

# Parents' Guide for Booking Appointments

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

email confirmation - please ensure your email address is correct.

### Your Details

|       |            |         |
|-------|------------|---------|
| Title | First Name | Surname |
| Mrs   | Rachael    | Abbot   |

|                   |                   |
|-------------------|-------------------|
| Email             | Confirm Email     |
| rabbot4@gmail.com | rabbot4@gmail.com |

### Student's Details

|            |         |               |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben        | Abbot   | 20 July 2000  |

## 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.

### September Parents Evening

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.

Click a date to continue

Monday, 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[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.

### Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

#### Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

### Choose Teachers

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

Ben Abbot

- ☒ **Mr J Brown**  
SENCO
- ☒ **Mrs A Wheeler**  
Class 11A

Continue to Book Appointments

## 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   |
| 17:45 | Dr R Moramara | Andrew  | French      | L4   |

Accept Appointments Cancel Appointments

## 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.

|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>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.

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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-------------------------|
| 2 appointments from 16:15 to 16:45                                                                                                                                                                  |                 |             | in person               |
| <div>Print</div> <div>Amend Bookings</div> <div>Subscribe to Calendar</div>                                                                                                                         |                 |             |                         |
| 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 16:00 to 16:45                                                                                                                                                                  |                 |             | 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*.