2015 18:10-18:20	--Free--
18/05/2015 18:20-18:30	--Free--
18/05/2015 18:30-18:40	--Free--
18/05/2015 18:40-18:50	--Free--
18/05/2015 18:50-19:00	--Free--

Configure invited pupils

Pupil: Barker, Robbie

No of time slots: 1

OK

5. Click on **Configure invited pupils** to increase the number of consecutive time slots a parent will be able to book. For example, when a longer time slot is required for a discussion.

How do I add a note for a parent?

If your school admin user has allowed Notes to be added to the meeting you can add a note for individual parents to see.

1. Within the Parents' evening section click on **Teacher configuration**

Communications **Parents' evening** Reports

Teacher configuration Choose which parents can see which teachers and book timeslots for parents

Parents' evening reports View schedule reports for teachers

2. Select the **Meeting** and your name from the **Teacher** list

Parents' evening configuration

Meeting: Summer term review

Teacher: Brown, Peter

Location: Main Hall

Time slots	
Date	Pupil
18/05/2015 16:00-16:10	--Free--
18/05/2015 16:10-16:20	--Free--
18/05/2015 16:20-16:30	--Free--

3. Click on **Configure invited pupils** to add a note.

Khan; Drummond, Vanessa; Foot, Walter; Goodway, Catherine; Guntley, Mike

18/05/2015 18:10-18:20

18/05/2015 18:20-18:30

18/05/2015 18:30-18:40

18/05/2015 18:40-18:50

18/05/2015 18:50-19:00

Invite pupils to this teacher's meeting

Configure invited pupils

4. Select Pupil

Configure invited pupils

Pupil: Hobbs, Sam

No of time slots: 1

Note for parents:

OK

5. Add a comment and click **OK**

How do I add a Booking on a Parent's behalf?

1. Within the Parents' evening section click on **Teacher configuration**

Communications **Parents' evening** Reports

Teacher configuration Choose which parents can see which teachers and book timeslots for parents

Parents' evening reports View schedule reports for teachers

2. Select the **Meeting** and your name from the **Teacher** list

Parents' evening configuration

Meeting: Summer term review

Teacher: Brown, Peter

Location: Main Hall

Time slots	
Date	Pupil
18/05/2015 16:00-16:10	--Free--
18/05/2015 16:10-16:20	--Free--
18/05/2015 16:20-16:30	--Free--

3. Time slots available will show

Parents' evening configuration

Meeting: Summer term review

Teacher: Brown, Peter

Location: Main Hall

Subject: Summer term review

[Edit location and subject for this teacher's meeting](#)

Pupils invited: Ackroyd, Marc; Ackroyd, Mary; Akram, Amina; Al Amin, Ranjit; Ansell, Richard; Azlan, Elliott; Babir, Karina; Baden, Arthur; Barker, Robbie; Beckford, Jules; Begum, Ragbir; Blackmore, Tyrone; Bond, Tracy; Doo, Khan; Drummond, Vanessa; Foot, Walter; Goodway, Catherine; Guntlav, Mike

[Invite pupils to this teacher's meeting](#)

[Configure invited pupils](#)

Time slots		Date	Pupil	Parent name	Attended?
		18/05/2015 16:00-16:10	--Free--		
		18/05/2015 16:10-16:20	--Free--		
		18/05/2015 16:20-16:30	--Free--		
		18/05/2015 16:30-16:40	--Free--		
		18/05/2015 16:40-16:50	--Free--		
		18/05/2015 16:50-17:00	--Free--		
		18/05/2015 17:00-17:10	--Break--		
		18/05/2015 17:10-17:20	--Break--		
		18/05/2015 17:20-17:30	--Free--		
		18/05/2015 17:30-17:40	--Free--		
		18/05/2015 17:40-17:50	--Free--		
		18/05/2015 17:50-18:00	--Free--		
		18/05/2015 18:00-18:10	Ackroyd, Marc	Bob Ackroyd Smith	<input type="checkbox"/>
		18/05/2015 18:10-18:20	--Free--		
		18/05/2015 18:20-18:30	--Free--		
		18/05/2015 18:30-18:40	--Free--		
		18/05/2015 18:40-18:50	--Free--		
		18/05/2015 18:50-19:00	--Free--		

[OK](#)

Note: if a child's parents prefer to see you separately, you can set up double bookings for the same pupil – simply select the same pupil's name against separate time slots.

