



## Kimbolton School – Example of completing a Daybook Entry

Kimbolton School uses Daybooks in the Engage Parent Portal to capture necessary information from Parents. Please find enclosed a step by step guide of how to complete a Daybook entry. Note: different Daybooks will ask different questions but all will start with adding your child and saving and closing the Daybook entry at the end.

To complete a Daybook entry login to the Parent Portal at <https://engage.kimboltonschool.com>

Please note: it is not currently possible to create daybook entries in the App.

1. On the Portal homepage, click on the 'View Details' box below your child's name.

The screenshot shows a web browser window with the URL [engage.kimboltonschool.com/default.aspx](https://engage.kimboltonschool.com/default.aspx). The page header is purple and contains the school crest and the text "Parent Portal". Below the header is a navigation bar with icons for Home, My Account, My Details, Daybook, Activities, and Websites. The main content area is titled "Pupil Details" and features a camera icon, a "Current Pupil" label, and a "View Details" button highlighted with a yellow border.

2. Once the page has reloaded with your child's page,
  - a) Click on 'Add New Entry', a new box will pop up.
  - b) Use the drop down list to select the correct form
  - c) Select 'Add New Entry':

The screenshot shows a web browser window with the URL `engage.kimboltonschool.com/PupilDetails.aspx?id=Z37LINqtcSYDa`. The page header includes the school crest and the text "Parent Portal". Below the header is a navigation bar with links for Home, My Account, My Details, Daybook, Activities, and Websites. A "Go back to previous page" button is visible. The main content area shows a profile card with a camera icon and fields for Form, House, Age, Date of Birth, and DNI/NIE. At the bottom, there is a "Pupil Details" section with an "Add New Entry" button (labeled 'a'), a dropdown menu showing "Kimbolton School" (labeled 'b'), and another "Add New Entry" button (labeled 'c').

3. The Daybook will appear with your child automatically added to the 'Selected Pupil Recipients' box on the right, proceed down the form completing each required section as necessary:

The screenshot shows the "Create Kimbolton School Medical Form" page. The URL is `engage.kimboltonschool.com/EditDaybookTemplateEntry.aspx?action=add&type=5plMRXZD4H9%2FqImDcVEEwKw%3d%3d&p=Z37LINqtcSYDa&H9U%252FOg%253d%253d&tid=H962`. The page header includes the school crest and "Parent Portal". Below the header is a navigation bar with links for Home, My Account, My Details, Daybook, Activities, and Websites. The main content area shows the title "Create Kimbolton School Medical Form" and a sub-header "Daybook | Create Kimbolton School Medical Form". There are two columns: "Available Pupils" and "Selected Pupil Recipients (0)". Below these columns is a form with sections for "GP Details", "Other GP Details", and "NHS Number".

4. Please ensure to follow to the bottom of the form and select 'Save and Close' to submit the form:

<b>Other Details</b>	
<b>Item Date Time</b>	12/05/2022 <input type="text"/>
Update History	
Item Sub Type	Medical Form <input type="text"/>
Save	Save and Close