

New College Subject Consultation Evening



Accessing the New College Swindon Subject Consultation Booking System

Dear Parent or guardian,

In order to keep our students and their families as safe as possible we have moved our consultation evening online. This guide contains all you need to know about booking appointments and accessing your online consultation 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: <https://bit.ly/NCSSubjectConsultation>

You will need to know the names of your son/daughter's teachers – a copy of their timetable may be useful. This is available on our **Parent Portal**, details of how to access are provided at the end of this guide.

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 20:50 for **Wednesday 7th December**. 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.

New College Subject Consultation Evening



BOOK AN APPOINTMENT

GO TO - bit.ly/NCSSubjectConsultation

New College Swindon Progress Review

Public and Emergency Services

Accounting and Finance 10 minutes	Additional Support 10 minutes
Animal Care 10 minutes	Art, Design and Textiles 10 minutes
Public and Emergency Services 10 minutes	Childcare 10 minutes
Religious Studies and Philosophy 10 minutes	Progress Coaches 10 minutes
Social Sciences 10 minutes	Sciences 10 minutes
Travel and Tourism 10 minutes	Sports and Fitness 10 minutes

07 December, 19:40 with Jamie Rice

December 2022

	We	Th	Fr	Sa	Su	
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select staff (optional)
Jamie Rice

19:40	19:50	20:10
20:20	20:30	20:40
20:50		

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Add your details

Alex O'Connor
alex@oconnor.co.uk

Provide additional information

Student's Name
All O'Connor

Please ensure that you have read and agree with our Data Usage and Privacy information.

Book

Queens Drive Campus New College Drive Swindon SN3 1AH | 01793 61470 | <https://www.newcollege.ac.uk/>
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1 CHOOSE A SUBJECT AREA

2 CHOOSE WEDNESDAY 7TH DECEMBER

3 CHOOSE A LECTURER

4 CHOOSE A TIME

5 YOUR FULL NAME AND EMAIL ADDRESS

6 STUDENT'S FULL NAME

7 CLICK 'BOOK'

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

New College Subject Consultation Evening



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 7th December, 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 7th December

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
4. When your meeting has ended, follow these steps for all subsequent meetings.

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.