

New College Progress Review Evening



Accessing the New College Swindon Progress Review Evening Booking System

This guide contains all you need to know about booking appointments and accessing your online progress review evening appointments.

Booking System

We have chosen the Microsoft Bookings App as a safe and secure platform for booking appointments. Please use the following link to access the system: bit.ly/NCSPROGRESSREVIEW

You will need to know the names of your child's teachers – a copy of their timetable may be useful. This is available at our **Parent Portal**, details of how to access are provided at <https://www.newcollege.ac.uk/information/parents>.

When you book an appointment with us:

- Choose a **course area** (this won't be a specific course but will be more general such as 'Computing and IT' or 'English and Literacy')
- Choose a **lecturer** assigned to that course area (if you can't find the teacher you are looking for it may be that they are not able to take part in the consultation evening).
- Choose an available **10-minute time slot** between the hours of 17:00 and 21:00 for **Wednesday 6th April 2022**. Please note that no other days will be available to book in the calendar and the times shown for each lecturer are the only available appointment times.
- Type in your **full name, email address** and the **learner's name**. (Please check that you have entered the **correct email address** as this will be used to send confirmation and a meeting link.)

When you submit the form, you will have the option to book another appointment with another lecturer.

The appointment will be confirmed immediately **to the email address you have provided**. Please check your junk mail if you have not received this in your inbox. If you wish to delete or reschedule your appointment, you will have the option to do so by following the links in your confirmation email, there is no need to contact the college. **Please note that appointments are offered on a first-come, first-served basis.**

You may wish to save these appointments to your online/ cloud calendar, if you use one.

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BOOK AN APPOINTMENT

GO TO - bit.ly/NCSPROGRESSREVIEW

The screenshot shows the booking interface for a progress review. It includes a subject selection grid, a calendar for selecting a date, a time slot grid, a staff selection dropdown, a form for personal details, and a 'Book' button. Red callouts with numbers 1 through 7 point to specific elements: 1. 'Accounting and Finance' subject; 2. '06 April' on the calendar; 3. 'Anyone' in the staff dropdown; 4. '17:00' time slot; 5. The 'Add your details' form; 6. The 'Student's Name' input field; 7. The 'Book' button.

AFTER YOU BOOK, YOU WILL HAVE THE OPTION TO BOOK ANOTHER APPOINTMENT

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We use Microsoft Teams

The meeting with your chosen lecturer/s is conducted online via Microsoft Teams. The link to the teams meeting will be included in your confirmation email so please keep this safe.

When you click the link for your online meeting on Wednesday 6th April, you may be directed to a webpage with three options (or connected automatically):

1. **Join meeting using the Teams App** - If you have this installed already and have an existing Microsoft account.
2. **Join over the web** – this is suitable if you do not have the Teams app and/or an existing Microsoft account.
3. **Get the Microsoft Teams App** – this is not necessary, but you are free to do so.

For the best experience over the web, we recommend that you use the Chrome Browser. If you have the Teams app already then great. You can download the Teams app for desktop or mobile using this link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

On the evening of Wednesday 6th April

Please ensure that you have a device (laptop, desktop, tablet, or smartphone) with a microphone and speakers.

1. Click the link in your **confirmation email** to join the first meeting
2. Join the meeting via the web or Teams app (if you have it installed)
3. You will be held in a lobby ready for the lecturer to invite you into the meeting

Limitations

We understand that everyone has their own choice of equipment and software. We are aware that different platforms and web browsers behave differently. We have made every effort to help ensure that your appointment time runs smoothly. If you have been unable to access your appointment for any reason, alternative arrangements can be made, including:

- ✓ A follow up phone call
- ✓ An email conversation with the subject lecturer

Please note that New College Swindon cannot take responsibility or provide customer support for the hardware, software, or internet connections of our customers. If you experience any issues in this service, please contact us and we will be happy to discuss alternative options of connecting with your chosen lecturers wherever possible.