# Parents' Guide for Booking Appointments

*school* cloud

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

| Title             | First Name | Sumame                                  |  |
|-------------------|------------|---|--|
| Mrs 🔹             | Rachael    | Abbot                                   |  |
| Email             |            | Confirm Email                           |  |
| rabbot4@gmail.com |            | rabbot4@gmail.com                       |  |
|                   |            | rabbol4@gmail.com                       |  |
| Student's De      |            | rabbote@gmail.com<br>Registration Class |  |

Click a date to c ursday, 16th March

riday, 17th March

## 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.

| lly book the best possible tim | s based on your ava            | ilability                               |   |
|--------------------------------|--------------------------------|---|---|
|                                |                                |   |   |
| time you would like to see ea  | h teacher                      |   |   |
|                                | time you would like to see eac | time you would like to see each teacher | time you would like to see each teacher |

Step 4: Choose Teachers

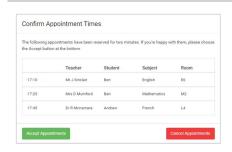
Step 3: Select Booking Mode

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.

If you chose the automatic booking mode, drag the sliders at the top of the

## Choose Teachers If there is a teacher you do not wish to see, please untick them before yo Ben Abbot Mrs A Wheeler Mr J Brown



#### Miss B Patel Mr J Brown Mrs A Wheeler SENCO (A2) Class 10E (H3) Class 11A (L1) Ben Andrew Ben 0 16:30 16:40 16:50 17:00

## Step 5a (Automatic): Book Appointments

they're selected. To de-select, click on their name.

screen to indicate the earliest and latest you can attend.

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.

Select the teachers you'd like to book appointments with. A green tick indicates

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.