# **Parents' Guide for Booking Appointments**

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



### 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.



# **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.



### **Step 3: Select Booking Mode**

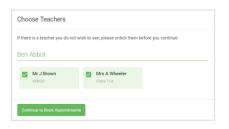
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



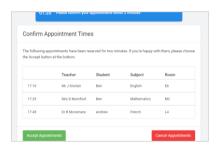
### Step 4: Select Availability

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



# **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.



### **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.



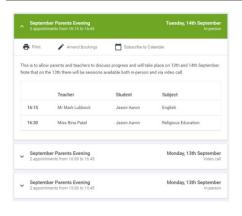
## **Step 7: Book Appointments**

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.

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

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.



### Step 8: Finished

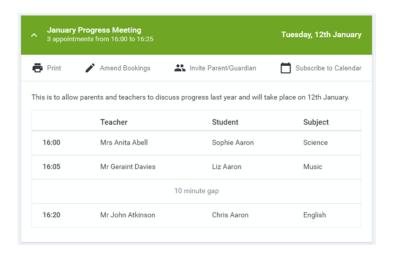
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.

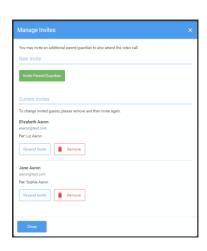
### Step 6: Inviting another parent/guardian to join your appointments

You can give another parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the Parents' Evening. You can grant this access at the time of booking or later if required.

1 – Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead







2 – You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student (s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

You will then see a *Manage Invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them. If you click *Remove* the link previously sent will no longer work and that person can no longer join the video call.