Parents' Guide for Booking Appointments

schoolcloud

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

Title	First Name	Suma	me	
Mrs •	Rachael	Abbol		
Email		Confirm Email		
rabbol4@gmail.c	am	rabbol4@gmail	com	
Student's De	tails			
First Name	Surname		Date Of Birth	

Step 1: Login

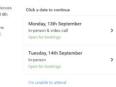
Fill out the details on the page then click the Log In button.

These details MUST match those held by the school to gain access to the system.

A confirmation of your appointments will be sent to the email address you provide.

ptember 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.



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.



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 the press the button to continue.

Choose earliest and latest time



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 r	not wish to a	see, please untick the	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 rearred for two minutes. If you're happy with them, please choose for Accept Lottion at the bottom.							
17:10	Mr J Sinclair	Ben	English	EÓ			
17:25	Mrs D Mumford	Ben	Mathematics	M2			
	Dr R Monamara	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.