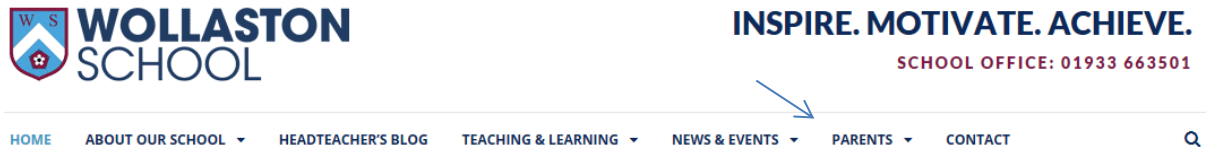
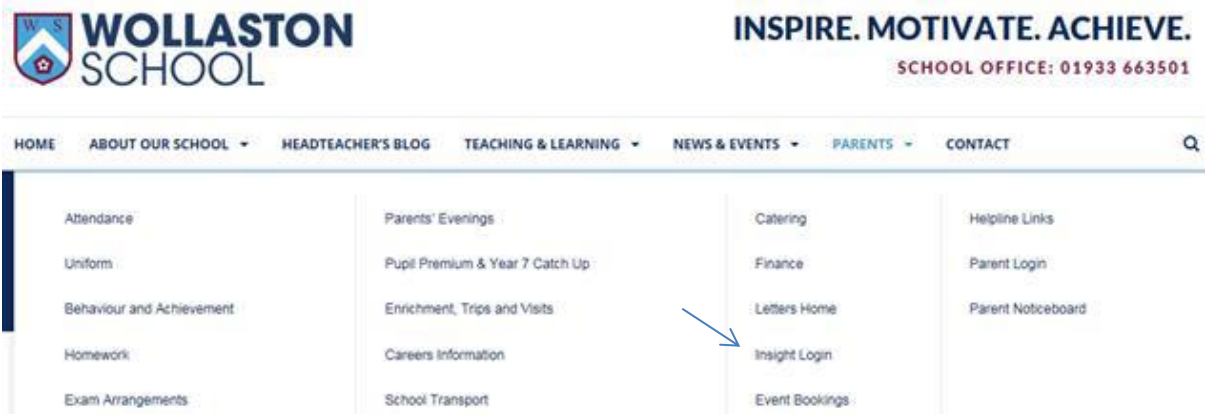


# Completing parents evening appointments online: A Step by Step Guide

**STEP 1:** From the home page click on 'Parents'



**STEP 2:** Choose and click on 'Insight Login'

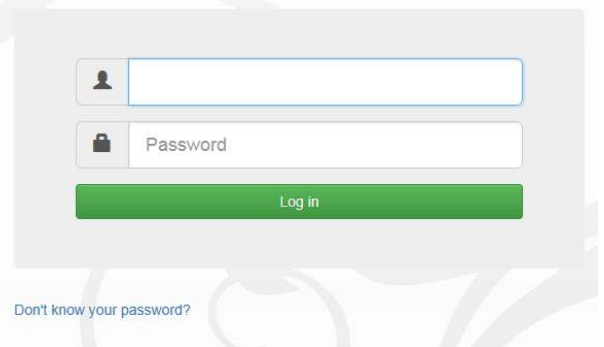


**STEP 3:** Login using the 'Username and Password' provided **Change password on first log in).**

**Username** - this is usually the PRIMARY email address you have registered with us for school communications.

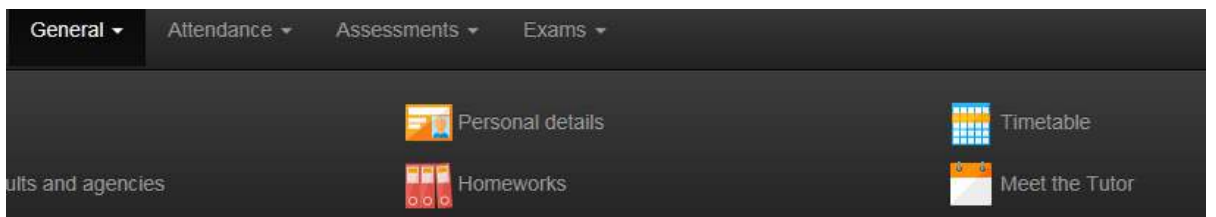
**Password** - If you have forgotten it, please enter your email address in the username box and click on the "Don't know...." link underneath the green Log In box.

If you experience any other technical problems please email [s.burgess@wollaston-school.net](mailto:s.burgess@wollaston-school.net)



## Make appointments

**STEP 4:** Select the 'General' tab and then 'Meet the Tutor'.



**TIP:** The main teachers who teach your son/daughter will be flashing between their photo and subject icon.



Miss C Williams [WMS] <b>English</b>	15:45 15:50 16:20 16:35 17:15 17:20 17:25 17:35 18:35 18:40 19:05 19:15 19:20 19:35 19:40
Miss M Sutton <b>History</b>	16:05 16:10 16:30 16:40 16:50 17:00 17:05 17:10 17:25 17:45 17:50 18:05 18:10 19:05 19:10 19:15 19:20 19:30 19:35 19:40
Mr D Lowe <b>Science</b>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:30 16:40 16:45 16:50 16:55 17:00 17:05 17:15 17:20 17:25 17:35 17:40 17:45 17:50 18:00 18:05 18:10 18:20 18:25 18:30 18:35 18:45 18:50 18:55 19:05 19:10 19:20 19:25 19:30 19:35 19:40
Mr M Wade <b>Ethics &amp; Philosophy</b>	15:50 16:00 16:05 16:10 16:20 16:35 17:00 17:25 17:35 17:45 17:50 17:55 18:00 18:05 18:15 18:20 19:00 19:05 19:15 19:25 19:30 19:35

**STEP 4b:** Your appointments will appear in this schedule

**STEP 4a:** Select a time for each subject by a 'click'. Your appointments will be placed into your schedule.