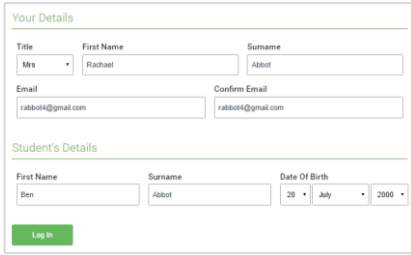


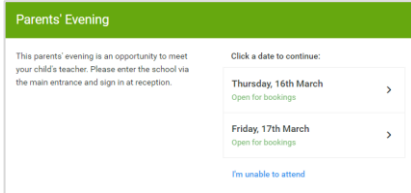
Browse to <https://OAC.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button.

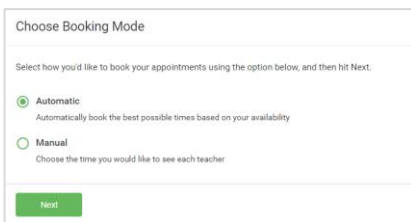
A confirmation of your appointments will be sent to the email address you provide.



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

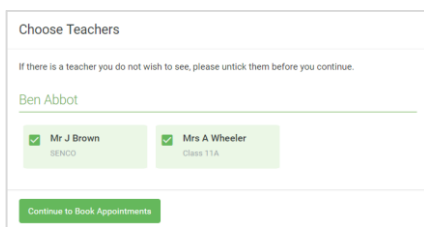
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



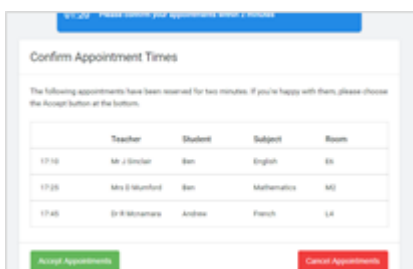
Step 4: Select Availability

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



Step 5: Choose Teachers

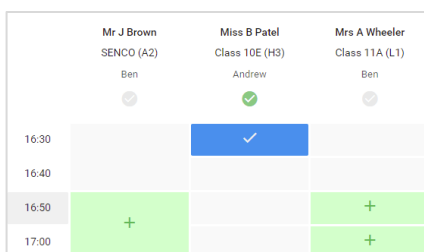
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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).



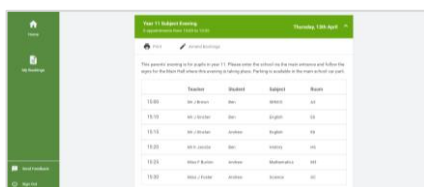
Step 7 (Manual): Book Appointments

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.



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*.

Parent's Evening

Please click here - <https://OAC.schoolcloud.co.uk/>

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 - <https://vimeo.com/473882995> 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.

Video: Troubleshooting Issues - please [click here](#)

If these are correct and you still experience an issue then please email enquiries@carlton.outwood.com 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)