# Parents' Guide for Booking Appointments

Browse to https://NottinghamAcademySecondary.schoolcloud.co.uk/ (Please remember Progress Evening is in person).

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Mrs •	Rachael	Abbot				
imail		Confirm Email				
		rabbol4@gmail.com				
rabbot4@gmail		rabbol4@gmail.com				
rabbol4@gmail tudent's Di irst Name		rabbol4@gmat.com Date Of Birth				

#### 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.

**school**cloud

#### Parents' Evening 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. Click a date to continue: Open for bookings Friday, 10th March Open for bookings

## 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.

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

#### Step 3: Select Booking Mode

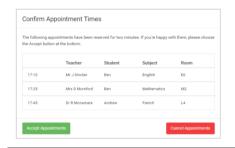
Step 4: Choose Teachers

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.

If you chose the automatic booking mode, drag the sliders at the top of the

If there is a teacher you do not wish to see, please untick them before Ben Abbot  75 Mr J Brown 76 Mrs A Wheeler		
		inue.
Mr. I Brown		
	Class 11A	
SENCO Class 11A		





### Step 5a (Automatic): Book Appointments

they're selected. To de-select, click on their name.

screen to indicate the earliest and latest you can attend.

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

Select the teachers you'd like to book appointments with. A green tick indicates

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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#### 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.