

CITY OF DERBY ACADEMY

Farmhouse Road, Sinfin, Derby DE24 3AR
Tel: 01332 270 450 Email: admin@cityofderbyacademy.org
Web: www.cityofderbyacademy.org
Headteacher: Mr P Smith



Thursday 10 May 2021

Dear Parent/Carer

Year 10 Parents' Evening Wednesday 26th May 2021 - Online Appointment Booking

The coronavirus pandemic has resulted in a number of changes to how schools educate students. It has also changed how our parents' evenings are held as we currently cannot meet parents face to face. Therefore, we are introducing a new intuitive and easy to use online appointment booking system – SchoolCloud.

SchoolCloud allows parents/carers to book appointment times with their child's teachers and appointments are held via video conferencing. To view the video showing you how the system works please visit:

www.cityofderbyacademy.org/parents/parents-evenings/

On the reverse of this letter is a short guide on how to book appointments.

Appointments can be made from Wednesday 12th May 2021 at 9.00am and will close on Wednesday 26th May 2021 at 3.00pm. Please visit: <https://CODA.schoolcloud.co.uk/> to make your appointments.

Please note: to book appointments you will be required to enter the details of the person registered in school as 'Priority One'. It is important that these details are used otherwise you will experience an issue with logging in.

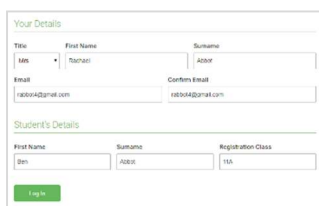
If you do experience any difficulty or you need to amend your appointments, please do not hesitate to contact myself or Mrs Kamaran via email – kday@cityofderbyacademy.org or akamaran@cityofderbyacademy.org

Yours faithfully

Mr K Day
Head of Year 10

Parents' Guide for Booking Appointments

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



Step 1: Login

Fill out the details on the page then click the *Log In* button.

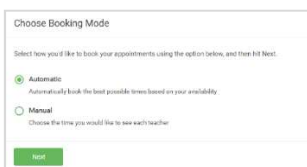
A confirmation of your appointments will be sent to the email address you provide.



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*.

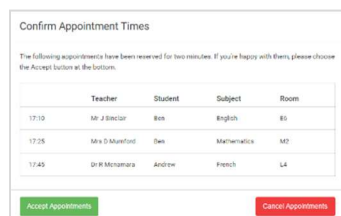
We recommend choosing the automatic booking mode when browsing on a mobile device.



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
Mr J SENCO	Ben	English	R5
Mrs D Mansford	Ben	Mathematics	M2
Dr H Minomara	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.



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*.