Parents' Guide for Booking Appointments

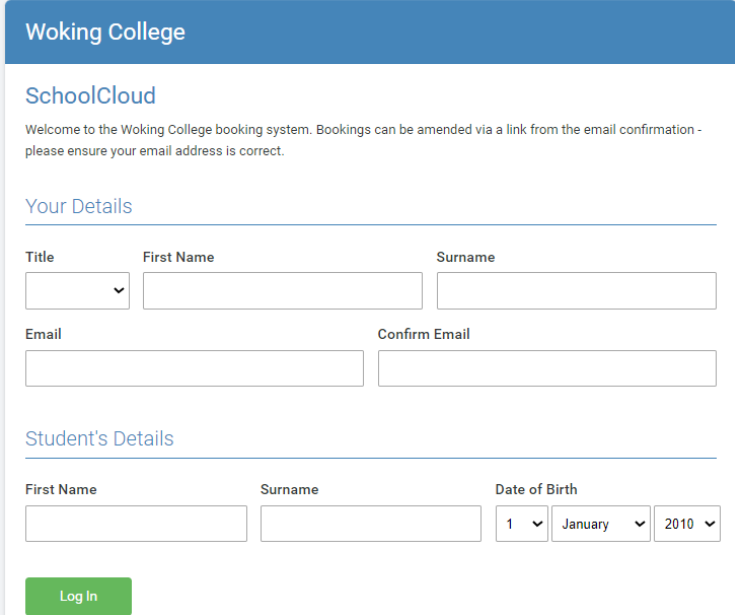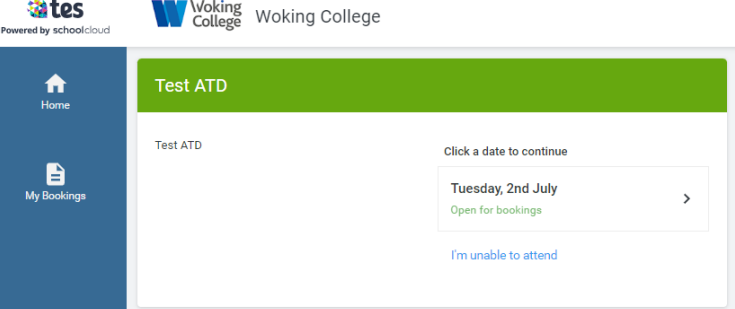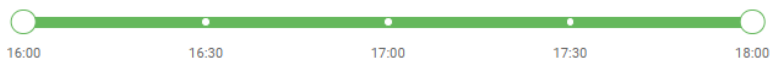Browse to https://wokingcollege.schoolcloud.co.uk/

Please note that this is the first time that School Cloud is being employed for Academic Tutoring Day. In the event of any problems with the School Cloud website, teachers will call students using Microsoft Teams.

Step 1: Login

Fill out the details on the page then click the *Log In* button. Note that, if a student has provided an alias, the student First Name may be the name they are known as, rather than their full name. For example 'Josh' rather than 'Joshua'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to attend the date 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 manually 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 Teachers and Availability

If you chose *Automatic*, Drag the sliders at the top of the screen to indicate the earliest and latest you can attend, and choose the teachers to meet with. You'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept. If it wasn't possible to book every selected teacher during the times you are able to attend, you may need to switch to *Manual* mode. This offers you a choice of times with each teacher.

By default all teachers of a student will be selected, but only one teacher per subject is required. If more than one teacher delivers a course, it will have been agreed between the teachers and student beforehand which teacher you will be meeting with. Please check with the young person in your care, and de-select any teachers not required.

My Bookings screen

Amending bookings

Step 5: Amend Appointments (Optional)

If you wish to change a booking, use the *Amend Bookings* button, followed by *Continue to Book Appointments*. This presents the manual booking grid. 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.

You have now finished the process. All your bookings appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing Print.