

Parents' Guide for Booking Appointments

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



Log In

First Name: [text box] Last Name: [text box] Email: [text box] Password: [text box]

Log In

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.



September Parents Evening

Click a date to continue

Monday, 18th September
14:00 - 15:00

Tuesday, 19th September
14:00 - 15:00

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 hit Next.

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

☐ Manual
Choose the time you would like to see each teacher.

Next

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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00

Your availability 14:00 - 17:00

Step 4: Select Availability

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



Choose Teachers

If there is a teacher you do not wish to see, please click their name to de-select.

[Search]

☒ Mr J. Brown

☒ Mrs A. Wheeler

Continue to Book Appointments

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.



Confirm Appointment Times

The following appointments have been created for your session. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J. Brown	Mr J. Brown	Maths	101
Mrs A. Wheeler	Mrs A. Wheeler	Maths	101
Mr J. Brown	Mr J. Brown	Maths	101

Accept Appointments

Reject Appointments

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.

	Mr J Street SENCO (A2) Van	Mrs E Patel Class TIE (H) Andrew	Mrs A Wheeler Class T1A (LT) Sam
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

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.

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															
Print Amend Bookings Subscribe to Calendar This is to allow parents and teachers to discuss progress and will take place on 12th and 13th September. Note that on the 12th there will be sessions available both in person and via video call. <table> <thead> <tr> <th></th><th>Teacher</th><th>Student</th><th>Subject</th></tr> </thead> <tbody> <tr> <td>16:15</td><td>Mr Mark Lythcott</td><td>Alexander Agnew</td><td>English</td></tr> <tr> <td>16:30</td><td>Mrs Nina Patel</td><td>Alexander Agnew</td><td>Religious Education</td></tr> </tbody> </table>					Teacher	Student	Subject	16:15	Mr Mark Lythcott	Alexander Agnew	English	16:30	Mrs Nina Patel	Alexander Agnew	Religious Education
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September Parents Evening 2 appointments from 16:30 to 17:00		Monday, 12th September 16:30-17:00													
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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*.