

User Guide – Making bookings on Parent Consultation Module in The Gateway

1. Access the Sha Tin College Gateway at <https://sc.tg.esf.edu.hk/>.
2. Key in your parental Gateway login and password.



The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <https://sc.tg.esf.edu.hk/login.php?Msg=>, which is highlighted with a red box. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a Google search bar and navigation icons. The page title is "ESF :: Gateway".

The main content area features the ESF Gateway logo (ESF 英基 GATEWAY 嘉匯) and the heading "The ESF Gateway". A central login form is displayed with the following fields:

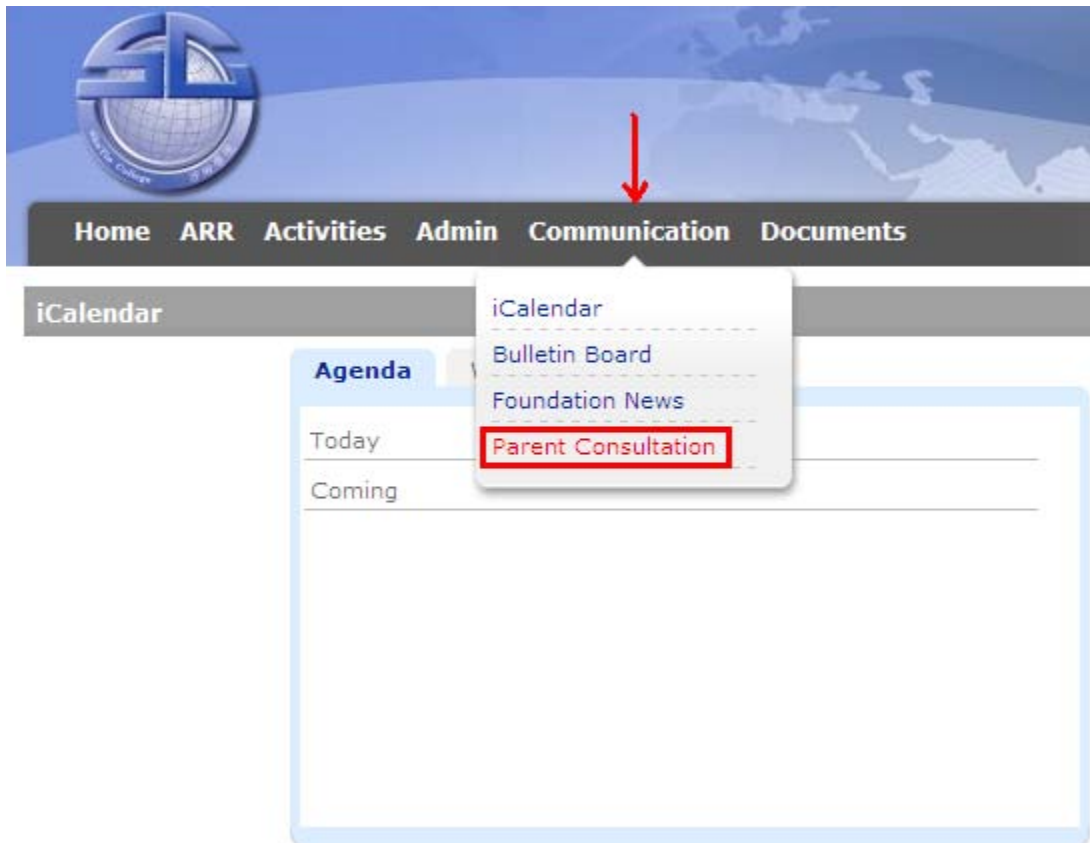
- School:** A dropdown menu with "Sha Tin College" selected.
- Login:** A text input field containing a blue placeholder.
- Password:** A text input field with masked characters (dots).

At the bottom of the form is a "Login" button, also highlighted with a red box. Below the button is a link that says "forgot password or login name?".

