# Parents' Guide for Booking Appointments

**school**cloud

Browse to <a href="https://djcs.schoolcloud.co.uk/">https://djcs.schoolcloud.co.uk/</a>

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Student's		

## 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.

Click a date to continue:	
Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>
I'm unable to attend	
	Thursday, 16th March Open for bookings Friday, 17th March Open for bookings

## Step 2: Select Parents' Evening

Click on the date you wish to book.

<sup>2</sup> Unable to make all of the dates listed? Click I'm unable to attend.

Choose Booking Mode	Step 3: Select Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.	Choose Automatic if you'd like the system to suggest the shortest possible
Automatic Automatically book the best possible times based on your availability	appointment schedule based on the times you're available to attend. To
O Manual Choose the time you would like to see each teacher	pick the times to book with each teacher, choose Manual. Then press
Next	Next.
	- We recommend choosing the automatic booking mode when browsing
	on a mobile device.



Step 4:	Choo	se Tea	chers

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.

he following appointments have been reserved for two minutes. If you're happy with them, please ch e 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 Monamara	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).



## Mrs A Wheeler 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 all appointments, at the top of the page in the alert box, press *click* here to finish the booking process.



## 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.