

Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs | First Name: Rachel | Surname: Jakes

Email: rjakes4@gmail.com | Confirm Email: rjakes4@gmail.com

Student's Details

First Name: Ben | Surname: Jakes | Date Of Birth: 23 July 2000

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointment will be sent to the email address you provide.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please arrive at the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
- Friday, 17th March
-

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*.



Choose Booking Mode

Select 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
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

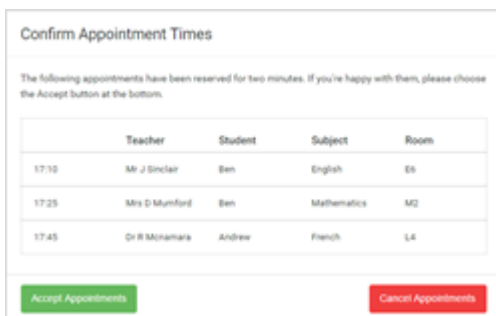
If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (Room 110) Mrs A Wheeler (Class 11A)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book an appointment 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
17:30	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointment which is held for 2 minutes. To keep it, 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 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class TDE (HS) Andrew	Mrs A Wheeler Class 11A (LT) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): 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 the appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



The screenshot shows a 'My Bookings' page with a table of appointments. The table has columns for 'Teacher', 'Student', 'Subject', and 'Room'. The data is as follows:

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Miss B Patel	Andrew	TDE	HS
Mrs A Wheeler	Ben	11A	LT

Step 6: 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 appointment, click on *Amend Bookings*.