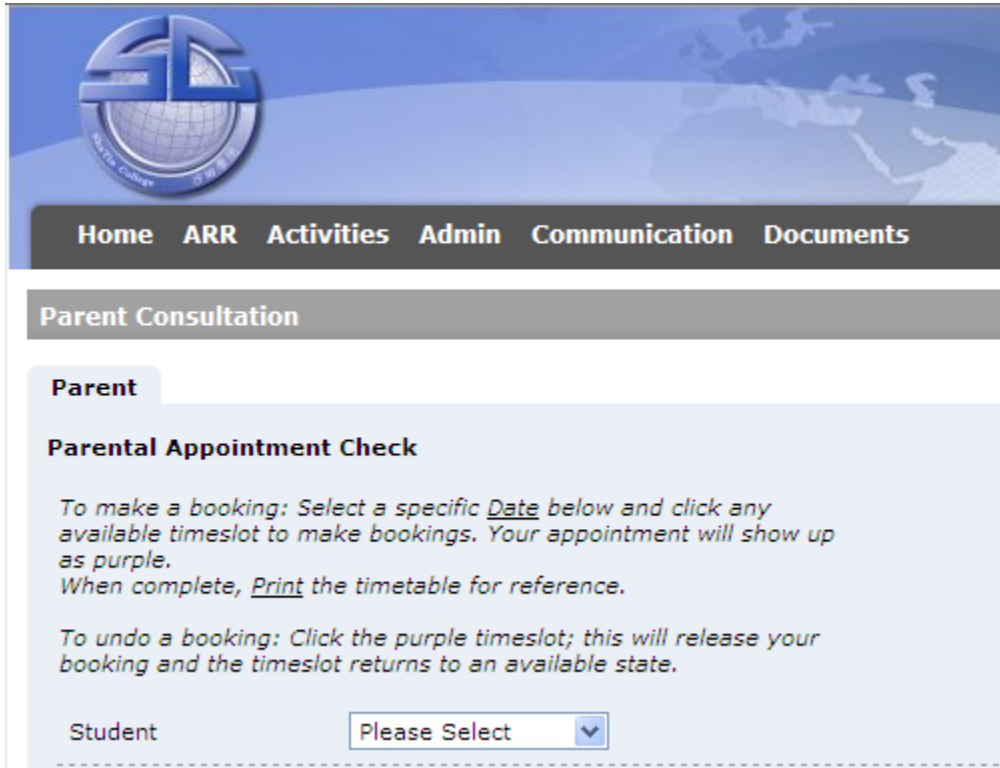
To the right of the login form, there is a welcome message: "Welcome to the ESF Gateway". Below this, it states: "The Gateway is the pathway to information and c staff, students and parents. Please login to the let access the system." Another line of text reads: "The Gateway developments are tested on the late and Internet Explorer. Please feel free to report i".

At the bottom right, there is a cartoon character holding a globe and a box that says "Now support Internet Explore".

3. On the "Communication" menu, select "Parent Consultation".



- Under the "Student" dropdown, select the child/ren name.



The screenshot shows a web application interface. At the top left is a circular logo with a globe and a cross-like symbol, with the text "St. John's College" and "1863" around it. Below the logo is a navigation bar with the following links: Home, ARR, Activities, Admin, Communication, and Documents. Below the navigation bar is a section titled "Parent Consultation". Underneath this is a sub-section titled "Parent". The main content area is titled "Parental Appointment Check" and contains the following text:

*To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple.
When complete, Print the timetable for reference.*

To undo a booking: Click the purple timeslot; this will release your booking and the timeslot returns to an available state.

Below the text is a label "Student" followed by a dropdown menu with the text "Please Select" and a downward arrow icon.

5. Select the event name and the date. Next, scroll to the remaining part of the screen to begin selecting the booking slots.

Parent Consultation

Parent

Parental Appointment Check

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When complete, Print the timetable for reference.

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Student

Event

Date

6. The teacher name is listed vertically on the left and the time slots are listed horizontally across the top of the table. Please refer to the legend for more information on different booking status for all the teachers for this event.
7. To begin booking, click on the targeted slot depending on when you want to see each of your child/dren subject teachers. The slot will automatically be shaded with light purple to mark that this is a booking has now been reserved by a parent. Please note that you will not be able to choose to see two teachers are the same time.
8. If you wish to cancel, the booking, click the targeted slot and click to confirm “Yes” to cancel.
9. Click “Print” if you want to print a list of the appointments that have been confirmed for future reference.

Yr 11 Parents' Consultation (Nov 2012)	06/11/2012	16:00 - 16:05	ARG
Yr 11 Parents' Consultation (Nov 2012)		16:05 - 16:10	BRO
Yr 11 Parents' Consultation (Nov 2012)		16:10 - 16:15	AOU
Yr 11 Parents' Consultation (Nov 2012)		16:15 - 16:20	CHA
Yr 11 Parents' Consultation (Nov 2012)		16:20 - 16:25	COU
Yr 11 Parents' Consultation (Nov 2012)		16:25 - 16:30	DRE
Yr 11 Parents' Consultation (Nov 2012)		16:30 - 16:35	HAR

Open for Booking Now

Print

Legend: - blocked or reserved by another parent
 - booking reserved by a teacher
 - booking reserved by a parent
 - Available

Teachers	16:00	16:05	16:10	16:15	16:20	16:25	16:30	16:35	16:40	16:45	16:50	16:55	17:00	17:05
AOUKAR, Nouhad (English) (Booking Confirmed)														
ARGUETA, Kenneth (Spanish) (Booking Confirmed)														
BROWN, Laura (Science) (Booking Confirmed)														
CHARNLEY, Fiona (Business Studies) (Booking Confirmed)														
COULTON, Bryan (Mathematics) (Booking Confirmed)														
DREW, Paul (Science) (Booking Confirmed)														
HARRIS, Neil (Drama) (Booking Confirmed)														
PARRY, Jane (Physical Education) (Booking Confirmed)														
PITARCH, Katia (Personal and Social Education) (Booking Confirmed)														
TAYLOR, Chris (History) (Booking Confirmed)														