

Parents' Guide for Booking Appointments

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

The 'Your Details' form contains two sections. The first section, 'Your Details', has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rachael@gmail.com), and Confirm Email (rachael@gmail.com). The second section, 'Student's Details', has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (29 July 2000). 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 'Parents' Evening' form has a green header. It contains a paragraph explaining the event and a 'Click a date to continue' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow. A link 'I'm unable to attend' is at the bottom.

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 'Choose Booking Mode' form has a green header. It asks 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio buttons: 'Automatic' (selected) and 'Manual'. Below 'Automatic' is the text 'Automatically book the best possible times based on your availability.' Below 'Manual' is '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 'Choose Teachers' form has a green header. It says 'If there is a teacher you do not wish to see, please untick them before you continue.' Below 'Ben Abbot', there are two checkboxes: 'Mr J Brown' (checked) and 'Mrs A Wheeler' (checked). 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 'Confirm Appointment Times' form has a green header. 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 with columns: Teacher, Student, Subject, Room.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E8
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Morimama	Andrew	French	L4

At the bottom 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 manual booking grid shows a table with columns for 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, 17:00. A blue checkmark is in the cell for 16:30 with Miss B Patel. Green plus signs are in the cells for 16:50 and 17:00 with 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 'My Bookings' page shows a table of booked appointments with columns for Teacher, Student, Subject, and Room. A green 'Print' button is at the top right. A green 'Subscribe to Calendar' button is at the bottom right.

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*.