

Parent Evening Login User Guide

Browse to www.sheltonjunior.schoolcloud.co.uk



Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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.

Note: Your name, and your child's name and date of birth must match our system for you to be able to log in.

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 continue:

Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>

[I'm unable 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*.

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 times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Manual* booking mode to choose your preferred time or automatic to let the system select a time for you.

Then press *Next*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Continue to Book Appointments

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.

If you have more than one teacher to see, select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Together, we learn, trust and succeed.

Learn ... reach your full potential - *curiosity, concentration*

Trust ... caring staff support every child in school - *collaboration*

Succeed ... overcome barriers - *resilience, reflectiveness*

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 Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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 SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

Year 11 Subject Evening
Appointments from 12:00 to 1:00
Thursday, 12th April

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	English	E6
15:45	Mr J Brown	Ben	English	E6
15:55	Mr J Brown	Ben	English	E6
16:05	Mr J Brown	Ben	English	E6
16:15	Mr J Brown	Ben	English	E6
16:25	Mr J Brown	Ben	English	E6
16:35	Mr J Brown	Ben	English	E6
16:45	Mr J Brown	Ben	English	E6
16:55	Mr J Brown	Ben	English	E6
17:05	Mr J Brown	Ben	English	E6
17:15	Mr J Brown	Ben	English	E6
17:25	Mr J Brown	Ben	English	E6
17:35	Mr J Brown	Ben	English	E6
17:45	Mr J Brown	Ben	English	E6
17:55	Mr J Brown	Ben	English	E6

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*.

A video guide on attending your video appointments can be found here:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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