



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 the 'Parent Portal' interface. At the top is a purple header with the text 'Parent Portal'. Below this is a grey bar with the text 'My Children'. Underneath, there is a profile card for a child. The card has a purple square placeholder for a photo on the left. To the right of the photo, there are three purple bars representing redacted information. Below the redactions, the text 'Current Pupil' is visible, followed by another redacted bar, the letters 'REC', and another redacted bar. At the bottom of the card, the text 'Aragon House' is displayed. Below the profile card is a purple button with the text 'View Details', which is highlighted with a yellow border. To the right of the profile card is a grey box with the text 'What do you want to do?' and a dropdown arrow. Below this text is a white box containing a purple star icon and the text 'View Activities'.



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

The screenshot displays the 'Parent Portal' interface. At the top, a purple header contains the text 'Parent Portal' on the left and 'Last Login: 22 November 2022 12:59' on the right. Below the header, there is a purple navigation bar. The main content area features a form on the left with the following fields: 'Form:' (redacted), 'House: Aragon House', 'Age:' (redacted), 'Date of Birth:' (redacted), and 'DNI/NIE:' (redacted). To the right of the form, a modal window titled 'What do you want to do?' is open. This modal contains a list of options: 'Book Activities' (with a star icon) and 'Add New Entry' (with a document icon). The 'Add New Entry' option is highlighted with a yellow box and labeled 'a'. Below this modal, a secondary dropdown menu is visible, showing 'Add new' followed by a dropdown arrow and the selected option 'Annual Trip Consent'. This dropdown is also highlighted with a yellow box and labeled 'b'. To the right of the dropdown, a purple button labeled 'Add New Entry' is highlighted with a yellow box and 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. Once you have completed the form please select 'Save and Close' at the bottom.

Parent Portal

Create Kimbolton School Medical Form

Daybook | Create Kimbolton School Medical Form

Available Pupils

Selected Pupil Recipients (1)

Pupil name here

GP Details

If Other please enter details below:

Other GP Details