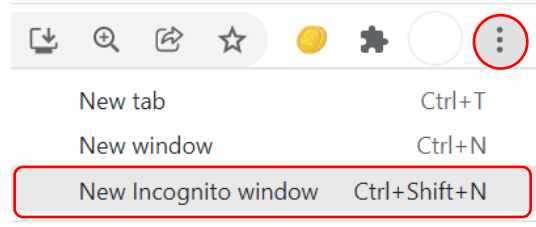


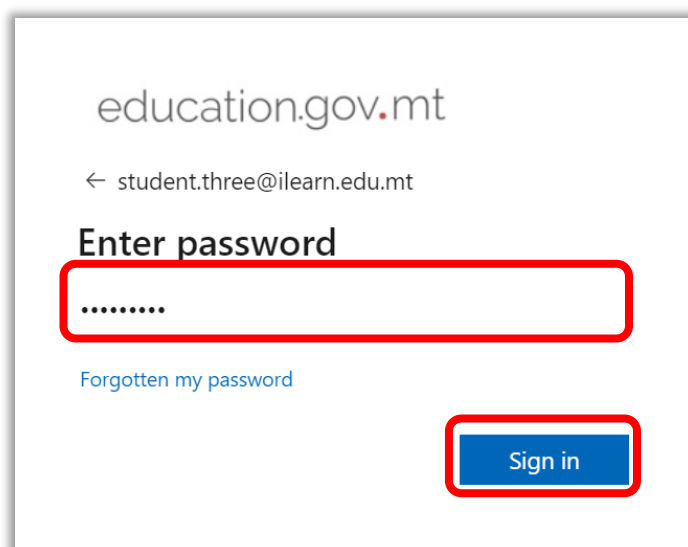
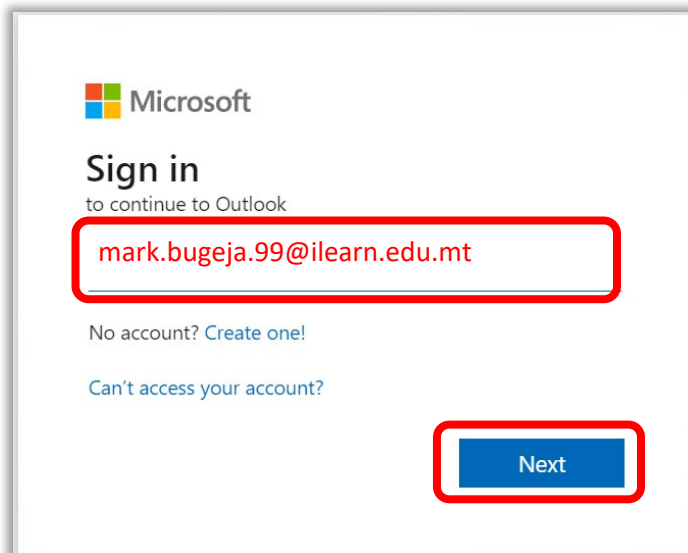
Booking your Parents' Day Appointments

1. Access the Parents' Day Bookings page by clicking on the link provided by the school.

If you have difficulties accessing the link, try to copy the link, open a New Incognito Window (In Chrome) or New InPrivate Window (In Edge) and paste the link in the address bar. Then press ENTER.

