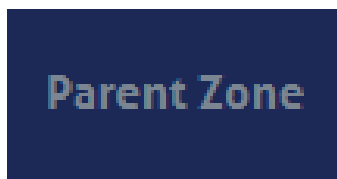


Browse to <https://www.gryphon.dorset.sch.uk/parent-guardian-zone/> or directly to <https://thegryphonschool.schoolcloud.co.uk/>



Step 1: Gryphon Website

Browse to <https://www.gryphon.dorset.sch.uk/> and navigate to the *Parents & Guardians Zone* by clicking the *Parent Zone* button.

On a computer this button will appear at the top-right of the screen.

On a mobile device this button will appear after clicking the hamburger menu.

Book parents evening slots with your child's teachers.



Step 2: Parents' Eve

Click the *TES: Parents Evening Bookings* logo to load the booking system.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 26 July 2000

[Log In](#)

Step 3: Login

Fill out the details on the page then click the *Log In* button.

This information must match the data on

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March [Open for bookings](#)

Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

Step 4: Select Parents' Evening

Click on the date you wish to book.

Unable to make all the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 5: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times, you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown Class 10

☒ Mr A Vlaschev Class 11A

[Continue to Book Appointments](#)

Step 6: Choose Teachers

If you choose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M7
Dr R Monnara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 7a (Automatic): Book Appointments

If you choose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 7b).

	Mr J Brown SENCO (A2) Uen	Mrs B Patel Class 10E (H5) Andrew	Mrs A Whooler Class 11A (L1) Uen
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 7b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

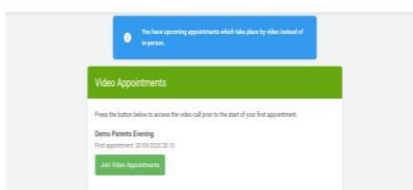
Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Teacher	Subject	Room
Mr J Brown	SENCO	A2
Mrs B Patel	Class 10E	H5
Mrs A Whooler	Class 11A	L1

Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.



Step 9: Join Appointments

On the evening of the Parents evening log back into the system. Click *Join Video Appointments*. Click *Allow* for both Microphone and Camera allowing them to be used by your browser.

If you are early, wait for the appointment to start and once the countdown has finished Click *Start Appointment*.

For more information please go to: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

FAQs

Why is there a black screen?

Try ending the call using the red hang up button then starting again.

I can't hear the teacher.

Check your speakers are turned on and you can get sound before the appointment.

Can I use any browser?

No, internet explorer is no longer supported by Microsoft. Please use Microsoft Edge, Google Chrome, Firefox, or Safari.

Can I extend the appointment?

No, the timings are fixed to 5 minutes to fit everyone in. If you join your appointment a minute late you will only get 4 minutes rather than 5.

Can I reschedule the appointment?

No, Once the booking system closes at 12pm on the day of the Parents Evening the appointments are fixed.

Can I log in to the same account in two places so I can have my partner in the call?

No, you can only join the appointment once, if you attempt with a second it will keep dropping the connection on the active account to make the second connection active.

Can I finish a call early?

Yes, if you are finished early with nothing else to say just click the hang up button to end the call. You cannot start your next appointment until the time originally booked.

If you have any issues, please email support@sast.org.uk