



DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best
RESPECT INCLUSION SUPPORT EFFORT



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14th November 2022

S4 Parent/Carers' Evening Wednesday 23rd November 5.00 – 7.30pm

Dear Parent/Carer,

We believe that it is vital for you to have the chance to meet your child's teachers and have the opportunity to discuss their learning and progress this session. As such we are delighted to be able to welcome you to our parent and carer consultation evening on Wednesday 23rd November.

Our online booking system will go live on Monday 14th November at 6pm allowing parents to make appointments with teachers directly through their Google calendar. Instructions and hyperlinks to teacher calendars will be emailed to your child's EduBuzz account. To book appointments you must be logged into your child's Edubuzz account. Please try to leave gaps between the appointments to allow time to find your way to the next teacher. Booking for appointments will close on **Monday 21st November**.

Please be aware that there is always a high demand at this event and as such it will be essential that all appointments are kept to a strict **5 minute** time limit as teachers will be delivering back to back appointments throughout the evening. Please be understanding if a teacher has to wrap up a meeting quickly. This is essential for the smooth running of the evening.

On the following pages I have included a guide on how to make virtual appointments, please take time to read this carefully.

If you have any questions regarding this or would like to discuss this further then please do not hesitate to get in contact.

Yours sincerely,

Duncan McBride

Depute Head Teacher

Making Appointments

Step1

Sign out of any google accounts and sign into google using your child's EduBuzz account.

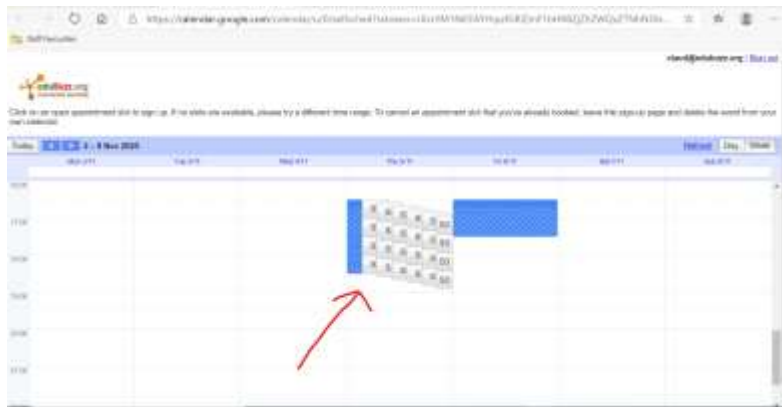
Step2

Open up the booking spreadsheet (sent to your child's Edubuzz account) with the list of teachers and appointments. Find the teachers you wish to make appointments with and click on their individual link.

Step3

Once you have clicked on the link it will open up a window (Picture1) that displays boxes on the consultation date, please make sure you are on the correct date – if the calendar does not open on the correct date, you can use the forward and back arrows to move to the correct day. Hover the mouse over the boxes to see the exact time of the appointment and click on the time you wish to take. If you are having trouble viewing this on your screen we recommend switching to Day view (top, right of the screen). Clicking on an appointment will load another screen up (Picture2) and you need to hit save to book the appointment, there is no need to type anything into the boxes.

Should there be no boxes left for a teacher then unfortunately this means all their appointment slots have been taken.



Step4

To make appointments with another teacher, close the appointment screen down and go back to step2.

Removing or changing appointments

If you need to cancel an appointment either because you need to change times around or have accidentally booked two appointments then follow the steps below:

Step1

Go into the google calendar screen. While signed into google click on the 9 dots from google and select calendar.

Step2

Locate the appointment you wish to cancel, click on it and then click the trash icon to delete it. This will make the appointment available again for others to book and remove it from your calendar.

