

## Year 7 Mentor Evening

### Making a booking with your child's mentor

Making an appointment with your child's mentor is done through Insight, and this needs to be done prior to the evening itself. More information on accessing Insight can be found on [www.nortoncollege.net/insight](http://www.nortoncollege.net/insight).

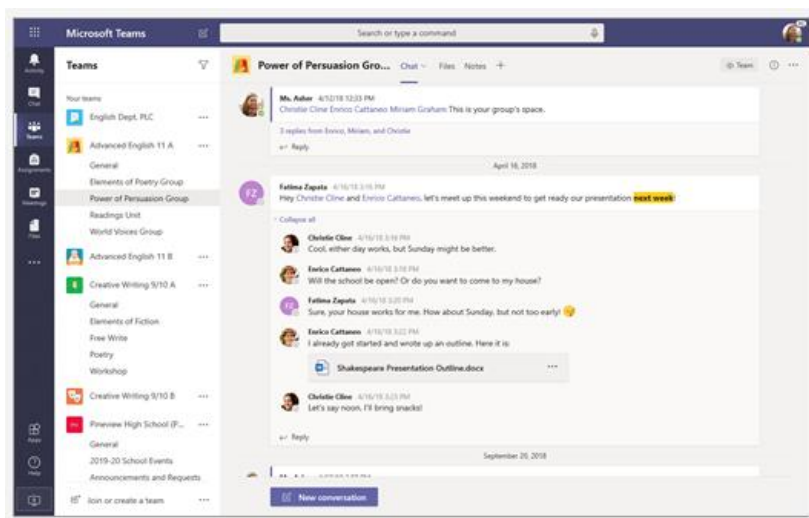
From within Insight, navigate to **MANAGE > PARENTS EVENINGS**

You will see a list of available staff on the right of the page and a list of their own bookings on the left. A list of available appointments will appear next to each staff member's name. Click on an appointment to reserve it. A green tick will appear next to each staff member that you have an appointment with.

Jordan Acton		Available bookings	
16:00	Dr R Mcnamara (French) <a href="#">remove</a> <a href="#">agenda</a>	Dr R Mcnamara <b>French;</b> 16:15 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
16:15	Miss R Hatchett (Mathematics) <a href="#">remove</a> <a href="#">agenda</a>	Miss R Hatchett <b>Mathematics;</b> 16:00 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
16:30	Mr A Blacker (Religious Ed) <a href="#">remove</a> <a href="#">agenda</a>	Mr A Blacker <b>Religious Ed</b> 16:00 16:15 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
16:45		Mr A Simmons <b>Geography;</b> 16:00 16:15 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	

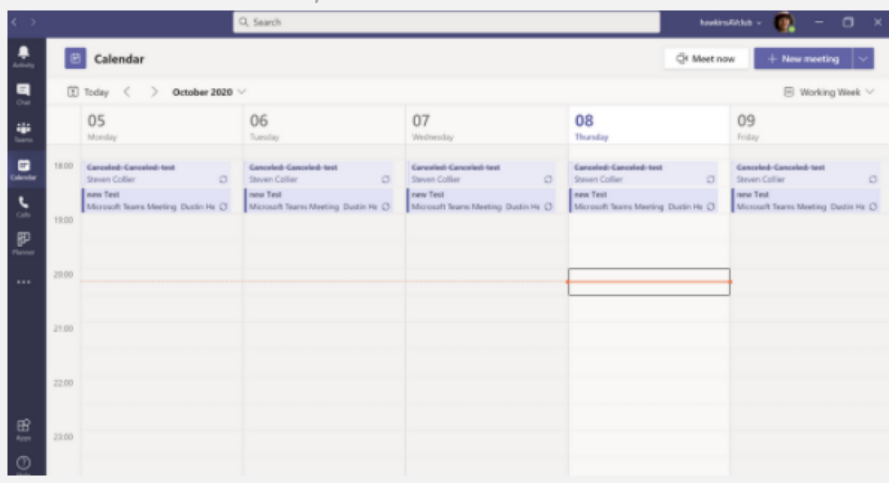
### Using Microsoft Teams for Parents Evenings

With the appointment now made, Norton College uses Microsoft Teams as a Covid-19 safe method of allowing face to face meetings between staff and parents.



Microsoft Teams is free to install on most home computing devices, with Microsoft Windows, Google Android and Chromebooks, and Apple MacOS and IOS all supported. Helpful links to download these can be found on [www.nortoncollege.net/microsoftteams](http://www.nortoncollege.net/microsoftteams).

As Norton College will make appointments in Teams using the students Microsoft Teams accounts, please sign into Teams with your child's College email address and password. If they do not know this, their class Computing teacher will be able to help them. Students normally have their ability to turn on their webcams removed; however, this will be temporarily enabled during Parents Evenings.



Students will be invited to each of their meetings by staff and these will appear in the calendar section.

At the appropriate time, click on the appointment and then click on JOIN. If the member of staff isn't quite ready for you, you may be put into a lobby until they become free. When ready, you'll then be connected, and you should be able to see and hear the member of staff and the appointment will begin. Once the appointment is complete the member of staff will close the call. If you have further appointments you can then click to join those in the same way.