

Parents' Guide for Booking Appointments

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

The form is divided into two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes 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 paragraph explaining the event. To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and 'Open for bookings' text. At the bottom, there is a blue 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 has a header 'Choose Booking Mode'. Below it, a paragraph 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 has a header 'Choose Teachers'. Below it, a paragraph says 'If there is a teacher you do not wish to see, please untick them before you continue.' Under the name 'Ben Abbot', there are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark. 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 has a header 'Confirm Appointment Times'. Below it, a paragraph says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' There is a table with columns: Teacher, Student, Subject, Room. The table contains three rows of appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
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).

The grid shows three teachers: Mr J Brown (SENCO (A2) Ben), Miss B Patel (Class 10E (H3) Andrew), and Mrs A Wheeler (Class 11A (L1) Ben). The grid has time slots from 16:30 to 17:00. A blue checkmark is in the 16:30 slot for Miss B Patel. Green plus signs are in the 16:50 and 17:00 slots for Mr J Brown and Mrs A Wheeler. Grey cells indicate unavailable times.

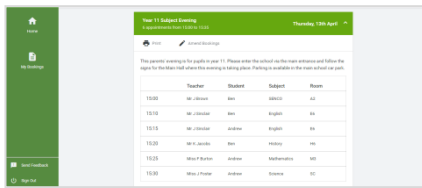
Step 5b (Manual): Book Appointments

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 'My Bookings' page for Thursday, 19th April. It features a table with the following data:

Time	Teacher	Student	Subject	Room
12:00	Mr. Johnson	Ben	English	EA
12:15	Mr. Johnson	Ben	English	EA
12:30	Mr. Johnson	Ben	English	EA
12:45	Mr. Johnson	Ben	English	EA
13:00	Mr. Johnson	Ben	English	EA
13:15	Mr. Johnson	Ben	English	EA
13:30	Mr. Johnson	Ben	English	EA
13:45	Mr. Johnson	Ben	English	EA
14:00	Mr. Johnson	Ben	English	EA
14:15	Mr. Johnson	Ben	English	EA
14:30	Mr. Johnson	Ben	English	EA
14:45	Mr. Johnson	Ben	English	EA
15:00	Mr. Johnson	Ben	English	EA
15:15	Mr. Johnson	Ben	English	EA
15:30	Mr. Johnson	Ben	English	EA
15:45	Mr. Johnson	Ben	English	EA
16:00	Mr. Johnson	Ben	English	EA
16:15	Mr. Johnson	Ben	English	EA
16:30	Mr. Johnson	Ben	English	EA
16:45	Mr. Johnson	Ben	English	EA
17:00	Mr. Johnson	Ben	English	EA
17:15	Mr. Johnson	Ben	English	EA
17:30	Mr. Johnson	Ben	English	EA
17:45	Mr. Johnson	Ben	English	EA
18:00	Mr. Johnson	Ben	English	EA

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*.