

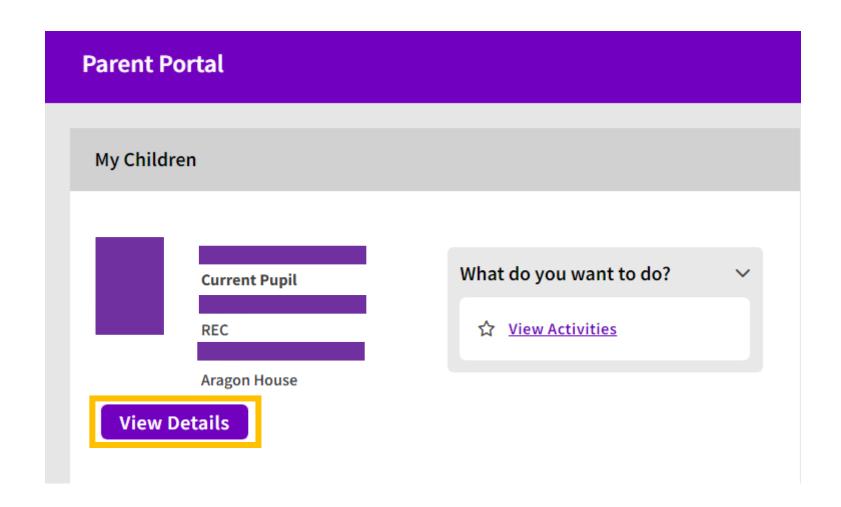
Kimbolton School – Example of completing a Daybook Entry

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

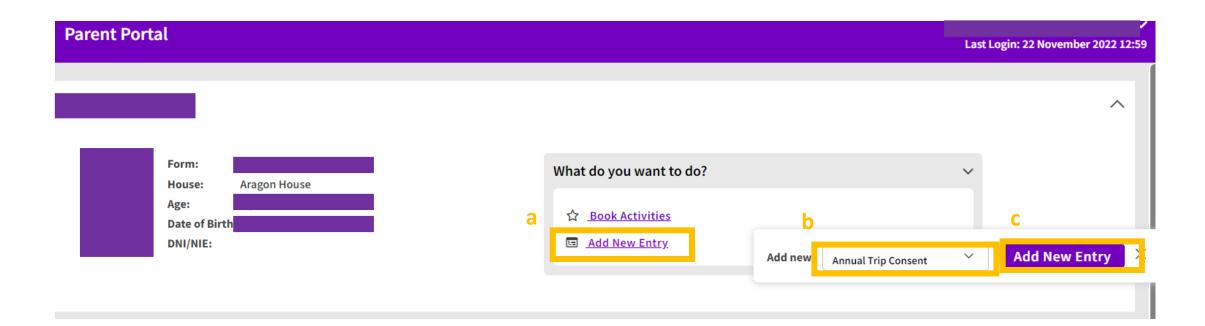
Please note: it is not currently possible to create daybook entries in the App.

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





- 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 required form
 - c) Select 'Add New Entry'





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.

