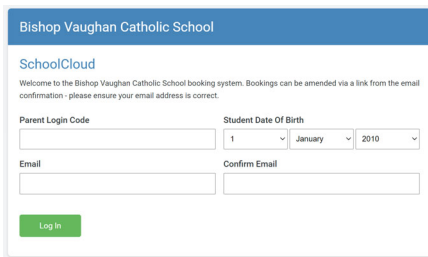


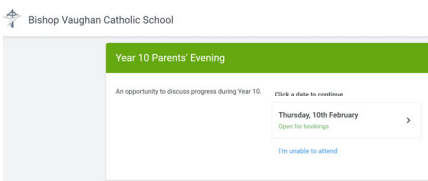
Parents' Guide for Booking Appointments

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



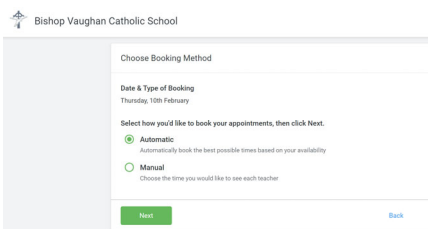
Step 1: Login

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.



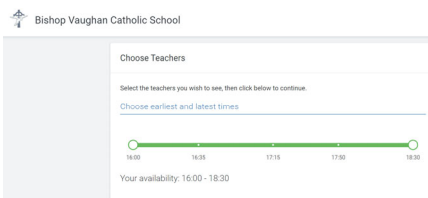
Step 2: Select Parents' Evening

Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



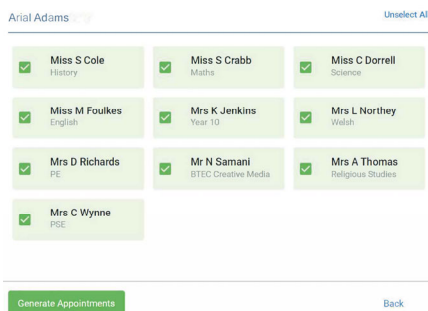
Step 3: Select Booking Mode

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.

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Location
16:00	Miss Cole	Arial Adams	History	Video Call
16:05	Miss Crabb	Arial Adams	Maths	Video Call
16:10	Miss Dorrell	Arial Adams	Science	Video Call
16:15	Miss Foulkes	Arial Adams	English	Video Call
16:20	Mrs Northey	Arial Adams	Welsh	Video Call
16:25	Mrs Richards	Arial Adams	PE	Video Call
16:30	Mr Samani	Arial Adams	BTEC Creative Media	Video Call
16:35	Mrs Thomas	Arial Adams	Religious Studies	Video Call
16:40	Mrs Wynne	Arial Adams	PSE	Video Call
16:45	Mrs Jenkins	Arial Adams	Year 10	Video Call

Accept Appointments

Reject Appointments

Step 6: Book Appointments (Automatic)

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.

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.

	Miss S Cole History	Miss S Crabb Maths	Miss C Dorrell Science	Miss M Foulkes English
16:00	+		+	+
16:05	+		+	+
16:10		✓		
16:15	+		+	+
16:20	+		+	+
16:25	+		+	+
16:30	+		+	+

Step 7: Book Appointments (Manual)

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.

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.

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

An opportunity to discuss progress during Year 10.

	Teacher	Student	Subject
16:00	Ms C Dorrell		Science
		30 second gap	
16:05	Miss M Foulkes		English
		30 second gap	
16:10	Miss S Crabb		Maths
		30 second gap	

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*.