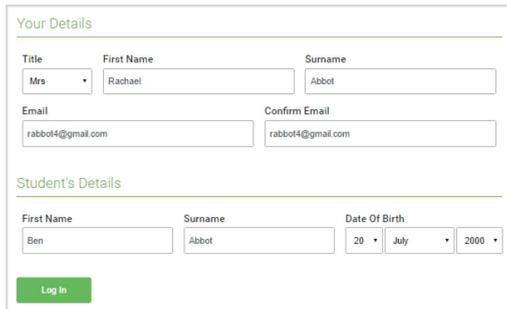


## Parents' Guide for Booking Appointments

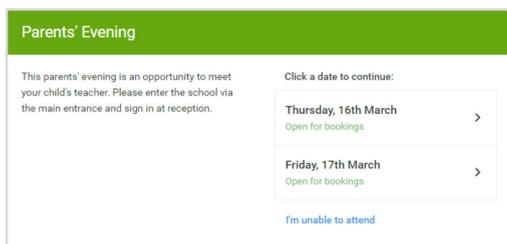
Browse to: <https://coopswinton.schoolcloud.co.uk>



The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. Under 'Your Details', there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). Under 'Student's Details', there are fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (three dropdown menus for day, month, and year, with '20', 'July', and '2000' selected). A green 'Log In' button is located at the bottom left of the form.

### Step 1: Login

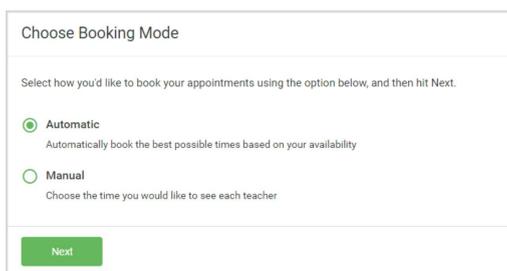
Fill out the details on the page then click the 'Log In' button. A confirmation of your appointments will be sent to the email address you provide.



The screenshot shows a screen titled 'Parents' Evening'. It contains a paragraph of text: '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, there is a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a link that says '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'

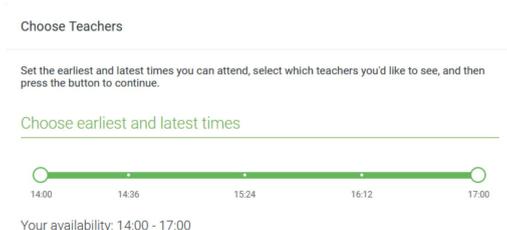


The screenshot shows a screen titled 'Choose Booking Mode'. It contains the text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the description 'Automatically book the best possible times based on your availability', and 'Manual' with the description 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

### 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 screenshot shows a screen titled 'Choose Teachers'. It contains the text: 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a section titled 'Choose earliest and latest times' with a horizontal time slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. A green bar is positioned above the slider, starting at 14:00 and ending at 17:00. Below the slider, it says '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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 5: Choose Teachers

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

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	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

Accept Appointments

Cancel Appointments

## Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for two 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

Year 11 Subject Evening  
Appointments from 16:30 to 17:30

Thursday 12th April

Print Amend Bookings

This parent evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Training is available in the main school car park.

Time	Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO	A2
16:10	Mr J Sinclair	Ben	English	A6
16:15	Mr J Sinclair	Andrew	English	B5
16:20	Mr K Jacobs	Ben	History	H6
16:25	Miss D Burns	Andrew	Mathematics	M3
16:30	Miss J Patel	Andrew	Science	S2

## 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'.