



# Hazelwick Insight Parent Portal

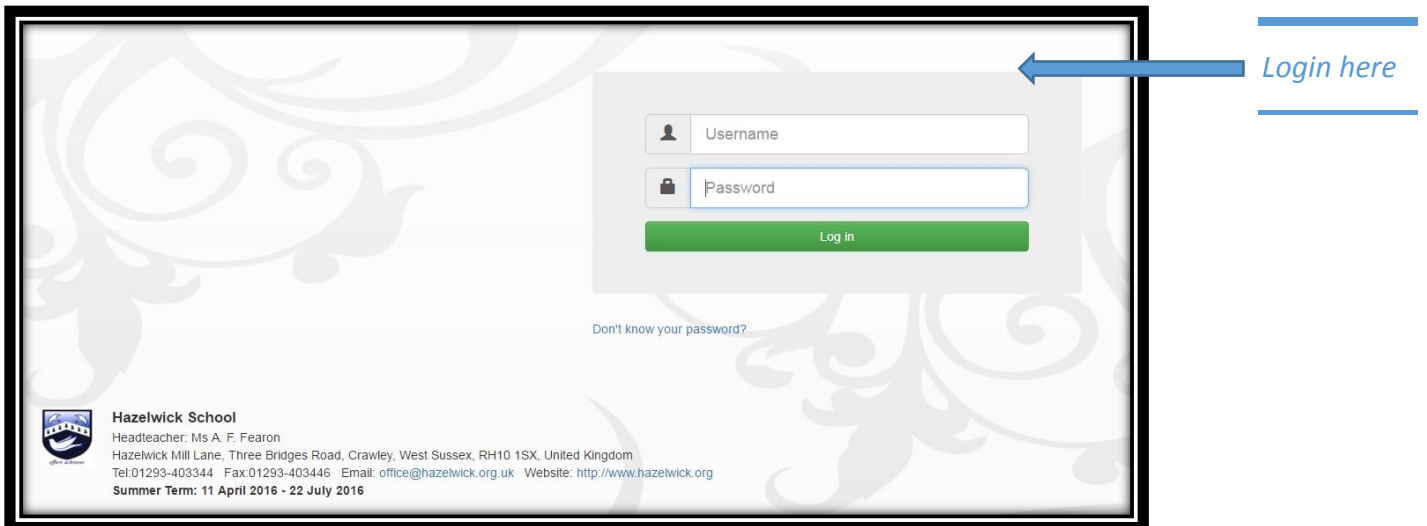
## User Guide

### Logging On

To access the parents evening software you will need to login to Insight, our parent portal

Go to <https://insight.hazelwick.org/INSIGHT/secure.aspx> and enter your username and password supplied. This web address can also be accessed via the school website and the Useful Links menu.

- Please keep your password secure and secret, as your Insight account contains personal and sometimes sensitive information about your children.
- Please do not let your children use your login – their school usernames and passwords will allow them to access all the relevant information on a read-only basis via the Insight portal.



### Getting Started: Parents Evenings

On logging in, you will automatically open the **Welcome** page which gives you an overview of your child's information. Navigate to the **General** tab and click on the **Parents Evening** icon.



## Making Appointments

On accessing the Parents Evening option you will be taken to a bookings page, similar to the one shown below. This page will show a list of your child's subject teachers on the right hand side, with available appointments. To make an appointment simply click on the time slot that you want to book and this will pop up on the list on the left.

The screenshot shows a booking interface for 'Year 13 Autumn' on '18 October 2016 16:30-19:30'. It is divided into two main sections:

- Personal appointment sheet (left):** A list of appointments with a 'remove' link for each. The appointments are:
  - 16:30: Mr S Tasker (Electronics)
  - 16:40: Mr J Nicholls (Physics)
  - 16:50: Mr I Marston (Maths)
  - 17:00: (empty slot)
- Available bookings (right):** A grid of available time slots for various teachers. Each row represents a teacher and their subjects, with columns for 5-minute slots. Green checkmarks indicate available slots.
  - Mr I Marston (Maths): 16:30-18:00 available.
  - Mr J Hillier (Physics; Electronics): 16:30-17:50 available.
  - Mr J Nicholls (Physics): 16:30-18:00 available.
  - Mr S Tasker (Electronics): 16:50-18:10 available.

Blue arrows point from the text labels 'Personal appointment sheet' and 'Available appointment times' to their respective sections in the screenshot.

Please remember that all appointments are 5 minutes long.

If you cannot see a time slot this means it has already been taken and is no longer available.

Use the remove function to clear an appointment from an unwanted time slot.

Please bear in mind that you may need to travel between rooms for appointments and that you may require time between teacher meetings.

## Downloading

Use the download icon on the appointments page to create a printable pdf of your personal appointments.



The screenshot shows a downloaded document titled 'Year 13 Demo v3 18 October 2016 16:30-19:30'. It contains a list of appointments:

- 16:30: Mr S Tasker (Electronics)
- 16:40: Mr J Hillier (Physics)
- 17:00: Mr J Hillier (Electronics)

The downloaded document will show chronologically all the appointments you have made for this session.

### **What help is available to me?**

If you notice any information that you believe is incorrect regarding your child, please email your son/daughter's Head of Year. For technical support queries only, such as lost username or problems logging in, contact [helpdesk@hazelwick.org.uk](mailto:helpdesk@hazelwick.org.uk) and we will aim to respond within 24 hours.

We hope you will find Insight easy to use. If you encounter any problems with the system, please contact our Insight administrator at [insight@hazelwick.org.uk](mailto:insight@hazelwick.org.uk).

We would be grateful for any feedback about Insight to inform our development of the system in future. Please address these to Mr Simon Tasker, Assistant Head at [stasker@hazelwick.org.uk](mailto:stasker@hazelwick.org.uk).