

Parent Evening Booking Tool

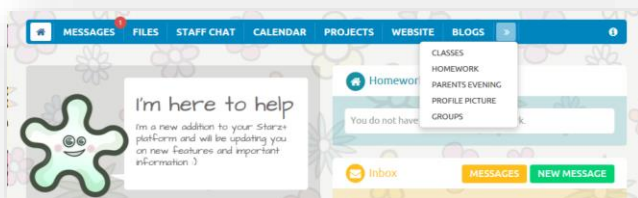
Setting 'Comfort Breaks' – Teacher's Guide

When using the Parent Evening Booking tool within Starz+ it is possible for teachers to remove some of the consultation times and use them as 'Comfort Breaks'.

How to set a 'Comfort Break'

First, check that the event has been setup within Starz+, then to set a 'Comfort Break' follow the procedure below:

- Log onto Starz+ using your teacher account
- Click the Parent Evening Booking Tool link found in your blue toolbar, you may need to open the overflow section, accessed by the double arrows at the right-hand side of the bar.



- The next screen will show you the next event, dates and times for the class that you are associated with.

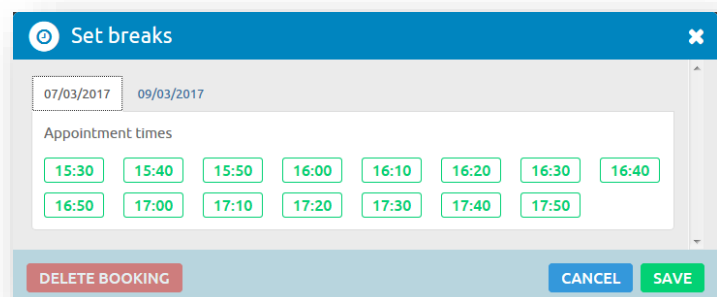
- Click onto the name of the event under the 'Next event' heading.

Dates	Next event	Bookings
07/03/2017, 3:30 pm - 6:00 pm	Parent / Carers consultation evening	0/28
09/03/2017, 3:30 pm - 7:00 pm		

- Click onto the blue button to set your breaks:



- On the pop-up window, you will be able to select sessions to allow yourself a break. These will be greyed-out for parents when they come to view available consultation times. Select each tab in turn if you have consultations over several days ensure that breaks have been selected for each day.



Please note: Ensure that there are enough sessions left to accommodate all parents who may require a consultation.