

# CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



Thursday 10 June 2021

Dear Parent/Carer

## Year 7 Parents' Evening Tuesday 22<sup>nd</sup> June 2021 - Online Appointment Booking

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments will run via video conferencing.

To view the video showing you how the system works please visit: [www.cityofderbyacademy.org/parents/parents-evenings/](http://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 Friday 11<sup>th</sup> June at 9:00am and will close on Tuesday 22<sup>nd</sup> June at 3:00pm. Should you wish to make any changes after this date please contact the school office.

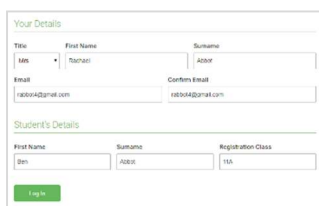
Please visit <https://CODA.schoolcloud.co.uk/> to book your appointments. Please note it is the details for 'priority contact 1' which have been uploaded. You need to make sure the details match exactly to be able to log in. If you experience any difficulty in logging in, please contact [jbruce@cityofderbyacademy.org](mailto:jbruce@cityofderbyacademy.org) or [arerrie@cityofderbyacademy.org](mailto:arerrie@cityofderbyacademy.org) so we can assist.

Yours sincerely,

Jo Bruce  
Head of Year 7

# 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.

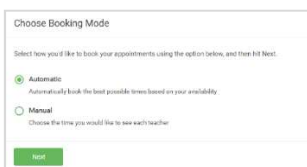
A confirmation of your appointments will be sent to the email address you provide.



## 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*.

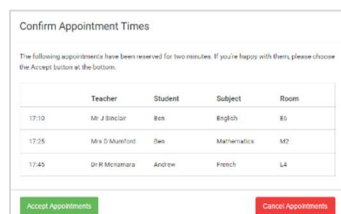
We recommend choosing the automatic booking mode when browsing on a mobile device.



## 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 BROWN	Ben	English	B5
Mrs D Murrell	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*.