

# Parents' Guide for Booking Appointments for the Core Parents' Evening and Options Evening - Tuesday 24<sup>th</sup> January 2023 (16.00-19.00)

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

Form with two sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). 'Student's Details' includes fields for First Name (Ben), Surname (Abbot), and Date of Birth (28 July 2000).

## 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.

Form titled 'Choose Booking Mode' with two radio button options: 'Automatic' (selected) and 'Manual'. A 'Next' button is at the bottom.

## Step 2: 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.

Form titled 'Choose Teachers' with a slider for 'Choose earliest and latest times'. The slider is set from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

## Step 3: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Form titled 'Choose Teachers' with a list of teachers: Ben Abbot, Mr J Brown (SENCO), and Mrs A Wheeler (Class 11A). Mr J Brown and Mrs A Wheeler are selected with green checkmarks. A 'Continue to Book Appointments' button is at the bottom.

## Step 4: Choose Teachers

Select the English, Maths, Science and SEND (if applicable) Teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

All teachers for Options subjects will be available on a drop-in basis on the evening so there is no ability to make appointments for these.

Form titled 'Confirm Appointment Times' with a table of provisional appointments. At the bottom, there are 'Accept Appointments' and 'Cancel Appointments' buttons.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

## Step 5: 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.

Grid showing appointment slots for three teachers: Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), and Mrs A Wheeler (Class 11A (L1)). The 16:30 slot for Miss B Patel is booked with a blue checkmark. Other slots are either green with a plus sign or grey.

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

## Step 6: 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.

September Parents Evening  
2 appointments from 16:15 to 16:45

Tuesday, 14th September  
In person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening  
2 appointments from 16:00 to 16:45  
Monday, 13th September  
Video call

September Parents Evening  
2 appointments from 15:00 to 16:45  
Monday, 13th September  
In person

### 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*.