

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

Your Details

Title:  First Name:  Surname:   
 Mrs P Patel  Mrs A Patel

Email:  Confirm Email:   
 j.patel@nancladra.nhs.uk  j.patel@nancladra.nhs.uk

Student's Details

First Name:  Surname:  Date Of Birth:

Ben  A Patel  28  July  2002

## 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.

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 enquire:

Thursday, 16th March  
14:30 - 16:30

Friday, 17th March  
14:30 - 16:30

## 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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then *Next*.

Automatic  
Automatically book the best possible time based on your availability.

Manual  
Choose a time you would like to see each teacher.

## 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 *Unselect* before you continue.

Ben Albot

Mr J Brown  
14:30 - 15:30

Mrs A Wheeler  
15:30 - 16:30

## 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.

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 Brown	Ben	English	E6
17:25	Mrs A Wheeler	Ben	Mathematics	M2
17:45	Mr J Brown	Andrew	English	L4

## 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 SENDO (A2) Ben	Miss D 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"/>

## 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.

My Bookings

Print

Number	Date	Start	End
1270	16/03/2022	14:30	16:30
1271	16/03/2022	14:30	16:30
1272	16/03/2022	14:30	16:30
1273	16/03/2022	14:30	16:30
1274	16/03/2022	14:30	16:30
1275	16/03/2022	14:30	16:30
1276	16/03/2022	14:30	16:30
1277	16/03/2022	14:30	16:30

## 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*.