

Browse to <https://millaischool.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 Date Of Birth (20 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 enter.

The screen has a green header 'Parents' Evening'. Below it, there is a note: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, it says 'Click a date to continue:' followed by two options: 'Thursday, 16th March' and 'Friday, 17th March', each with 'Open for bookings' and a right arrow. At the bottom, there is a link 'I'm unable to attend'.

Step 2: Select Parents' Evening

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

The screen is titled 'Choose Teachers'. It includes a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher selection boxes: 'Mr J Brown SEND' and 'Mrs A Wheeler Class 11A', both with green checkmarks. A green 'Continue to Book Appointments' 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 is titled 'Choose Booking Mode'. It includes a note: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: '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 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 than the maximum number of appointments. It is important to only select those teachers that you want to book appointments with.

