Parents' Guide for Booking Appointments



Browse to https://coltonhills.schoolcloud.co.uk/

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		Abbot		
	Confirm Email			
rabbot4@gmail.com		rabbot4@gmail.com		

September Parents Evening This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call. Monday, 13th September In-person & video call Open for bookings Tuesday, 14th September In-person Open for bookings I'm unable to attend

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.

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.*

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.

Choose Teachers

Automatic

Manual

Choose Booking Mode

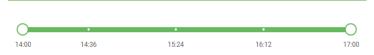
Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatically book the best possible times based on your availability

Choose the time you would like to see each teacher

Choose earliest and latest times



Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



onfirm A	ppointment Time	S		
	ppointments have been res on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Menamara	Andrew	French	L4



Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 6: Book Appointments (Automatic)

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 7: 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.

September Parents Evening 2 appointments from 16:15 to 16:45			Tuesday, 14th September In-person		
🖶 Print	Amend Bookings	Subscribe to C	alendar		
	v parents and teachers to discu the 13th there will be sessions a		e place on 13th and 14th September. and via video call.		
	Teacher	Student	Subject		
16:15	Mr Mark Lubbock	Jason Aaron	English		
16:30	Miss Bina Patel	Jason Aaron	Religious Education		
	per Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video call		
	per Parents Evening ments from 15:00 to 15:45		Monday, 13th September		

Step 8: 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*.