- For in school bookings, click on "--Free--" and select pupil's name from the drop-down list.
 - Click on to add parent's name. You can either type in the parent's name or select from the drop-down list if they have registered as an online user, then click **Save**.
 - Select "--Break--" instead of pupil's name to book time slots out for your breaks.
 - Click **OK** when finished.
- Bookings made online by parents will auto populate.

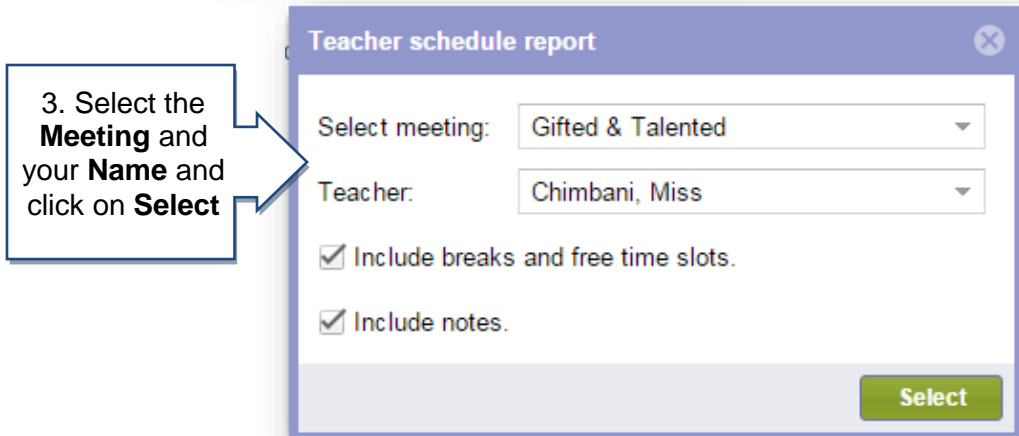
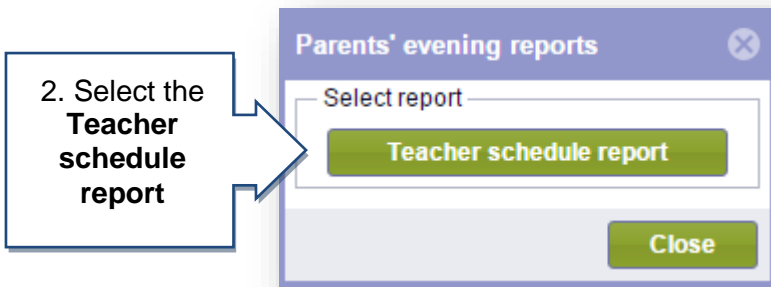
How do I see the teacher schedule report?

1. Within the Parents' evening section click on **Parents' evening reports**

Communications **Parents' evening** Reports

[Teacher configuration](#) Choose which parents can see which teachers and book timeslots for parents

[Parents' evening reports](#) View schedule reports for teachers



Miss Chimbani

Monday 25 April 2016

Time	Meeting	Teacher notes	Parent notes
16:00 - 16:10	FREE		
16:10 - 16:20	FREE		
16:20 - 16:30	FREE		
16:30 - 16:40	Vanessa Drummond - Mr & Mrs Drummond		
16:40 - 16:50	UNAVAILABLE		
16:50 - 17:00	UNAVAILABLE		
17:00 - 17:10	FREE		
17:10 - 17:20	FREE		
17:20 - 17:30	FREE		

Support

If you have any queries please click the **help** button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 0844 800 4017