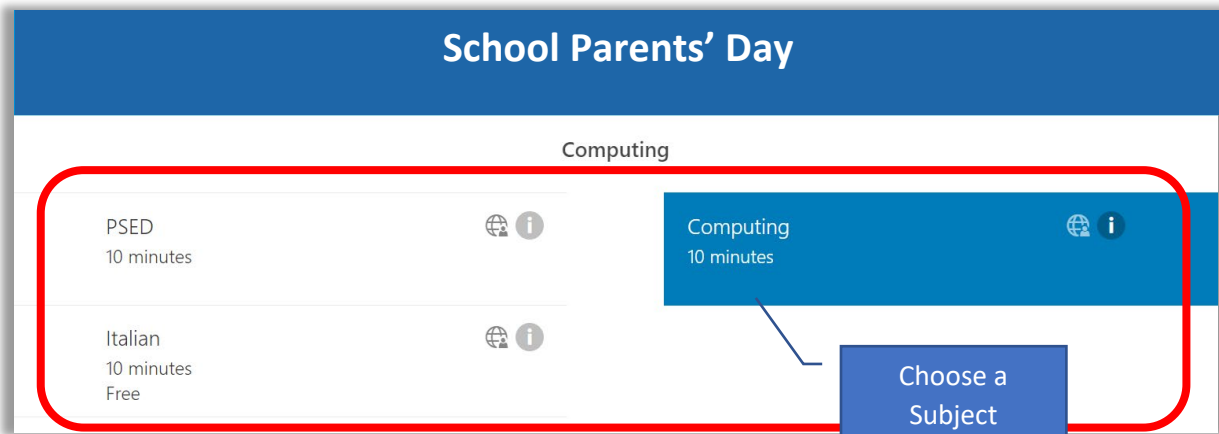


2. Enter the iLearn username and password of the student to access the Bookings page.

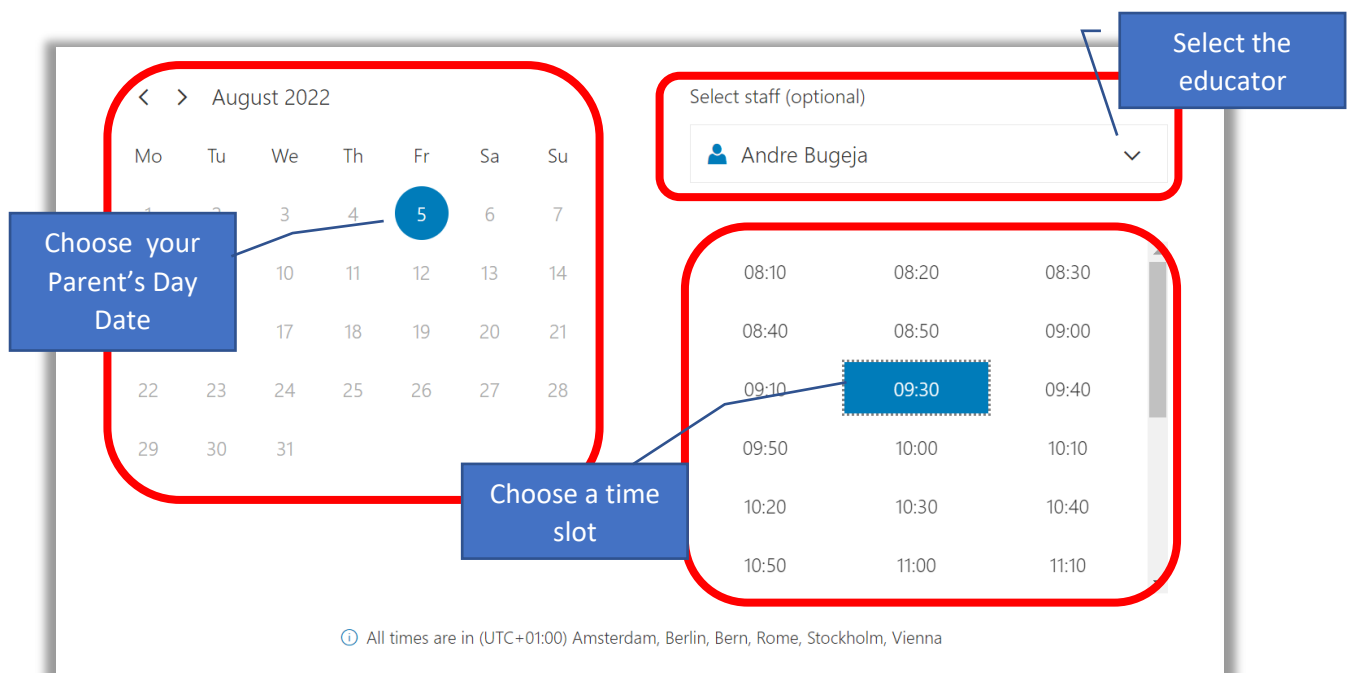


3. Once you are signed in you can start booking appointments.

4. Start by clicking on the Subject.



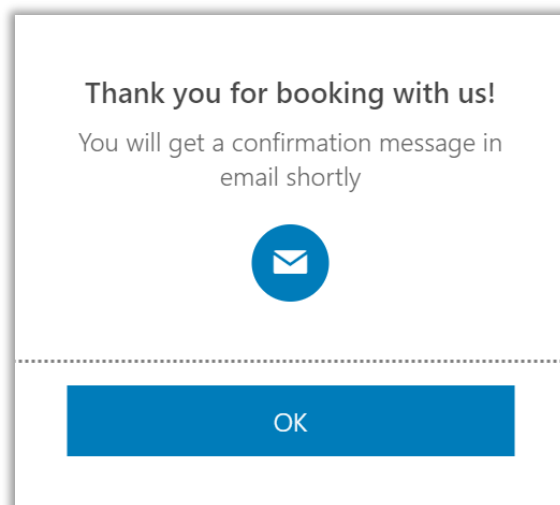
5. Scroll down and select the **date of the Parents' Day** from the calendar.
6. Select the Educator by clicking on the **Select staff drop down menu**.
7. Click on one of the available **time slots**.



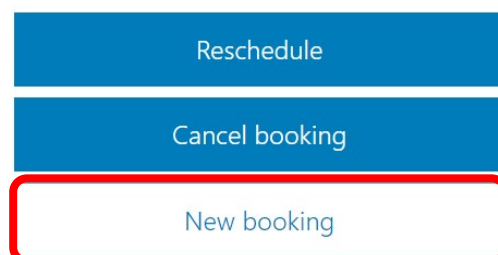
8. In the **Add your details section**, enter the full name of the student in the **Name** field.
9. In the **Email** field enter the student's iLearn email. **Please make sure that you type the iLearn email correctly otherwise your booking will not be valid.**

The screenshot shows a form titled "Add your details". It has two input fields. The first field is labeled "Name" and contains the text "Mark Bugeja". The second field is labeled "Email" and contains the text "mark.bugeja.99@ilearn.edu.mt". Both fields are enclosed in red rectangular boxes. To the right of the form, there are two blue callout boxes. The top one is labeled "Student Full Name" and has a line pointing to the Name field. The bottom one is labeled "Student iLearn Email" and has a line pointing to the Email field.

10. Enter any other details that may be requested and click on **Book** to complete your booking. The following confirmation will appear, and an email confirmation will be sent to the student's iLearn email. The meeting will also be added to the Student's Teams Calendar.

