

Parents' Guide for Booking Appointments

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

The form is divided into two sections. The first section, 'Your Details', has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rab004@gmail.com), and Confirm Email (rab004@gmail.com). The second section, 'Student's Details', has fields for First Name (Ben), Surname (Abbot), and Registration Class (11A). A green 'Log In' button is at the bottom.

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.

The screen has a green header 'Parents' Evening'. Below it, there's a message: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there's a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. At the bottom, there's a link '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*.

The screen is titled 'Choose Booking Mode'. It says 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio buttons: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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.

The screen is titled 'Choose Teachers'. It says 'If there is a teacher you do not wish to see, please untick them before you continue.' Below, there's a section 'Ben Abbot' with two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have green checkmarks. A green 'Continue to Book Appointments' button is at the bottom.

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.

The screen is titled 'Confirm Appointment Times'. It says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below is a table:

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monama	Andrew	French	L4

At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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).

The screen shows a grid of appointment slots. The columns are teachers: 'Mr J Brown' (SENCO (A2) Ben), 'Miss B Patel' (Class 10E (H3) Andrew), and 'Mrs A Wheeler' (Class 11A (L1) Ben). The rows are times: 16:30, 16:40, 16:50, and 17:00. A blue box with a checkmark is at 16:30 for Miss B Patel. Green boxes with a plus sign are at 16:50 and 17:00 for Mr J Brown and Mrs A Wheeler. Grey boxes are at 16:30 and 16:40 for Mr J Brown and Mrs A Wheeler.

Step 5b (Manual): Book Appointments

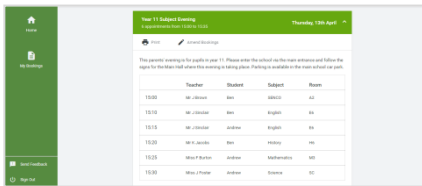
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

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.



The screenshot shows a web page for a 'Year 11 Student Evening' on Thursday, 12th April. The page includes a navigation menu on the left with 'Home', 'My Bookings', and 'Sign Out'. The main content area has a heading 'Year 11 Student Evening' and a sub-heading 'Appointment Bookings for Year 11'. Below this is a table with columns for 'Teacher', 'Student', 'Subject', and 'Room'. The table lists several appointments for the evening.

Teacher	Student	Subject	Room
18:00	Mr. Johnson	Maths	101
18:15	Mr. Johnson	Maths	102
18:30	Mr. Johnson	Maths	103
18:45	Mr. Johnson	Maths	104
19:00	Mr. Johnson	Maths	105
19:15	Mr. Johnson	Maths	106
19:30	Mr. Johnson	Maths	107
19:45	Mr. Johnson	Maths	108

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*.