

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.

The screenshot shows a login form with two main 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 '23' in the day field, 'July' in the month dropdown, and '2000' in the year field).

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*.

The screenshot shows a screen titled 'September Parents Evening'. It contains a paragraph of text explaining the purpose of the evening and a note about sessions on the 13th. Below the text is a 'Click a date to continue' section with two date options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). Each date option has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link for '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.

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

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 screen titled 'Choose Teachers'. It has a paragraph of text and a section titled 'Choose earliest and latest times'. Below this is a horizontal slider with a green bar. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

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.

The screenshot shows a screen titled 'Choose Teachers'. It has a paragraph of text and a section titled 'Ben Abbot'. Below this are two teacher options: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class T1A). Both options have a green checkmark in a box, indicating they are selected. A green 'Continue to Book Appointments' button is at the bottom.

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.

The screenshot shows a screen titled 'Confirm Appointment Times'. It has a paragraph of text and a table of provisional appointments. The table has columns for Teacher, Student, Subject, and Room. The appointments are: 17:10 with Mr J Sinclair, Ben, English, E6; 17:25 with Mrs D Mumford, Ben, Mathematics, M2; and 17:45 with Dr R Monizara, Andrew, French, L4. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

September Parents Evening			Tuesday, 14th September
7 appointments from 16:15 to 19:45			in-person
Print	Amend Bookings	Subscribe to Calendar	
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.			
Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening			Monday, 13th September
2 appointments from 19:00 to 19:45			video call
September Parents Evening			Monday, 13th September
2 appointments from 15:00 to 15:45			in-person

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

January Progress Meeting			Tuesday, 12th January
3 appointments from 16:00 to 16:25			
Print	Amend Bookings	Invite Parent/Guardian	Subscribe to Calendar
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.			
Teacher	Student	Subject	
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

The screenshot shows a form titled "Invite Parent/Guardian" with a close button in the top right. The form contains the following elements: a title bar with a close icon; a subtitle "You may invite an additional parent/guardian to also attend the video call."; a "Name *" field with the value "Jane Aaron"; an "Email *" field with the value "jaaron@test.com"; an orange warning banner that reads "Anyone with access to the email will be able to join the video call"; a consent section with a checked checkbox and the text "I consent to sharing my name, student name, and list of appointments"; a section titled "Invite to all appointments for the following students:" with three checkboxes: "Sophie Aaron" (checked), "Liz Aaron" (unchecked), and "Chris Aaron" (unchecked); and a blue "Send Invite" button at the bottom left and a "Close" link at the bottom right.

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.

The screenshot shows a form titled "Manage Invites" with a close button in the top right. The form contains the following elements: a title bar with a close icon; a subtitle "You may invite an additional parent/guardian to also attend the video call."; a "New Invite" section with a green "Invite Parent/Guardian" button; a "Current Invites" section with the instruction "To change invited guests, please remove and then invite again."; a list of two invites: the first for "Elizabeth Aaron" (email: eaaron@test.com) for "Liz Aaron", with "Resend Invite" and "Remove" buttons; and the second for "Jane Aaron" (email: jaaron@test.com) for "Sophie Aaron", with "Resend Invite" and "Remove" buttons; and a blue "Close" button at the bottom left.