

Parents' Guide for Booking Appointments

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

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.

Form fields: Title (Mr), First Name (John), Surname (Doe), Email (john.doe@thevale.co.uk), Date (25/03/2021). A green 'Log In' button 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*.

Section: Parents' Evening. Text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the preferred time slot in the calendar and click on the confirmation button.' Options: Thursday 16th March, Friday 17th March, and a link 'I'm unable to attend'.

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.

Section: Choose Booking Mode. Text: 'Select how you'd like to book your appointments using the options below and click Next.' Options: Automatic (selected), Manual. A green 'Next' 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.

Section: Choose Teachers. Text: 'If there is a selection of teachers to book, please select those you wish to book with.' Teachers: Mr J Brown (selected), Mrs A Wheeler (selected). A green 'Continue to Book Appointments' button is at the bottom.

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).

Section: Confirm Appointment Times. Text: 'The following appointments have been suggested for you. You can accept or decline each one. The Accept button is at the bottom left.' Table with columns: Teacher, Student, Subject, Room. Rows: 1:10 Mr J Brown, 1:25 Mrs A Wheeler, 1:40 Mrs A Wheeler. Buttons: Accept Appointments, Cancel Appointments.

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.

Grid showing teachers: Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1)). Time slots: 10:30, 10:40, 10:50, 11:00. A blue box with a checkmark is at 10:30 for Miss B Patel.

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*.

Section: My Bookings. Shows a list of appointments with details like teacher, student, subject, room, and time. Buttons for 'Print' and 'Subscribe to Calendar' are visible.