

TWOOD Parent/Carer Guide for Booking Appointments schoolcloud

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

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Step	1:	Login
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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.

Parents' Evening		
his parents' evening is an opportunity to meet our child's teacher. Please enter the school via	Click a date to continue:	
te main entrance and sign in at reception.	Thursday, 16th March Open for bookings	>
	Friday, 17th March Open for bookings	>
	I'm unable to attend	

## 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.

Ch	bose Booking Mode
Sele	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

Choose Teachers

Choose earliest and latest times

14.06

Your availability: 14:00 - 17:00

# **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.

## Step 4: Select Availability

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



	pointments have been so on at the bottom.	served for two min	uten. If you're happy ad	th them, please choose
	Teacher	Dudent	Subject	Room
12.16	Mr J Sinclair	Ban .	English	0
17.25	Mis 2 Mumber	8an	Mathematics	MQ
12.45	Dr.R.Monamana	Andrea	Franch	14



#### **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 (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held in the confirmation queue 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 7 (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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	1000	title / Barlow	and an	Materiality	101		
** :	19.30	Intel / Forther	Andres	bience.			

**Parent's Evening** 

#### **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.

Please click here - <u>https://OAC.schoolcloud.co.uk/</u> Please log in via the front Parent/Carer details and this will take you to your appointment dashboard.

Please check your camera/microphone prior to starting your appointments. Click on 'Device Settings' if these need to be changed.

Then click 'Proceed to Video Call' Then click on 'Start Appointment' and wait for your teacher to appear

# Parent/Carer Support Video

Click here - <u>https://vimeo.com/473882995</u> to watch the support video for Parents/Carers

If you experience a black screen/no sound then please go back and check your camera/microphone settings. You may need to click accept your settings dependent upon your device.

If these are correct and you still experience an issue then please email <u>enquiries@carlton.outwood.com</u> with the following details; To help us investigate this further, please confirm:

- Name of person with (saw) the black screen
- Which appointments were affected (which teacher and what time)

# Video: Troubleshooting Issues - please <u>click here</u>