# Parents' Guide for Booking Appointments

**school**cloud

Browse to https://northleamington.schoolcloud.co.uk/

Title	First Name	Sumar	ne	
Mrs •	Rachael	Abbot		
Email		Confirm Email		
rabbol4@gmail.c	om	rabbol4@gmail.c	om	
Student's De First Name	tails Surname		Date Of Birth	

## Step 1: Login

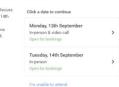
Fill out the details on the page then click the Log In button.

Please remember to use your child's preferred name when logging in.

A confirmation of your appointments will be sent to the email address you provide.

#### ptember Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click I'm unable to attend.

oose Booking Mode
ct how you'd like to book your appointments using the option below, and then hit Next.
Automatic Automatically book the best possible times based on your availability
Manual

# Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

#### Choose Teachers

Next

Set the earliest and latest times you can attend, select which teachers you'd like to see, and the press the button to continue.

Choose earliest and latest times



#### Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

f then	e is a teacher you do r	ot wish to a	see, please untick the	m before you continue.
Ben	Abbot			
	Mr J Brown SENCO		Mrs A Wheeler Class 11A	

#### **Step 5: Choose Teachers**

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

onfirm A	ppointment Time	s		
	ppointments have been rea on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	Eő
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr.R.Mcnamara	Andrew	French	14

#### Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



# **Step 7: Book Appointments**

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

	ber Parents Evening ments from 16:15 to 16:45		Tuesday, 14th September In-person
🖶 Print	🖍 Amend Bookings	Subscribe to C	alendar
	v parents and teachers to discu he 13th there will be sessions a		e place on 13th and 14th September. and via video call.
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video call
	ber Parents Evening		Monday, 13th September

# Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.