



Parents' Guide for Booking Appointments

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

Dear Parent/Carer,

The S1 Parent Consultation Evening will take place on Tuesday, 1 November 2022 from 4.30pm until 6.30pm.

All appointments will be in-person within the school building.

Each appointment will last 5 minutes.

Appointments are limited to a maximum of 8 appointments per pupil.

Please follow the steps outlined below to make your appointments.

Should you have any problems with booking appointments, please contact the school office on 01357 524040.

Kind regards,

Mrs Jillian Kane

Depute Head Teacher

The screenshot shows a 'Your Details' form with the following fields:

- First Name:** [Text Input]
- Last Name:** [Text Input]
- Telephone:** [Text Input]
- Gender:** [Dropdown Menu]
- Role:** [Dropdown Menu]
- Address:** [Text Input]
- Postcode:** [Text Input]
- Email:** [Text Input]
- Confirm Email:** [Text Input]
- Mobile:** [Text Input]
- Mobile:** [Text Input]

Below the form, there is a 'Students Details' section with fields for:

- First Name:** [Text Input]
- Last Name:** [Text Input]
- Date Of Birth:** [Date Picker]

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 the 'September Parents Evening' booking page. It includes a green header with the title and a main content area with the following text:

Please log in to allow parents and teachers to discuss progress and set future plans for 2022 and 2023.

Please Note: All the 2022 Dates will be necessary available both in person and via video call.

Click a date to continue

- Monday 12th September** (In person & video call) [Dropdown Arrow]
- Tuesday 13th September** (In person) [Dropdown Arrow]

At the bottom, there is a link: [Click here 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*.



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: 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.

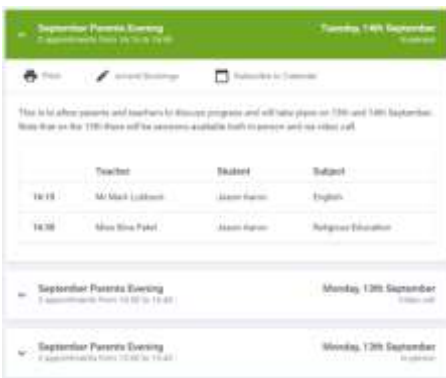


Step 7: Book Appointments

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.

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*.