# Parents' Guide for Booking Appointments



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

Title	First Name	Surname				
Mrs •	Rachael	Abbot				
Email		Confirm Email				
		rabbol4@gmail.com				
rabbot4@gmail tudent's De First Name		rabbolk@gmail.com				

## 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 enter.



### Step 2: Select Parents' Evening

Unable to attend? Click I'm unable to attend.

Choose Teachers		
If there is a teacher you do not w	ish to see, please untick them b	efore you continue.
Ben Abbot		
Mr J Brown	Mrs A Wheeler	
SENCO	Class 11A	
Continue to Book Appointments		

## 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.

Cho	bose Booking Mode
Seler	ct how you'd like to book your appointments using the option below, and then hit Next.
0	Automatic Automatically book the best possible times based on your availability
0	Manual Choose the time you would like to see each teacher
	Next

#### **Step 4: Choose Teachers**

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

Your daughter may have more than one teacher per subject. Please only book an appointment with one of the teachers.

Choose one member of staff from SEND department, *if applicable* The SEND department teacher(s) are automatically selected. If no appointment is required with the SEND department - click on their name(s) and they will be de-selected from your appointments.

The parent evening event will have a maximum number of appointments per student per family – your daughter may have more subject teachers then the maximum number of appointments. It is important to only select those teachers that you want to book appointments with.

	opointments have been rea 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 Mcnamara	Andrew	French	L4

## Step 5a (Automatic): Book Appointments

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. 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).



#### 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.

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	1533	Man , the same	Andres	house	-		

#### 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.