# Parents' Guide for Booking Appointments

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

Title	First Name		Sumame			
Mrs •	Rachael		Abbot			
Email		Confirm	Email			
rabbol4@gmail.com		rabbot4	rabbol4@gmail.com			
Student's De		rname	Date Of Birth			

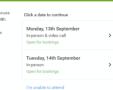
# Step 1: Login

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

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.

Choose Booking Mode
Select how you'd like to book your appointments using the option below, and then hi
Automatic Automatically book the best possible times based on your availability
O 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

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.

there	e is a teacher you do r	not wish to	see, please untick then	n before you continue.
Ben	Abbot			
	Mr J Brown SENCO		Mrs A Wheeler 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 A	firm Appointment Times							
he following appointments have been reserved for two minutes. If you're happy with them, please choose he Accept button at the bottom.								
	Teacher	Student	Subject	Room				
17:10	Mr J Sinclair	Ben	English	Eő				
17:25	Mrs D Mumford	Ben	Mathematics	M2				
17:45	Dr R Mcnamara	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.

#### 💉 Amend Bookings Dubscribe to Calendar 🖶 Print and will take ace on 13th and 14t Teacher Student Subject English 16:15 Mr Mark Lubboo 16:30 Religious Education Miss Bina Pate 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.