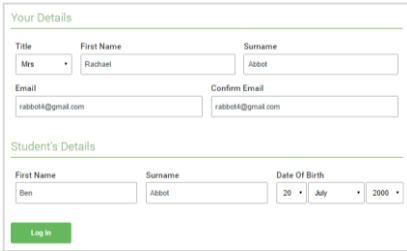


Browse to <https://seahamhighschool.schoolcloud.co.uk/>

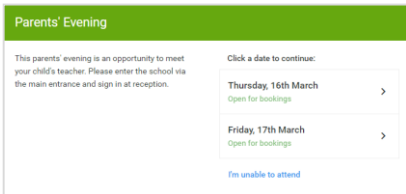


The form is divided into two sections. The top section, 'Your Details', contains fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The bottom section, 'Student's Details', contains fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2009' for the year). 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.

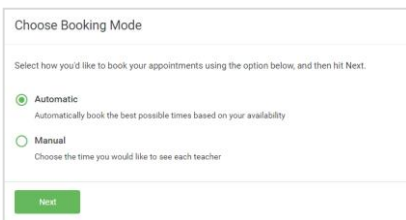


The screen has a green header with the text 'Parents' Evening'. Below the header, there is a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right of this text, there is a section titled 'Click a date to continue:' which lists two dates: 'Thursday, 16th March' and 'Friday, 17th March'. Each date has a right-pointing arrow and the text 'Open for bookings' below it. At the bottom of the screen, there is a blue 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 screen has a header 'Choose Booking Mode'. Below the header, there is a paragraph of text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options. The first is 'Automatic', which is selected (indicated by a green dot), and has the subtext 'Automatically book the best possible times based on your availability'. The second is 'Manual', which is not selected (indicated by a grey dot), and has the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left of the form.

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.

Choose Teachers

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

Ben Abbot

Mr J Brown SENDS

Mrs A Wheeler Class 11A

[Add a Teacher](#)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

You may book other teachers not listed on the screen by clicking *Add a Teacher*.

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 5a (Automatic): Book Appointments

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 (Step 5b).

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

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.

Page 11: Student Bookings

Page 11: Student Bookings

Teacher	Student	Subject	Room
17:00	Mr J Brown	Ben	English A1
17:10	Mr J Sinclair	Ben	English E6
17:15	Mr J Sinclair	Andrew	English E6
17:20	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Andrew	Mathematics M2
17:30	Mrs D Mumford	Andrew	Mathematics M2
17:35	Mrs D Mumford	Andrew	Mathematics M2
17:40	Mrs D Mumford	Andrew	Mathematics M2
17:45	Dr R McNamara	Andrew	French L4

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*.