# Parents' Guide for Booking Appointments



Browse to <a href="https://southchurchhs.schoolcloud.co.uk/">https://southchurchhs.schoolcloud.co.uk/</a>

Title	First Name	Sumame	,	
Mrs •	Rachael	Abbot		
Email		Confirm Email		
rabbol4@gmail.c	mom	rabbol4@gmail.co	m	
Student's De	tails Surna	ne	Date Of Birth	

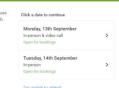
#### Step 1: Login

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.

#### eptember Parents Evening

Ims is to arrow parents and teachers to oncuss 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.

Ch	oose Booking Mode
Sele	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
0	Manual Choose the time you would like to see each teacher

# 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 th 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.

then	e is a teacher you do n	ot wish to s	see, please untick ther	n before you continue.
Ben	Abbot			
	Mr J Brown		Mrs A Wheeler	
	SENCO		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.

Confirm Appointment Times								
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.								
	Teacher	Student	Subject	Room				
17:10	Mr J Sinclair	Ben	English	E6				
17:25	Mrs D Mumford	Ben	Mathematics	M2				
		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.

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.

#### Subscribe to Calendar Prin Amend Bookings and will take on 13th and Student Subject 16:15 Mr Mark Lubboo English 16:30 Miss Bina Pate Religious Education Monday, 13th September September Parents Evening appointments from 16:00 to 16:45 Monday, 13th September September Parents Evening 2 appointments from 15:00 to 15:45

# **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.