

Parents' Guide for Booking Appointments

Browse to <https://churchstretton.schoolcloud.co.uk/>

The screenshot shows a registration form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (with 'Rachael' entered), Surname (with 'Abbot' entered), Email (with 'rabbot4@gmail.com' entered), and Confirm Email (with 'rabbot4@gmail.com' entered). The 'Student's Details' section has fields for First Name (with 'Ben' entered), Surname (with 'Abbot' entered), and Date Of Birth (with '20' in the month dropdown, 'July' in the day dropdown, and '2000' in the year dropdown).

Step 1: Login

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

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

The screenshot shows a page titled 'September Parents Evening'. On the left, there is explanatory text: '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.' On the right, there is a section titled 'Click a date to continue' with two options: 'Monday, 13th September' (In-person & video call, Open for bookings) and 'Tuesday, 14th September' (In-person, Open for bookings). At the bottom, there is a link that says 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

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

The screenshot shows a form titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times, you are 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.

The screenshot shows a form titled 'Choose Teachers'. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a section titled 'Choose earliest and latest times' with a horizontal slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The green bar of the slider is positioned from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

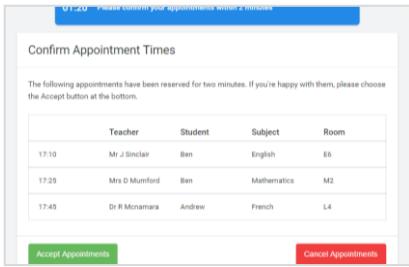
Step 4: Select Availability

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

The screenshot shows a form titled 'Choose Teachers'. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is a section titled 'Ben Abbot' with two checkboxes: 'Mr J Brown' (checked) and 'Mrs A Wheeler' (checked). Below the checkboxes is a green 'Continue to Book Appointments' button.

Step 5: Choose Teachers

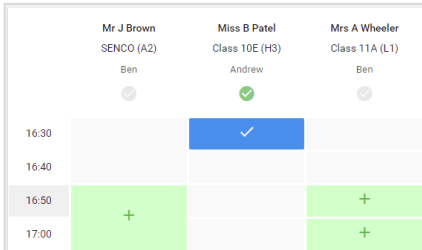
Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic)

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

If it was not 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.



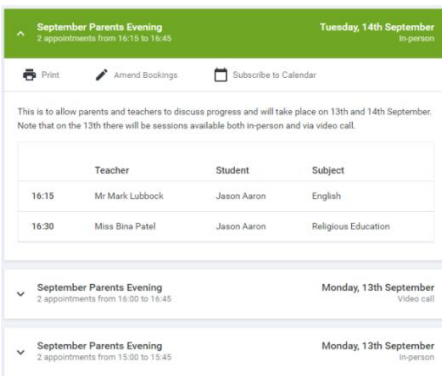
Step 7: Book Appointments

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.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

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



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*.