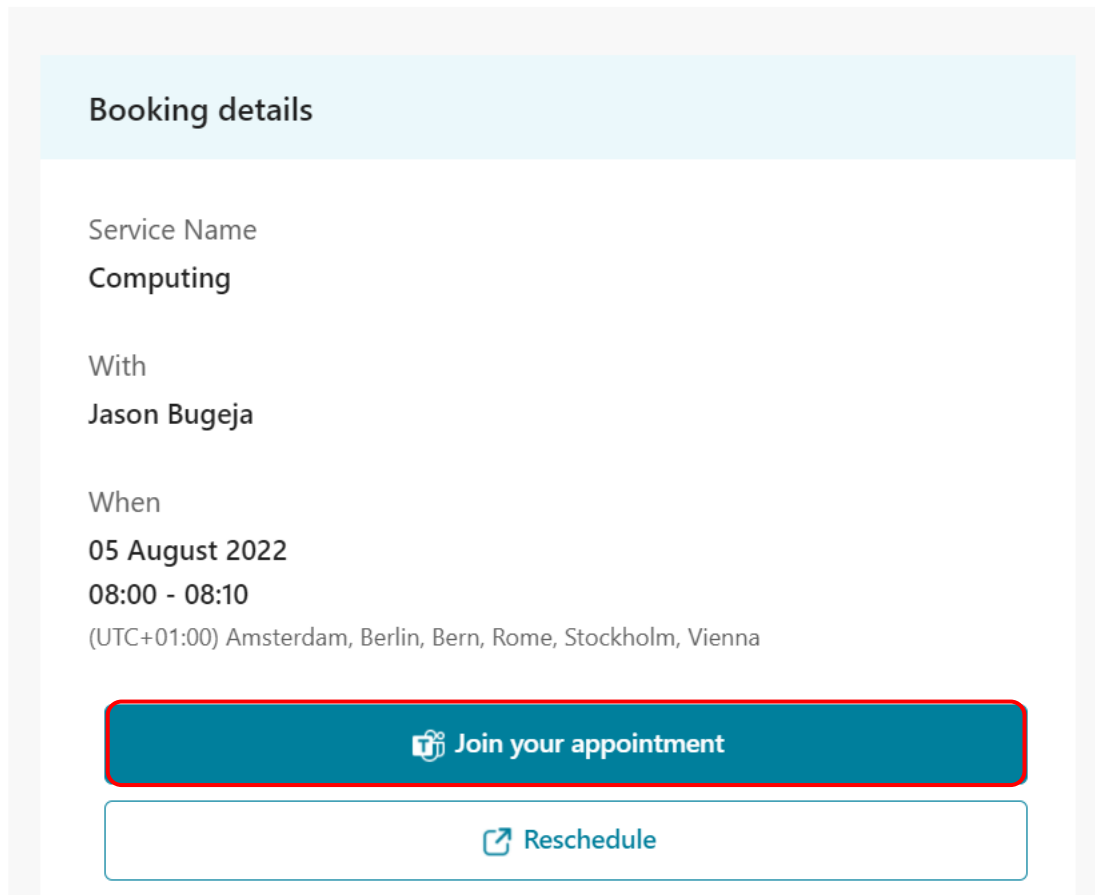


11. You can book another appointment by clicking on New booking.

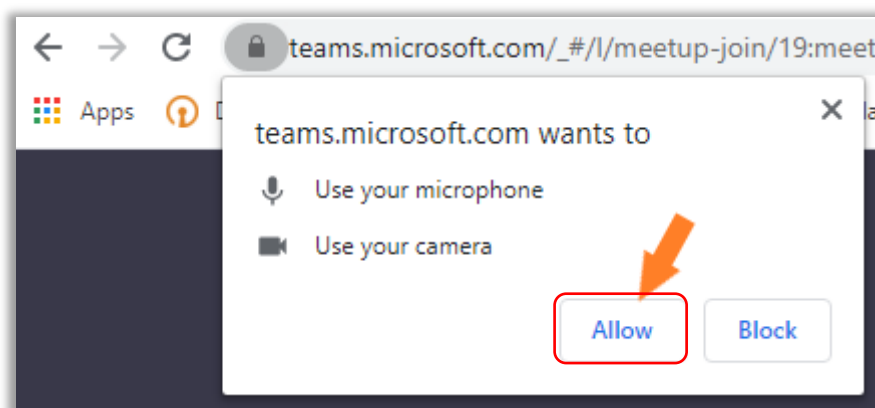


Joining your Parents' Day Meeting Appointments

For every successful booking, an email confirmation will be sent to the student's iLearn account. You can access the meeting by clicking on the **Join your appointment** link in the email.



A new window will open in your web browser and you may be asked to allow the use of the microphone and the camera. If this is the case, simply click **Allow**.



- Before joining the meeting please Enter your name. You can turn on or off your camera and microphone. If needed, click on the cogwheel icon to choose a different Speaker, Microphone or Camera.
- Once you are ready to join, click **Join now** and wait until the meeting starts.

