

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

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.

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*.

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.

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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E8
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr B Monemans	Andrew	French	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).

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.

Teacher	Student	Subject	Room
16:30 Mr J Sinclair	Ben	English	E8
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17:00 Mr J Sinclair	Ben	English	E8
17:00 Mrs D Mumford	Ben	Mathematics	M2
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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*.

Additional Guidance and Advice

- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below.
- The same parent who made the appointments MUST be the one to log in as the appointments are linked to his/her details only and NOT to the other parent.
- Check the names match exactly with the details we have on the system.
- Check the email address - in some instances the system shows that parents are sharing the same email address which you may have forgotten.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- Better sound is achieved if only one person speaks (closely) to the microphone at a time.
- If one party loses connection, please just wait whilst they log in again - you should be able to resume the conversation.
- If there is a sound /display issue, try clicking the microphone/camera icon off and on again.
- If there is still an issue, try logging off and logging on again or try another device.
- If possible, have a backup device ready for you to log on and use.
- If you miss a conversation the teacher, please email the teacher directly for their guidance.