Parents' Guide for Booking Appointments

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

Title	First Name	Surname			
Mrs	Rachael	Abbot			
Email		Confirm Email			
rabbot4@gmail.com		rabbot4@gmail.com			
		rabbot4@gmail.com			
rabbot4@gr Student's First Name		rabbot4@gmail.com			

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.

Parents' Evening		
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via	Click a date to continue:	
your child's teacher, mease enter the school via the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	>
	Friday, 17th March Open for bookings	>
	I'm unable to attend	

Step 2: Select Parents' Evening

Click on the date you wish to book.

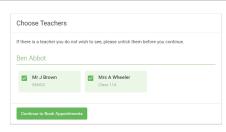
Unable to make all of the dates listed? Click I'm unable to attend.

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	
Next	

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: 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 appointments with. A green tick indicates they're selected. To de-select, click on their name.

	ppointments have been re- on at the bottom.	ierved for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	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 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 5b).



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.

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.

Year 11 Subje 5 appointments	ct Evening Incent15:00 to 15:05			
e ~~	🖌 Amand Davidings			
	ning in for pupils in year while where this evening			
	Teacher	Student	Subject	Room
15:00	Mr.J.Bown	tes .	BENDO	43
15/10	W J Indas	101	Brighth	
15.15	W J Sindar	Andrew	tinglish	- 10
15:20	Mr K Jacobs	in .	Hiltory	H6
15.25	Miss F Burton	Andram	Mathematics	ю
16:00	Miss J Foster	Andren	Science	60

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 appointments, click on Amend Bookings.